

Agency and Not for Profit Organization*
Authorization to purchase from WSU Surplus Stores

Date: _____

Agency Name:

Billing Address:

Phone:

The following people are authorized by:

Name	Signature	Title
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to commit agency funds to purchase from WSU Surplus Stores.

Written purchase order required Yes___ No ___
(purchase orders are required for all schools and government agencies)

Name	Signature
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*Not for Profit Organizations must provide a copy of the 501(c)(3) confirmation from the IRS.

Effective: _____ thru _____
Begin date End date

Agency and Not for Profit Organization Shopping at WSU Surplus Stores

Washington State University Surplus Stores supports the university and individual departments in getting the maximum utilization of assets through programs promoting reutilization of university, state and federal surplus property and the repair, reuse, and disposal of university property at fair market prices.

Surplus stores has 12,000 square feet of computers, audiovisual equipment, furniture, electronics, food service equipment for purchase by government and non-profit agencies. We are open for agency purchases on weekdays from 8:00 am to 4:00 pm. Items that are not sold to agencies are sold at monthly public sales. You are welcome to shop for your agency any day except the day before and day of our public sales.

Items are available to agencies, WSU departments and non-profits on a first-come, first-serve basis. If you are looking for a particular item please give us a call (509) 335-3089 or send us an email rlredman@wsu.edu and we will let you know if we have it in stock or we will add you to our want list.

When you come to shop, bring an IRI, agency PO or make sure your non-profit organization and designated buyers are registered here at Surplus. If you want to purchase an item for your own personal use, you have to come to one of our public sales. Please check our Website for the sale schedule.

www.wsu.edu/surplus

