



# Digital Swap Shop

## What is it?

The Digital Swap Shop is an online platform for faculty and staff to exchange unwanted or surplus business items at no cost. Utilizing a government-run website called Public Surplus, staff will be able to swap items with one another across campus.

One of the goals of the Digital Swap Shop is to facilitate staff access to proper ergonomic furniture and equipment. The initiative will also support cost savings, efficiency, and sustainability.

The screenshot shows the Public Surplus website interface. At the top, there are navigation links: Chat, Help, Logout, Home, Browse, Search, My Stuff, and Auctions. Below this, there are filters for Held, Current, Closed, and Sell. The main heading is "Current Auctions for San Francisco State University (CSU)" with a dropdown menu for "All Auctions".

Auction	Title	Image	Time Left	Bids	Current Price	Copy
1922091	Expo Dry Erase Markers - Red		1 day 2 hours	0	\$0.00	
1934765	Durable 3 Ring Binders		23 days 2 hours	0	\$0.00	
1947194	Ruler		41 days 23 hours	0	\$0.00	
1947200	Light blue post it notes		41 days 23 hours	0	\$0.00	
1890594	Free Used Cubicles		80 days 1 hour	0	\$0.00	
1918028	Free Used Cubicles		80 days 1 hour	0	\$0.00	

- Digital Swap Shop may not be used to trade personal items – only University property may be swapped.
- Items that are swapped must remain on campus.

## How do I sign up?

Please sign up using the following link & code:

<http://www.publicsurplus.com/sms/sfsu.ca/register/internal>

**Registration Code: IONS 14 CELL 46**

## Where can I find policies and procedures on Digital Swap Shop?

Please visit the following websites for up-to-date guidelines on using the Digital Swap Shop:

Policy Management & Quality Assurance: <http://adminfin.sfsu.edu/content/policy-management-quality-assurance>

Policies and Practice Directives: <http://policiesandpracticedirectives.sfsu.edu/>

## Who do I contact for more information?

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