

# OFFICE SUPPLY EXCHANGE

## MEMO

- Get FREE gently-used office and school supplies!
- Donate unneeded supplies that others can use!

Draper 101  
(across from  
the Learning  
Center)

Browsing  
Hours:  
MWTRF  
1-2 & 5-6

\* DON'T FORGET...

Donation drop-off is by appointment only!



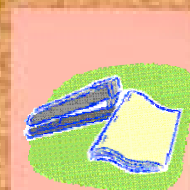
POST CARD



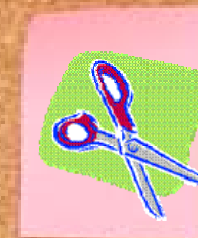
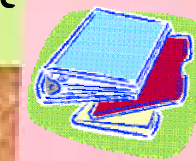
You don't have to bring supplies to take what you need, and supplies are available for campus use by students, faculty, and staff.

Call Ext. 3404  
or email us at  
[Learning\\_Center@berea.edu](mailto:Learning_Center@berea.edu)  
for more info or  
to arrange drop-  
off for donations!

- ⇒ 3-ring binders
- ⇒ Manila folders
- ⇒ Hanging files
- ⇒ Envelopes (all sizes)
- ⇒ Mouse pads



Reduce,  
reuse,  
re



...and  
much  
MORE!

Sharing surplus office  
supplies among the  
campus community not  
only keeps reusable  
items out of the landfill  
but also helps everyone  
save money!

