

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  
UNIVERSITY

## Purchasing Pup e-News

DID YOU KNOW..  
THAT PRINTER INK  
CAN COST MORE  
THAN A BOTTLE OF  
CHANEL NO. 5 ?



## PURCHASING DEPARTMENT GOES PAPERLESS

Paper was piling up in the Creighton Purchasing office and finding storage was becoming an issue. The department printed every purchase order so it could be faxed and filed. It also kept hard copies of all contracts, tax documents and government documentation. This generated enough paper to fill five vertical file cabinets that literally functioned as a "wall" to separate the reception area from the work area.

In 2011, Creighton Purchasing went live with its eProcurement system, CUBuyplus, which allowed for electronic ordering and authorization. Because all purchase orders were sent electronically to suppliers there was no need to fax. Purchasing took this opportunity to expand its "paperless" office by scanning contracts and using email and other paperless processes whenever it could. All orders, contracts, and other documents are now stored electronically. As a result, the "wall" of file cabinets has been reduced to two drawers!



## CREIGHTON DUMPS DESKTOPS!

For the past few years Creighton has saved money and reduced its environmental footprint through transitioning from desktop printers to central multifunctional printers and copiers. A major benefit is the large reduction in toner and ink purchases. Ink and toner cartridges create a lot of waste and are expensive to continually replace. According to a [Consumer Reports article](#) toner and printer ink can cost more than a bottle of Chanel No. 5! Check out an [infographic](#) to understand the true cost of printer ink. Desktop printers also use more energy and often more paper because they are unable to do double-sided printing. The benefits of consolidating to centralized printers have been numerous.

### STUCK WITH A DESKTOP?

Buy remanufactured ink cartridges to save. They perform just as well as new ones but cost less. Pay-LESS provides a list of remanufactured options that can be used with your printer. All Pay-LESS brand cartridges produced by Aster Graphics come with a [warranty and guarantee](#). If an Aster remanufactured cartridge damages your printer Aster Graphics will reimburse you for the cost of repairs. Also, printer manufacturers cannot legally void your warranty for not using their brand of ink and toner cartridges. [Read more here](#).

## 3 tips for going paperless

- 1. Take stock of paper coming into the office.** Substitute online forms for paper forms, invoices, and documents. Accept online payments. Use email instead of faxes. If you have recurring bills and statements have them delivered electronically.
- 2. Create a virtual file system.** Save documents electronically instead of printing them out and filing them. Use an internal network or a service like Drop Box so files can be viewed by anyone in the office.
- 3. Review processes that create paper.** Use email to send reports or important documents for meetings. Share, collaborate, and edit group documents with services like Google Docs, Microsoft Office 365 or Basecamp.

## Case studies show SAVINGS IN ACTION!



Savings from replacing desktop printers have been well documented. One regional [EPA office study](#) found that a third of their printing costs were from desktop printers, but these printers only accounted for 15% of their total printing. The office found that it saved \$37,000 annually by consolidating printers. In [another study](#), the Illinois Department of Children and Family Services found a 15% reduction in costs for supplies and equipment from getting rid of desktop printers and moving to central printers. Both offices found that centralized network printers were able to meet their confidentiality standards by pausing the print function until a user enters a code at the machine.



Share your green office story  
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