



## Purchasing Pup e-News



## Does he remember where he hid them?

**Reduce waste— save time, money and the environment through inventory control.** Inventory control allows you to see what supplies are running low and prevents you from ordering supplies you already have. Although, recycling and buying green are important the **biggest impact offices can make is reducing the amount of supplies they use.** Here are just some environmental benefits of using less:

1. Reduces the amount of waste in landfills
2. Prevents pollution by reducing the amount of raw materials needed for extraction
3. Saves energy
4. Reduces greenhouse gas emissions



**Save your time and Creighton's money!**

## 4 STEPS TO SET UP AN INVENTORY CONTROL SYSTEM

1. Designate a closet or area for office supplies
2. Organize current supplies into groups such as paper, notebooks, filing items, writing utensils, desktop items etc.
3. Assign one area for items that could be re-used such as file folders, binders, and paper clips
4. Attach a sign out sheet for items— this helps people stop and think before grabbing too much

\*ANSWER: Gray squirrels forget where they've buried about 50 percent of the nuts they collect.



create a  
green  
habit



Setting up an inventory control system is the first step. The next step is using it correctly. It helps to create good habits around your inventory control system. A little maintenance and up-keep will save you time and money in the long-run. Here are some good green habits to build around your inventory system:

- ☺ Set a calendar reminder once or twice a year to resort and reorganize your supply area
- ☺ Ask employees to check the supply closet first before ordering new items
- ☺ Buy one day a week or month (e.g. buy on Mondays) and bundle orders to reduce the amount of trips made to your office
- ☺ Before placing an order check what supplies are running low in your inventory closet – this helps insure products are always in stock so you don't have to make an unnecessary run to the store