

Procedures for Recycled Ink Cartridges:

Surplus Property will pick up and recycle all used laser & printer cartridges upon request from University departments.

1. Please contact Surplus Property at 621-1754

2. Surplus Property staff will need the following information prior to picking up cartridges:
 - a. Department Name
 - b. Building & Room number
 - c. Contact person & phone number
 - d. How many cartridges

3. Request will be scheduled for pick up by one of Central Receiving's delivery team drivers.