



Applies to: Individuals who purchase goods and services on behalf of the university.

Responsible Office

Office of Business and Finance

POLICY

Issued: 07/01/2008
Edited: 08/01/2018

University units must purchase and use recycled copy paper with at least 30% post-consumer recycled content. Each unit is required to purchase this paper from the university Stores department (Stores).

Purpose of the Policy

To support university sustainability initiatives by promoting the purchase of eco-friendly paper and forest products.

Definitions

Table with 2 columns: Term, Definition. Rows include Copy paper, eStores, and 30% post-consumer recycled content.

Policy Details

- I. Units are required to purchase and use recycled copy paper with at least 30% post-consumer recycled content.
II. Purchase of recycled paper through Stores is required to streamline the procurement process...
III. This policy is evaluated each year to identify additional opportunities...
IV. Units are strongly encouraged to make every effort to eliminate excessive or unnecessary use of paper...
V. Exceptions.
A. The Ohio State University Wexner Medical Center may continue to use its proprietary ordering system...
B. University computer labs are encouraged, but not required, to use recycled paper...
C. To remain competitive with external suppliers, UniPrint is encouraged...
D. University locations not serviced by Stores may purchase recycled paper from external suppliers.

PROCEDURE

Issued: 07/01/2008



**University Policy**

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- I. Requisitions entered into **eStores** for recycled paper products electronically work flow for unit approval. Once approved, orders are delivered the next business day.
- II. Recycled paper may be purchased from State Certified Minority Business Enterprises (MBE's) or EDGE suppliers provided the products meet the requirements of this policy.

**Responsibilities**

Position or Office	Responsibilities
Office of Business and Finance	Evaluate the policy annually.
Stores department	<ol style="list-style-type: none"> <li>1. Stock recycled copy paper with 30% post-consumer recycled content.</li> <li>2. Deliver orders on the business day following departmental approval.</li> </ol>
Units	<ol style="list-style-type: none"> <li>1. Purchase and use recycled copy paper with at least 30% post-consumer recycled content.</li> <li>2. Make every effort to eliminate excessive or unnecessary use of paper.</li> <li>3. Approve eRequests and requisitions for recycled paper entered into eStores.</li> </ol>

**Resources**

Purchasing, [busfin.osu.edu/purchasing](http://busfin.osu.edu/purchasing) eRequest, [erequest.osu.edu](http://erequest.osu.edu)

**Contacts**

Subject	Office	Telephone	E-mail/URL
Policy questions	Stores, Office of Business and Finance	614-292-2694	<a href="mailto:stores@osu.edu">stores@osu.edu</a> <a href="http://busfin.ohio-state.edu">busfin.ohio-state.edu</a>

**History**

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