

# NCSU Materials Support

3240 Ligon St.  
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*Finding a new home for unwanted materials.*



## Materials Management Surplus

### Your Department/Office's Responsibility:

The process for disposition of university property begins by contacting NCSU Surplus at 515-5525.

Surplus will determine if the property is for:

- Transfer— available to other departments
- Surplus Sale—if not transferred, sold to the general public
- Disposal—no value, recycled or landfilled

If Surplus has determined your furniture, or equipment is for disposal, you have three options...

1. As a billable service, have Surplus haul the material away for recycling or disposal.
2. Departments may transport materials themselves to Bulk Debris Site.
3. Hire a private vendor to haul the items to a disposal or recycling facility.

Private vendors should haul directly to the Wake County Landfill or local recycling facility for processing. You may contact NCSU Waste Reduction & Recycling at 515-9421 for a complete list of local facilities or visit [www.ncsu.edu/facilities/recycling/services/](http://www.ncsu.edu/facilities/recycling/services/)

### Frequently Asked Questions:

**What do I do with obsolete electronics?**

A: Surplus accepts all electronics regardless of functionality

**How long does it take for Surplus to respond to a request?**

A: After you have contacted Surplus (515-5525) they will schedule an evaluation of your property.

**What do I do with recyclable items during an office move?**

A. Contact Waste Reduction & Recycling at 515-9421 for cleanout procedures.

**What do I do with material that Surplus won't take?**

A: Several options are available, please reference list at left.

**Our office is getting new furniture, when, and how do I get rid of old property?**

A. Contact surplus as soon as possible to arrange for an appropriate pick-up time. Planning ahead will make the process go more smoothly!