SNAPSHOT

The Grand Give Away (GGA) is an annual spring cleaning event and is an opportunity for the whole department to clean out old, excess, defunct, or unwanted equipment, items, or storage. It is also a time for department members to sign up for a chance to claim the unwanted items or storage spaces available.

WHAT ITEMS WE ACCEPT

Items accepted for donation are those which are:
1. In general working condition and do not need substantial repairs.
2. No longer needed in your lab/office/etc.
3. Possibly needed/wanted by other department members.
4. Unclaimed/excess items.

WHAT ITEMS WE DO NOT ACCEPT

Items NOT accepted for donation are those which are:
1. Not in general working condition and need substantial repairs.

If your item or equipment is not viable for donation, please submit your item(s) for surplus.

CAPITAL ASSETS + SURPLUS

Please contact Ayo Garner for assistance with surplusing capital assets. Capital assets which need the help of the Business Officer to surplus are:
1. Valued over $5,000
2. Have a CSU barcode and decal number
Clear the Clutter

FORMS + INSTRUCTIONS

APRIL 22ND-26TH, 2024 | BIOLOGY BUILDING - VARIOUS LOCATIONS

SUBMIT AN ITEM

To submit an item for consideration in the Grand Give Away please fill out this form.

SUBMIT

INSTRUCTIONS

1. Work by yourself or with your lab to gather items for donation, surplus, trash, etc.
2. Recycling and trash bins will be on hand on the NE side of the building on the 2nd-4th floors to throw out trash and recycling.
3. Submit your item(s) for donation to the Grand Give Away by clicking the button above.
4. Once submitted, the CEF, Elizabeth Saunders, will contact you with further instructions depending on the item(s) submitted.
5. On the week of the event, view this virtual catalog or visit the lab where the item is located and browse our selections. Sign up for equipment and items using the “request this item” button below each image in the catalog for a chance to claim them for yourself or your lab.
6. After the event, the CEF and Department Chair, Deborah Garrity, will reach out to those individuals/labs who will be receiving any items - once contacted, please organize the removal of any item(s) with your lab, or for larger items which requires Facilities assistance to move speak with the CEF.
7. Unclaimed items which are also unowned by any current department member will be submitted for surplus by the CEF unless otherwise specified.
8. Any remaining items from the GGA which DO have a current department owner need to be submitted for surplus by the registered representative.
Handy Helpers

CONTACTS + RESOURCES

APRIL 22ND-26TH, 2024 | BIOLOGY BUILDING - VARIOUS LOCATIONS

CONTACTS

ELIZABETH SAUNDERS | Elizabeth.Saunders@colostate.edu
Communications, Events, & Facilities Coordinator, Department of Biology
- For general questions about the GGA, submissions, and surplus of non-capital assets

DEBORAH GARRITY | Deborah.Garrity@colostate.edu
Biology Department Chair
- For questions about space assignments or item (re)allocation

AYO GARNER | Ayog.Garner@colostate.edu
Business Officer, Department of Biology
- For assistance with surpling capital assets

SALAH ABDEL-GHANY | Salah.Abdel-Ghany@colostate.edu
Capital Asset Manager
- For general questions about capital assets

RESOURCES

Provides detailed instructions for surpling non-capital assets

A one-stop-shop for all forms, how-to guides, policies, and official information pertinent to our department

Learn more about CSU Surplus and submit a ticket using this link
THE GREAT CLEAN UP
MARCH - APRIL 2024

DEFUNCT EQUIPMENT?
UNWANTED ITEMS?
CLUTTER EVERYWHERE?

REGISTER THEM FOR THE
GRAND GIVE AWAY!

SCAN THE QR CODE TO SUBMIT YOUR ITEMS
FOR THE GIVE AWAY
SUBMISSIONS DUE BY APRIL 12TH

QUESTIONS?
Contact:
CEF, Elizabeth Saunders
elizabeth.saunders@colostate.edu

BIOLOGY
COLORADO STATE UNIVERSITY
THE BIOLOGY
GRAND GIVE AWAY
APRIL 22-26, 2024

SPRING CLEANING ITEMS UP FOR GRABS!
JOIN US AT THE GRAND GIVE AWAY FOR A CHANCE TO CLAIM HIDDEN GEMS FROM THE DEPARTMENT!

BROWSE OUR AVAILABLE ITEMS
ANY TIME DURING THE WEEK OF APRIL 22

SIGN UP FOR YOURSELF OR YOUR LAB!
SCAN OR CLICK FOR THE VIRTUAL CATALOG

QUESTIONS?
Contact: Elizabeth Saunders
elizabeth.saunders@colostate.edu

STAY TUNED FOR THE VIRTUAL CATALOG DROP!