



3333 California Street  
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## UCSF Surplus Equipment Donation Protocol

The University of California, San Francisco has a program to benefit local non-profit agencies. The UCSF Surplus/warehouse gives agencies a chance to receive surplus items from UCSF free of charge. The process for obtaining items is as follows:

- 1) Write a letter on your agency's letterhead to:  
*Barbara Bagot-López*  
*Director, Community Relations*  
*UCSF Community and Government Relations*  
*3333 California Street, Suite 103*  
*San Francisco, CA 94143-0463*

The letter should explain the mission<sup>1</sup> of your agency and include a list of needed equipment and/or supplies (e.g.--office furniture, computers, lab equipment, etc.). A copy of your agency's Tax Exempt Letter from the I.R.S. should be attached.

Include contact information in the letter – name, address, phone, fax, email. Feel free to mail the letter, or if you prefer to fax it: 415-476-3541. You may also email the scanned letter to [bblopez@cgr.ucsf.edu](mailto:bblopez@cgr.ucsf.edu).

- 2) Once your request is approved as originating from a 501(c)(3) agency, we will fax or email a copy of the approved request to you. At the same time we will fax or email a copy of the approved request to the warehouse.
- 3) Call the warehouse phone number (415-502-3063) to set up an appointment to visit the warehouse. Available items vary from day to day. The non-profit agency is responsible for loading and transporting all donated items. Please bring a copy of the approved letter with you to the warehouse.
- 4) Your approved request is in effect for 6 months.

If you have any additional questions about this program, please contact the office manager at 415-476-3206 or [community@cgr.ucsf.edu](mailto:community@cgr.ucsf.edu).

<sup>1</sup>*An agency brochure may be included in lieu of the mission explanation in the letter.*