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**To:** [pcbodist@coyote.csusm.edu](mailto:pcbodist@coyote.csusm.edu)  
**Subject:** [Pcbodist] New Form for Donating Office Supplies  
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**Attachments:** [ATT00001.txt](#)

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## Partners in Campus Business Operations

### New Form for Donating Office Supplies

#### **Sent On behalf of: The Sustainability Team**

Hello Campus Community,

We greatly appreciate all the departments and individuals who have donated to our office supply re-use program. To manage this better, the Sustainability Team has created a new form to be filled out for office supply donations. Please use this [form](#) when needing a pickup of office supplies.

This form will help us streamline the process and keep better records of the amounts of items we are keeping out of the landfill. Our campus goal of Zero Waste by 2025 is fast approaching. Your donations that are regifted to our campus community help keep items out of the landfill and reduce student costs and other department costs. It's a win-win! Anything that isn't used on campus gets regifted to a non-profit in Mexico or Goodwill.

The form is ready for use immediately: [Zero Waste Donation Pick-Up Form](#)

To learn more about our Sustainability and Zero Waste program, check out our [Sustainability website](#).

Thank you.

The Sustainability Team

[sustainability@csusm.edu](mailto:sustainability@csusm.edu)