

HOW TO DONATE OFFICE FURNITURE

If you have office furniture to donate to the Re-Shop an [Asset Disposal Form](#) is required. Once completed in full the form must be mailed to Capital Asset Management Office - 416 Admin Building, Attention Teresa Albinet-Lecocq.

The Re-Shop will then contact you to arrange pick-up of your donation. Furniture items that do not have a completed and signed Asset Disposal Form will not be picked up.