



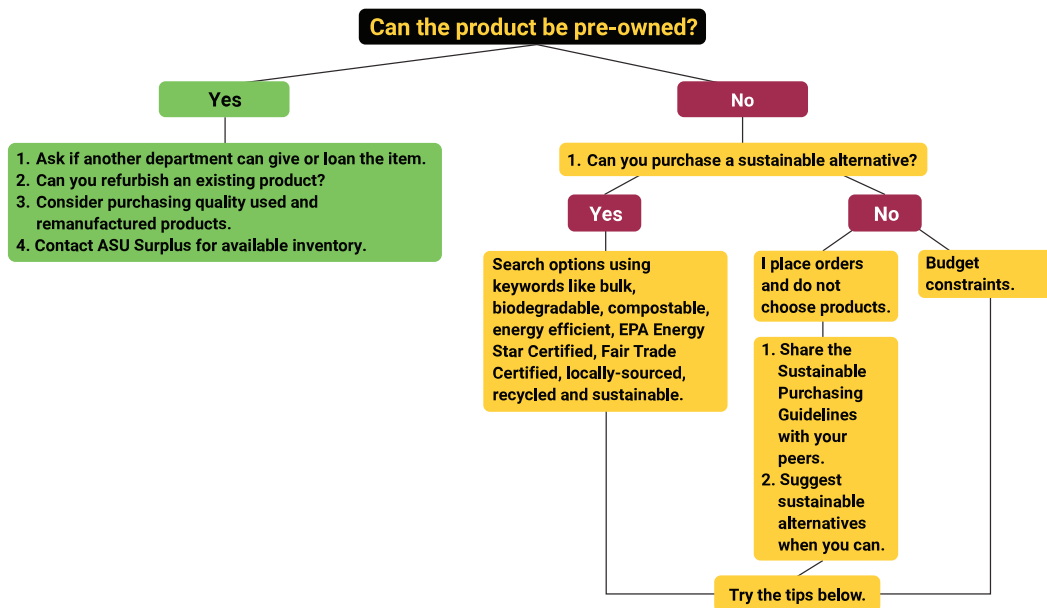
Sustainable purchasing

Office supplies

Consider the following before purchasing office supplies:

- Are they locally sourced; locally made?
- Are they needed?
- Are they well made; will they last?
- Can they be recycled or composted?

Consider if the product is needed. If so:



Make sustainable choices when ordering from Amazon and Staples.

Amazon and Staples

Amazon

Amazon Day | Consumers can select a day to ship all orders together. Choose this option before the cart is submitted to a processor, or moved to Workday.

Frustration-Free Packaging Program | Find qualifying items that ship in their packaging and reduce packaging waste. Enter “frustration-free packaging” before the name of the item you would like to purchase in the search field.

Staples

Filter search results to show sustainable items. Select “eco-conscious” from the “show only” drop-down menu.

Ordering tips

- Buy in bulk and keep an inventory of frequently used items.
- Combine orders to minimize individual deliveries.
- Purchase paper through ASU Materials Management or SunRISE.
 - Look for the FSC Recycled label.
 - Look for 90% to 100% post-consumer recycled materials, uncoated and non-laminated.