

RE-USE STORE GUIDE

1. Remember, items from the store are for COUNTY and WORK use, **NOT FOR PERSONAL use.**
2. Visit the Re-Use Store by stopping by Suite 270, Public Services Building at 155 N First Ave., Hillsboro, OR. Check in at the front counter and tell them you are a “Shopper!”
3. They will call a member of Purchasing and we will escort you into the store.
4. Please sign in as you enter - even if you don't take any items and are just browsing – we are tracking shoppers so we can measure our sustainability outreach efforts.
5. If you are desperate for an item and cannot make it to the store, give Mary Jamieson a call or email her and she will check to see if we have your desired item in stock at our Re-Use Store. If the item is small, we can mail it to you through inter-office mail. (Our version of online ordering!) We try to offer creative solutions!
6. If you have used office supplies that are in good, reusable condition, **complete a surplus form**, sort like items together, pack the items neatly in a box and deliver them to Mary Jamieson in Suite 270. No garbage, *please!* (Questions about the form? Call Mary at x3819.)
7. Now, pat yourself on the back for your contribution to the reduction in waste, resources and tax payer funds!!

Thank you for your participation!

Mary Jamieson,
Purchasing Division, Department of Support Services
Phone: 503-846-3819
e-mail: mary_jamieson@co.washington.or.us