

Requesting Surplus

How to obtain surplus items from OSU.

1. You will need to schedule an in-person appointment with Surplus to review available items. Appointments are available on the first Monday of every month from 8am-3:30pm. Please contact surplus@osu.edu or 614-688-3545 to schedule.
2. At the appointment, make note of the item(s) you want.
3. **Immediately** after the appointment, email ASC-Music-Finance@osu.edu with a brief description of the item(s).
 1. Ex: “small grey filing cabinet”
4. The Music Fiscal team will input a request in Workday for Surplus. After approval, you will be provided a copy of that request. You will need to bring a printed copy when getting your item(s).
5. Pick up the item(s). You are responsible for item transit, and all selected items **must** be picked up by 12pm on Friday of the same week.

Items from Surplus are free of charge and you will not need funding for this.