

UW SWAP SHOP

SURPLUS WITH A PURPOSE



SWAP Instructional Guide: Public Schools

1061 Thousand Oaks Trail

Verona, WI 53593

(P) 608.497.4440

(F) 608.497.4423

(E) swap@bussvc.wisc.edu

www.bussvc.wisc.edu/swap

Hello! We are happy that you have chosen to start shopping with SWAP on behalf of your school district. We will be able to offer you some great deals on computer equipment, furniture, office supplies, and more!

Please review the following information carefully. It will provide you with everything you will need to know in order to start making purchases at SWAP. Note: Should you need it, SWAP contact information is located on page 2 of this packet.

Sales Policy

- 1.) You may purchase from SWAP Monday through Friday and on all public sale days. *Please enter through the MDS doors on the right side of the building Monday and Wednesday.*
- 2.) Payment must be made with a check, credit card or MD account number.
- 3.) You must bring a valid school ID and your school's ES # with you to the store and present them at the time of purchase.
- 4.) All purchases made with your school district account must be used for that purpose. You may not purchase items on this account for personal use or for resale to raise funds.
- 5.) You will receive a 25% discount on all purchases made on behalf of your school. Teachers purchasing for personal use will not receive this discount and can only shop on public sale days.

Payment Options

Payment must be made with a check, credit card or MD account number.

Creating an MD Account

One of the ways in which schools can pay for SWAP purchases is with an MD account number. This number can be issued to an individual or a group, but can only be used to purchase items for your school district. Purchases for personal use or resale cannot be made on this account.

Please visit our [MD Account Setup and Revision](#) page for instructions on how to set up your MD account.

Discount

You will receive a 25% discount on all purchases made on behalf of your school district. *Note: Teachers purchasing for personal use will not receive this discount and can only shop on public sale days.*

Sales Hours

Monday - Friday 8:00 a.m. – 4:00 p.m. (*Monday & Wednesday: please enter through the MDS doors on the right side of the building*)

2nd Saturday of every month 8:00 a.m. – 2:00 p.m.

SWAP Inventory

Supplies and equipment for sale by SWAP are sold as is with no warranty, no guarantee, no returns, and no exchanges. All sales are final so items should be tested on-site prior to purchase.



The best way to learn about available inventory is by visiting the [SWAP website](#). There you will find full lists of available inventory, broken down into four different categories: computer equipment, office supplies, household supplies, and miscellaneous items.



We also provide regular inventory updates on our [Facebook](#) and [Twitter](#) pages. It is on these social media networks that you can view images of our more unique floor items, learn about special offers and promotions, and interact with other SWAP patrons.



Every month, SWAP comes out with a newsletter detailing our biggest news stories. Highlights include new SWAP floor additions, sale announcements, and special deals. If you would like to join our mailing list, click [here](#) and send a blank email to subscribe. You can also view our newsletters on our website from our [eNews](#) link.

Contact Information

If you have any questions about purchasing from SWAP on behalf of a school district please do not hesitate to contact us.

General SWAP Questions:

Email: swap@bussvc.wisc.edu

Phone: (608) 497-4440

Fax: (608) 497-4423

Office Directory:

Matt Thies, Store Supervisor

mthies@bussvc.wisc.edu, (608) 497-4436

Tom Bessey, Warehouse Supervisor

tbessey@bussvc.wisc.edu, (608) 497-4422