# The Purchasing Post

## Saving Paper

Everyone is trying to save money by cutting back on the spending and using effectively what items we do have.  Conservation is the name of the game.  Copy paper is an easy item to consider.  We all use it but do we use it well?  The "per sheet" cost isn't much but the costs can build.   Here are some things to consider about copy paper.

- Print less.  Send messages electronically. Think several times before printing the e-mailed message. Saves room in the file cabinets too.
- Print on both sides of the sheet. Minimize the page count for that handout if possible.  Edit unnecessary verbiage and graphics.
- Proof read.  Always run the spelling and grammar check program before printing the item.  Better to look twice and print once.  Make sure it is in the proper layout, margins are correct, and it fits on the correct number of pages.
- Use the draft quality setting on the printer for the "run-of-the-mill" items because it saves on toner.  Print in black toner.  Save the color for the very special print jobs.

Hopefully by saving on the overall amount of paper being used, your department will consider purchasing recycled paper.  Currently it is more expensive but if everyone would buy recycled content paper, the cost should go down.  Here is the information; decide what works best for your department.

| **8.5 x 11 – 20 lb., white copy paper** **500 sheets/ream; 10 reams/case** | **Virgin** | **Recycled** |
|---|---|---|
| Xpedex, Contract #12538, minimum 1 case Freight paid, delivered to dock. Prices good from 1 case to 39 cases. | $ 5.10 / 1000 | $ 5.65 / 1000 |
| Staples, Contract #10583, minimum 1 ream Freight paid, delivered to desktop, $35 min order. Prices good from 1 ream to 39 cases. | $ 6.40 / 1000 | $ 6.80 / 1000 |

As always, complete the cycle.  Please recycle the paper when done with it.



## Happy Earth Day!

Some key phrases in the recycled paper world.

Post-consumer recycled content: Material in a finished product that is composed partially or wholly from recycled material. Paper used by an office and then recycled is considered a post-consumer material. (This is the number to watch in order to really make a difference.)

Pre-consumer recycled content: Refers to wastes from a manufacturing process that have been collected, processed and recycled into new materials or products before ever going to a market.

Recycled content: The amount of pre- and post-consumer recycled content used in a material (usually shown as a percentage). The recycled "chasing arrow" icon is used to show that a product or package is made from recycled content.