Creighton spent more than $400,000 on office supplies last year ... that's a lot of purchasing power! Make a **BIG IMPACT** by buying sustainable (green) and purchasing fewer office supplies.

**Purchasing Pup**

**Office Supply Tips**

**Why use sustainable purchasing practices?**
- Buying less saves money
- Buying green supports a cleaner, healthier environment
- Green products perform just as well
- Small actions you take can add up to a big difference

**Look for products that are:**
- in the Pay-LESS Green Office catalog
- made from recycled content, are reusable or refillable, can be easily recycled
- non-toxic
- Energy Star
- made from renewable materials (e.g. FSC certified)

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**Buy sustainable products from Pay-LESS.**

**Greener alternatives exist for many of Creighton’s major product purchases.**

**Pay-LESS Green Catalog**

Use the CUBuyplus punch-out to Pay-LESS. Click the **Go Green** button. The catalog features green alternatives for many office products. Or, use the search function:

1. Use **QuickSearch** box to find product
2. In the Search Criteria menu, click **Earth Friendly Products** feature (click yes)

**Buy higher recycled content**
- Copy paper
- Index tab dividers
- Notebooks
- Legal pads
- Sticky notes
- Index cards
- Address labels
- Large envelopes
- Facial tissue
- Paper towels (household rolls)
- Tape

**Buy non-toxics**
- Hot cups (paper is preferred over styrofoam)
- Disinfectant wipes