



Central Stores Answers Top 10 FAQs!

- 1. Where are you located and what are your hours?**

3 Discovery Drive, behind the Public Safety Complex, across the street from Motor Pool. On the 1st floor of the Central Warehouse building; entrance is on the back-right side of the building, to the right of the loading docks.

Warehouse hours: Mon-Fri, 7am - 4:30pm. Office hours: 7:30am – 4:30pm.
- 2. What products are available from Central Stores and how do I order?**

A wide variety of office, maintenance, and laboratory supplies available to all University departments and locations. Most customers use our Online Ordering System. To request login ID, e-mail kathleen.hood@uconn.edu.
- 3. How can I check stock/prices without placing an order?**

Use our Catalog Online. Check on all Central Stores products available to date, including just added items and current pricing for items in stock. Available to all customers; login ID not required.
- 4. I'm on line and the system says there is none of the item in stock. Can I order it?**

You may order the item. It will be backordered and delivered to your department after Central Stores receives it from the vendor. Out-of-stock and special order products are automatically backordered and noted on the packing list/invoice.
- 5. I work at a regional campus or a cooperative extension center (not in Storrs). When do you deliver to me?**

Central Stores delivers products and supplies to non-Storrs locations twice a month. Please check our website for the delivery schedule. Or you may call 860-486-6297 to determine the next delivery date for your location.
- 6. How do I send items to Surplus?**

To send your department's equipment, furniture, or supplies to Surplus, complete an ACT 39 Form and send it to Surplus, Unit 5268. Surplus will remove your items as soon as possible. Or you may declare your items surplus via the KFS Capital Assets System.
- 7. Where do I get surplus and what are the hours?**

University employees may obtain surplus for departmental use (no fee) at the Surplus Showroom, Depot Campus, 6 Ahern Lane. Open Tuesdays and Thursdays, 1-3pm.

The public (including UConn) may buy surplus for their own personal use at the Public Surplus Store; building location same as above. It is open the second Friday of every month. Please check our website for store dates.
- 8. How do I request... move service, pickup, shredding, tables & chairs, poster boards, etc.?**

Request many services by completing an online form. You may request move service, pickup of various items, shredding of confidential University documents, table and chair rental for University conferences and seminars, delivery of poster boards, and more.
- 9. What shipping services do you offer?**

Central Stores ships out packages every day, including Federal Express, UPS, and DHL. Service includes ground, overnight, and international. Items must be properly packaged, addressed, and accompanied by a Transfer Voucher (BO-20).
- 10. Do you recycle cartridges?**

Yes. Use our online pickup form to request pickup of used cartridges for recycling. Write "RECYCLE" on the box.

Do you have more questions? Please call 860-486-3626.