



Give and Take Office Supplies for Free with Triton's ReUseIt Room

Are you cleaning out your office? Do you have extra three-ring binders, dry erase markers, tape dispensers, a desk organizer or other unneeded supplies? Don't throw them out – donate them to Triton's ReUseIt Room by filling out the Authorization for Donation of Unused Office Supplies to ReUseIt Room found at triton.edu/reuseit!

Do you need a stapler, file folders, markers, binders or other items? Before you buy, shop Triton's ReUseIt Room for free!

The ReUseIt Room is a sustainability initiative located in the J Building, **Room J-259**. The room serves as a free exchange where employees donate unneeded, gently used office supplies and "shop" for what they need in return. The room is open during normal business hours and all employees are encouraged to utilize this free resource before purchasing new items. It is a great way to reduce waste, keep items out of the landfill and save money.

Here are the details:

- The program's success is completely dependent on employee participation.
- The room is open during normal work hours (Monday-Friday, 8 a.m.-6 p.m.).
- To donate, please fill out the Authorization for Donation of Unused Office Supplies to ReUseIt Room found at triton.edu/reuseit.
- The Sustainability Center will be responsible for keeping the room organized and restocked (based on donations).
- When "shopping," employees are asked to sign out and identify what office supplies they are taking. This is to track data on cost savings as opposed to purchasing new office supplies.
- If a department has a large donation of items, a work order can be processed for facilities.

For more information, please contact Maintenance at maintenance@triton.edu

No matter who you are or what you aspire to be ...

There's
a place
for you.



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