



# Sustainable and Diverse Purchasing Options

*Created by the Green Office Program to provide guidance for making sustainable choices*

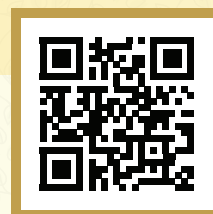
## HELPFUL BACKGROUND INFO

1. West Chester University spends over \$500,000 on office supplies each fiscal year. The businesses we support both reflect and shape our values, so our purchasing as university employees should align with the university's values
2. The Pennsylvania Department of General Services hosts a database where buyers can find Small Businesses, Diverse Businesses, and Veteran Business Enterprises. This is a helpful guide to shop from diverse suppliers
3. Office suppliers available through SourcePoint offer items with recycled content, and buyers can use search filters for product material and percent recycled content to search for them
4. Through Facilities' Ram Swap program, employees can share surplus office furniture and supplies



## CHECKLIST OF TO-DOS

- Repair broken equipment before buying new
- Choose supplies with recycled content and paper certified by the Forest Stewardship Council
- Choose refillable, reusable, and rechargeable items whenever possible (e.g. pens, batteries)
- Avoid single use items, and if they must be purchased, choose items that can be recycled on campus
- Order from local, diverse small businesses, when possible
- Consider the human and environmental impacts of purchases in addition to financial costs
- Place fewer larger orders, rather than frequent small orders; this reduces packaging and transportation costs
- Check Ram Swap before purchasing new furniture or supplies



For more Green Office Program info sheets, visit our website.

Reach out to the Green Office Program team at [sustainability@wcupa.edu](mailto:sustainability@wcupa.edu) with other creative solutions!