

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.

Help Creighton purchase for the planet!

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)

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