**WSU Surplus Stores Limited Service to WSU departments**

Operating Hours 7:00 am – 3:30 pm  
Appointment Only

**Surplus Disposal**

- If your department has surplus to dispose of, please submit a Surplus Disposal Request (SDR) through [myFacilities](mailto:).
- In the comment section of the SDR, please note if your building and room is accessible or not.
- Surplus Stores will coordinate each pickup with your department to make sure we can obtain proper social distancing. Surplus Stores is not at full staffing level. Surplus pickups and drop offs will be done as staffing levels allow.
- If you are wanting to drop off surplus, please contact Surplus staff at 335-3089 or [surplus@wsu.edu](mailto:surplus@wsu.edu) to coordinate drop off.
- Masks will be required for dropping off surplus and interaction with Surplus Staff. Staff dropping off will need to bring their own mask. Masks will not be provided at Surplus Stores.
- Customer interaction should be done electronically, as much as practicable.
- Surplus Stores will process SDR paperwork by scan email to limit staff interactions.