

# UW SWAP SHOP

SURPLUS WITH A PURPOSE



## SWAP Instructional Guide: UW Departments, State Agencies & Municipalities

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*Hello! We are happy that you have chosen to start shopping with SWAP on behalf of your UW department, state agency or municipality. We will be able to offer you some great deals on computer equipment, furniture, office supplies, and more!*

*There are two parts to this guide. Part one is an overview of how to purchase from SWAP. Part two will provide you with directions on how to send your surplus items to SWAP. Please review this information carefully. Note: should you need it, SWAP contact information is located on page 2 of this packet.*

## **Part 1 – Purchasing from SWAP**

### **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 through Wednesday.*
- 2.) Payment must be made with an MD account number or a procurement card.
- 3.) All purchases made with your UW department, state agency or municipality account must be used for that purpose. You may not purchase items on this account for personal use or for resale to raise funds.

### **Payment Options**

Payment must be made with an MD account number or a procurement card.

### **Creating an MD Account**

One of the ways in which you 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 UW department, state agency or municipality. 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.

### **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*)  
2<sup>nd</sup> 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 UW department, state agency or municipality, please do not hesitate to contact us.

### General SWAP Questions:

Email: [swap@bussvc.wisc.edu](mailto:swap@bussvc.wisc.edu)

Phone: (608) 497-4440

Fax: (608) 497-4423

### Office Directory:

Matt Thies, Store Supervisor

[mthies@bussvc.wisc.edu](mailto:mthies@bussvc.wisc.edu), (608) 497-4436

Tom Bessey, Warehouse Supervisor

[tbessey@bussvc.wisc.edu](mailto:tbessey@bussvc.wisc.edu), (608) 497-4422

(Part 2 is continued on the next page)

## Part 2 – Sending Us Your Surplus Items

### Materials Collection Policy

- 1.) SWAP collects all reusable, repairable, or salvageable surplus equipment from the UW-Madison campus and state agencies and municipalities in the Madison area. SWAP will NOT collect items that are hazardous, deemed unsalable by SWAP staff, or items that are unsafe to handle.
- 2.) If SWAP collects items that require a recycling fee, the department's MD Account Number will be charged a handling and disposal fee.
- 3.) SWAP reserves the right to refuse any drop-off not accompanied by a Surplus Property Pick-up Form, or any pick-up that contains inappropriate material.

Items Collected by SWAP	Items NOT Accepted by SWAP <i>(Contact SWAP for alternative disposal option)</i>
<ul style="list-style-type: none"> <li>• All computer equipment, regardless of condition or age</li> <li>• Computer monitors (\$7 ea. charge)</li> <li>• Televisions (\$10 ea. charge)</li> <li>• Functional office supplies (please sort)</li> <li>• Copiers and large printers (\$.20 per lb if over 50 lbs and unsalable)</li> <li>• Complete and functional office furniture (e.g., desks, chairs)</li> <li>• Clean, reusable labware</li> <li>• Non-hazardous lab equipment</li> <li>• Books</li> <li>• Tools and hardware</li> <li>• Electrical equipment, including motors regardless of condition</li> <li>• Clean, modern and functional appliances (\$10 ea. charge if unsalable)</li> </ul>	<ul style="list-style-type: none"> <li>• Liquids, powders, or aerosol sprays of any kind</li> <li>• Mercury-containing equipment</li> <li>• Asbestos-containing equipment or material</li> <li>• Dismantled modular workstations</li> <li>• Incomplete or broken furniture (desks with missing drawers, broken chairs, etc.)</li> <li>• Mattresses</li> <li>• Sharp hazards as defined by Safety Department (needles, broken glass, etc.)</li> <li>• Contaminated lab ware and equipment with radioactive sources</li> <li>• Plate glass (handling hazard)</li> <li>• Dismantled shelving</li> <li>• Paints, paint removers</li> <li>• Light fixtures and fluorescent bulbs</li> <li>• Old, dirty or non-functioning appliances</li> </ul>

# Surplus Request Procedure

## Pick-Ups

- 1.) Fill out the [Surplus Request Form](#) online. (At the top of the form, make sure "Pick-Up" is selected). Print a copy for your records and press *Submit*.
- 2.) If you have specific time constraints, please note them in the "Additional Comments" section of the form and we will try to accommodate.
- 3.) Please allow at least 10 days for us to retrieve your items.
- 4.) Most surplus pick-ups are free, however departments may be charged if a request for an emergency pick-up is made, if the pick-up takes more than two hours onsite, or if the pick-up needs to be contracted out.

## Drop-Offs

- 1.) Fill out the [Surplus Request Form](#) online. (At the top of the form, make sure "Drop-Off" is selected). Print one copy for your records and one for SWAP staff and press *Submit*. Please submit this form at least 24 hours before dropping off your items.
- 2.) If the date/time of your drop-off is known, please add this information to the "Additional Comments" section of the form.
- 3.) Please have a copy of the Surplus Request Form on hand when dropping off your items.

## Online Auction – Items on Location

Some surplus items are too large and/or too numerous for us to retrieve. These items will traditionally be added to our online auction website rather than our SWAP floor. In these circumstances, we will send a staff member to your location to take pictures of the object(s) and the winning online auction bidder will retrieve them from your site at their convenience.

If your item(s) qualify for online auction – items on location, please complete the following steps:

- 1.) Fill out the [Surplus Request Form](#) online. (At the top of the form, make sure "Online Auction – Items on Location" is selected). Print a copy for your records and press *Submit*.
- 2.) Someone from SWAP will be in contact with you as soon as we receive your Surplus Request Form.

## Surplus Items Valued at \$75 or More

In addition to the Surplus Request Form, SWAP requests that items of value (\$75 or more) be accompanied by our [Surplus Evaluation Form](#). Please fill out the form, print a copy, and tape it to each item of value greater than \$75. This optional form will assist SWAP personnel with assessing resale value of your items. It will also help to increase your department's chance of receiving maximum sales credits.

## SWAP Revenue Sharing

UW-Madison Departments and government agencies will be credited for the sale of items sold through SWAP according to the standard SWAP reimbursement sharing rate. See the [SWAP Revenue Sharing Rate](#) document for details.

## Tips for Increasing Your Chance of Receiving Credit

- 1.) Fill out a Surplus Evaluation Form and tape it to each item of value greater than \$75.
- 2.) Clean the equipment.
- 3.) Unbolt TV's and media players from A/V carts.
- 4.) Provide a key and combination to all safes, locks, and doors.
- 5.) Identify items that should be kept and sold together.
- 6.) Include necessary power supplies and manuals.
- 7.) If containing radioactive source or materials or hazardous liquids, powders, or solids, have the item checked by Safety and tape a "Cleared by Safety" form on the equipment.
- 8.) Keep equipment as intact as possible.

## Hard Drive Destruction Services Available

SWAP works in conjunction with a local E-Waste recycler to ensure that all data is removed from electronic media prior to resale/recycling. We also destroy hard drives and erase magnetic media tapes in-house prior to disposal. This is a fee-based service available to UW departments, state agencies, municipalities, and school districts ONLY. Contact SWAP for more information.