



# BIOLOGY

# The Grand Give Away

DETAILS

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

## 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 surplus 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

**Email:**  
elizabeth.saunders@colostate.edu

**Office:**  
Biology 111J

**Phone**  
(970) 491-8804



# Clear the Clutter

FORMS + INSTRUCTIONS

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## 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.

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# Handy Helpers

CONTACTS + RESOURCES

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## CONTACTS

ELIZABETH SAUNDERS | [Elizabeth.Saunders@colostate.edu](mailto: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](mailto:Deborah.Garrity@colostate.edu)

Biology Department Chair

- For questions about space assignments or item (re)allocation

AYO GARNER | [Ayo.Garner@colostate.edu](mailto:Ayo.Garner@colostate.edu)

Business Officer, Department of Biology

- For assistance with surplus capital assets

SALAH ABDEL-GHANY | [Salah.Abdel-Ghany@colostate.edu](mailto:Salah.Abdel-Ghany@colostate.edu)

Capital Asset Manager

- For general questions about capital assets

## RESOURCES

**EMPLOYEE  
HANDBOOK** >

Provides detailed instructions for surplus non-capital assets

**RESOURCES  
+ GUIDELINES** >

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

**SURPLUS** >

Learn more about CSU Surplus and submit a ticket using this link

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[elizabeth.saunders@colostate.edu](mailto:elizabeth.saunders@colostate.edu)

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# 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](mailto: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



SIGN UP FOR YOURSELF  
OR YOUR LAB!



ANY TIME DURING THE  
WEEK OF APRIL 22



SCAN OR CLICK FOR THE  
VIRTUAL CATALOG



QUESTIONS?

Contact: Elizabeth Saunders  
[elizabeth.saunders@colostate.edu](mailto:elizabeth.saunders@colostate.edu)



BIOLOGY  
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STAY TUNED FOR  
THE VIRTUAL  
CATALOG DROP!