

Sustainability is creating and maintaining conditions under which humans and nature can exist in productive harmony that permit fulfilling social and economic requirements.



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Creighton  
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## Purchasing Pup e-News



### Buying green is easier than you think!

Using the Pay-LESS Green Office catalog makes buying green products simple. Green office products perform just as well and have to meet the same rigorous performance tests as other office products.

Look for products made from:

- ♥ Recycled content and post-consumer recycled content
- ♥ Wood from sustainably harvested forests (look for FSC logo)
- ♥ Renewable sources such as corn stalk fibers, sugar cane fibers and bamboo (look for USDA certified biobased logo)

Other things to look for:

- ♥ Reusable or recyclable
- ♥ Non-toxic, chlorine-free (look for chlorine-free products association logo)
- ♥ Energy efficient (look for energy star logo)
- ♥ Uses less packaging or packaging that can be easily recycled
- ♥ Locally produced

## Consider the impact— not just the price tag

At first glance, the price of some green products may discourage you from buying green. However, if you take into account that many green office products last longer and can be reused, **the costs may be equal or even less than non-green products.**

As you begin to develop green habits, such as using less, you will find that your budget will have more room to buy products that help the environment. At this point, you can **factor in the benefits to your community and the planet when you buy green!**



## TIPS TO SIMPLIFY AND SAVE

### 1. Know your inventory.

Take stock of office products you have or need. Organize and designate an area for them. Set a calendar reminder to check your inventory system twice a year. This makes it easier to see when supplies are running low and prevents ordering what you already have.

### 2. Place orders less frequently.

Designate a specific day of the week to order office supplies.

### 3. Share with others.

Often extra binders, folders, and supplies are left over after presentations, etc. and could be re-used. Ensure that coworkers can find these easily (e.g. designate a spot in your inventory). Don't have room? Email a list to other departments. You'll find someone to take them off your hands!

### 4. Buy only one or two types or sizes.

Having paper clips in unlimited sizes and colors may seem fun, but it is usually unnecessary, clutters inventory and complicates restocking. Buy only one or two sizes of paper clips, notebooks, and pens and you will have less clutter, more space and more free time!

### 5. Control inventory.

If possible, require a verbal or written request for supplies. You could use a sign-out sheet with the individual's name, the item and quantity taken. You don't need to deny anyone office supplies, but you do want to encourage everyone to stop and think, "Do I really need this?"

### 6. Buy only what you need.

This is especially important for specialty items and perishables such as food.



YouTube

**CHECK OUT** this fun video on buying less by the Yale purchasing department—

<http://youtu.be/C469-jl2rKA>