

GREEN PURCHASING: Track Your Department's Recycled Paper Usage with New Report

Do you know your department's recycled paper purchasing percentage?

To answer that question, BUG report "BUG711a Recycled Paper Utilization," is now available in the BUG Report Library to track recycled paper purchases.

The report displays % of dollars spent on recycled paper vs. virgin paper through Corporate Express (Yale's preferred supplier for office supplies) using SciQuest, Yale's online purchasing tool.

We recommend that departments run and review this report monthly to determine if you are meeting the University's sustainability objective of 95%+ usage.

As a reminder, Yale University Procurement has secured favorable pricing on recycled paper (#CEB8511RCY). This 30% post-consumer content paper meets the Yale minimum standard. Purchasing this paper is quick and easy through Corporate Express via [SciQuest](#), our online purchasing tool. Priced below virgin stock, purchasing this paper will also result in savings for your department!

For more information on the University's Recycled Paper Initiative, please visit Yale's Green Purchasing web site at www.yale.edu/greenpurchasing and click on "Copy Paper" from the main menu.

For questions on your reports, contact Nicole.Dore@yale.edu.

For questions on Green Purchasing Initiatives, contact Brenda.Naegel@yale.edu.