

# **Hornet Surplus**



Redefine the Possible<sup>™</sup>

# **Campus Surplus**

- Campus Surplus Collects furniture that is no longer needed
- Items are in good usable condition
- Campus Surplus is underutilized
- Office items are thrown away before they are end of life
- New furniture is often purchased unnecessarily



## **Surplus Success Story**

- The Sustainability Office previously moved into a new space which required furnishing
- All items used to furnish the space either came from the Surplus Warehouse or were gathered from the previous occupants before being sent to the Surplus Warehouse



### SACRAMENTO

## **Cost Avoidance**

ltem	Cost	ltem	Cost
L Shaped Office Desk (4)	\$4,048.28	Overhead Desk Storage (2)	\$795.90
Student Work Station (3)	\$3,118.73	Small Metal Book Shelf (4)	\$1,280.68
Office Chairs (4)	\$914.80	Small Wood Book Shelf (1)	\$276.40
Student Work Station Chairs (3)	\$629.64	Large Wood Book Shelf (2)	\$904.00
Office Visitor Chairs (10)	\$1,533.90	Large Whiteboard (3)	\$1,548.12
Conference Table	\$1,589.93	Cube Tack Board (5)	\$2,055
Conference Table Chairs (8)	\$777.44	Total Cost	\$28,600.51
Large Metal Storage Cabinets (2)	\$1,988.02		
Small Wood File Cabinets (3)	\$3,146.88	Total Saved Using Surplus	\$28,600.51
Small Wood Storage Cabinet	\$1,259.91	Total university spend on furniture in FY 21/22 was <b>\$1,540,179</b>	
Large Wood Storage Cabinet	\$1,318.68		
Under Desk Drawers (5)	\$1,414.20		

## **High Quality Furniture**



## **Hornet Surplus**

- Hornet Surplus has been created for easy access to the campus Surplus Warehouse
- Hornet Surplus is available through mysacstate
- All items on Hornet Surplus are free

#### Faculty/Staff Related Links

Acrobat Sign
Cal Employee Connect
CFS Finance Access
CHRS Recruiting - Page Up
CMS Campus Solutions (SA) Access
CMS HR Access
Cognos
Concur Travel
CSYou Portal
EAB Navigate – Advising Appointment Scheduling
Finance Data Warehouse (updates by 8:30am with previous day's data)
Hornet Surplus
Library
LinkedIn Learning

A HOME

SACRAMENTO STATE

### **Hornet Surplus**

#### Welcome to Hornet Surplus!

All available surplus furniture and office supplies are now listed ONLINE!

Hornet Surplus is a free service that provides campus departments and offices access to view and request reusable goods that are currently in storage at the surplus warehouse. This reuse program prevents usable materials from becoming waste and saves departments and the university money.

This program is operated by the Sacramento State Office of Sustainability in partnership with Property & Receiving Services, for the purpose of campuswide waste and cost reduction.

Benefits to the campus community:

- Receive free furniture and office materials
- Avoid the high cost of new furniture and disposal costs
- Free up warehouse storage space
- · Avoid sending good items to the landfill/incinerator

#### How Does it Work?

To get started, register for an account. Once your account has been created, you can browse listings.

If for any reason you have trouble registering or listing an item, we're here belp. Contact us with any questions you have.

#### Browse Surplus Listings

After you have registered for a Hornet Surplus account, click here to view current Listings.



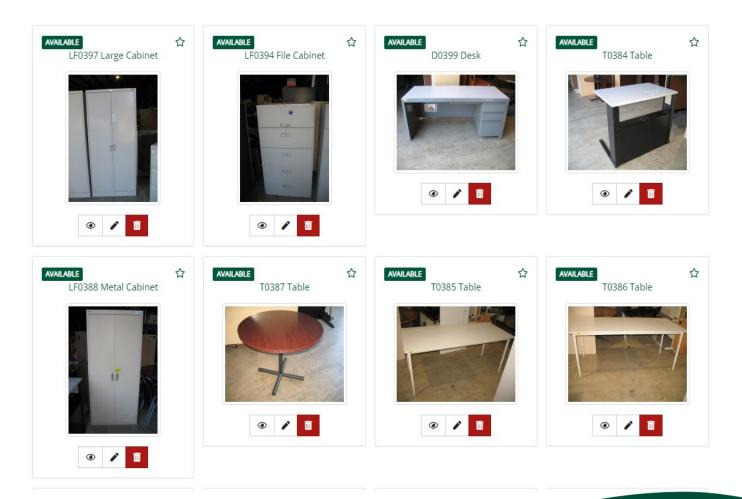
### Step 2: **View Listings**

### CALIFORNIA STATE UNIVERSITY SACRAMENTO



**∃** LISTINGS

O POST ACCOUNT

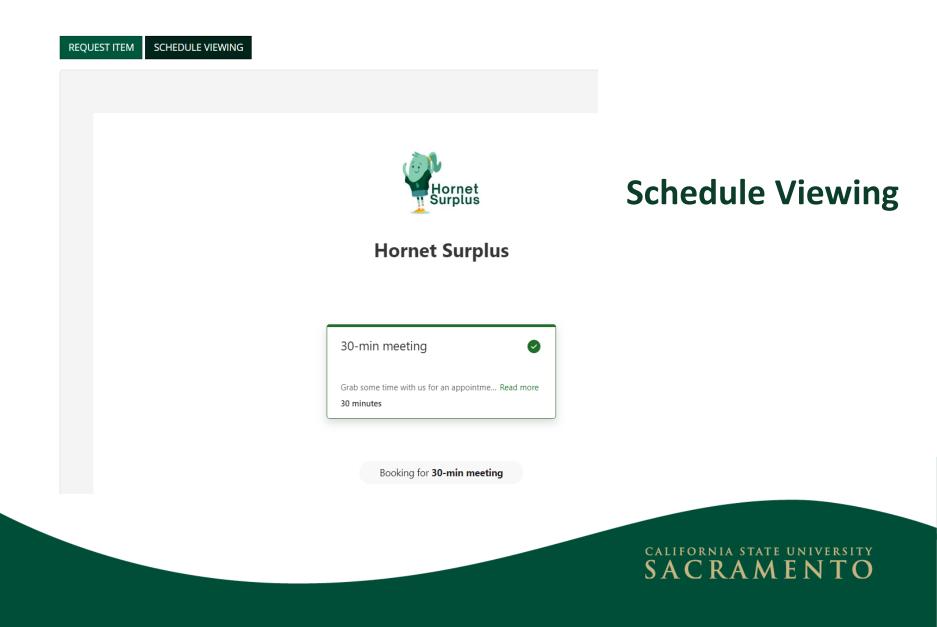




rown Top Round Table. Black Base		Select Item
Quantity: 1 Each item or lot measures: Length/Depth: 35.5 inches Width: 35.5 inches Height: 28.5 inches		Request the Item to be
Each item weighs: 75.0001 pounds		delivered or
	<ul> <li>☆ 6000 j st</li> <li>☑ sac</li> <li>☑ 95819</li> </ul>	schedule a viewing time
	🚓 Property Services 🔛 Central Rec 💻 #Room	

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Item Reservation Request	:			
First Name	Last Name			
La Ryan	La Todd	~		
Department	Extension			
🚠 Sustainability 🗸	<b>9</b> 162782817	~		
Deliver To:				
Location Name				<b>D</b>
Location Name	~			Request Item
Street Address				-
Address	×			
City				
City ×				
Zip Code				
×				
Department	Required!	Departmer	nt Authorization (Name/Email)	
h Department	×	Name/En	nail	
Facility/Building	Room #		Speed Type (8-digit account number)	
Facility/Building	Room #	×	Speed Type	
Do you have any items that need to be	e taken back to the surplus w	varehouse?		
🔿 Yes 💿 No				
SUBMIT REQUEST				
				CALIFORNIA STATE UNIVERSITY SACRAMENTO
				JACKAMENIO



### **Questions?**







