

The Russell Labs staff will gladly
Expand Your Work Space
*...by helping discard equipment and supplies
you no longer need!*



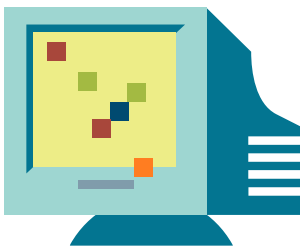
Please record all the items that you're leaving here on the list on this bulletin board. In addition...

🕒 *Multiple small items:*

Box them and label the box clearly in large print. If you see something you can use in your lab or office, feel free to take it.



🕒 *Computer monitors:*



Please attach a sticker or tape with an MD number.* The UW Materials Distribution Service will charge the \$10 monitor disposal fee to this MD account.

🕒 *Other large items or furniture:*

If the item could sell for more than \$150, attach an MD number* and that account will receive a partial credit after it sells.

SWAP, “Surplus With A Purpose,” has the *sole* authority for disposal of surplus and abandoned property at UW-Madison. If you have questions, please contact Tom Dettinger at 265-9233 or Ken Scott at 262-3119. For more information on SWAP, see <http://www.bussvc.wisc.edu/swap/>

* To determine the appropriate **MD number**, contact one of the Russell Labs financial services staff. Note that MD numbers associated with many federal grants disallow equipment charges or credits.