

## Waubonsee Community College Surplus Pickup Information

### Address:

Waubonsee Community College  
Campus Operations Receiving Department  
4S783 State Route 47  
Sugar Grove, IL 60554

### Contact Information:

Don Wiercinski, Campus Operations Purchasing, Shipping and Receiving Supervisor  
630-466-2768

E-mail: [shippingandreceiving@waubonsee.edu](mailto:shippingandreceiving@waubonsee.edu)

- Customer service via e-mail is generally available from 8:00 A.M. to 3:00 P.M. Monday – Friday. Sales completed and/or questions received after normal business hours are processed the following day.
- Buyer to contact [shippingandreceiving@waubonsee.edu](mailto:shippingandreceiving@waubonsee.edu) to make an appointment for pickup.

### Merchandise Pickup:

All items must be picked up at the warehouse located at the Campus Operations building unless other arrangements have been made.

- Property is removed by appointment only and appointments must be made at least 24 hours in advance.
- All items must be removed within ten (10) business days from the time and date of issuance of the Buyer's Certificate.
- **Pick-up times are scheduled by appointment only. Monday – Friday, 9:00 AM – 3:00 P.M.**
- **If Buyer is unable to keep their scheduled pick-up appointment, they must notify contact above prior to scheduled pick-up. The warehouse is only staffed during pick-up hours on an as needed basis.**
- Buyer is responsible for the entire pick up and removal of items. Due to liability, personal injury, and property damage, WCC staff are unable to provide the following services:
  - Move or rearrange existing items in customers' vehicles
  - Remove seats from vehicles
  - Load items in vehicles
  - Securing items to trailers, vehicle roofs, or trunks
- Bring your confirmation e-mail and ID. The person named on the invoice must be present with a valid picture ID. If someone other than that person will be picking up your item(s) contact the college's Receiving Department prior to pick-up.
- All items that are not picked up during the scheduled pick-up time will be forfeited without refund unless other arrangements have been made in writing with the Receiving Department.
- A daily storage fee of \$10.00 may be charged for any item not removed within the 10 business days allowed and stated on the Buyer's Certificate.