

Facilities & Services Policy Manual

Purpose: Financial and environmental concerns dictate the responsible use of university resources. The purpose of this policy is to support more sustainable paper options for departmental purchases.

Scope: All F&S Employees

Owner: Associate Director of F&S, Sustainability

Policy: When purchasing paper for copiers and printers, Forest Stewardship Council (FSC)-certified products with a minimum of 30 percent recycled content must be selected.

Guideline: Recycled content paper is available through [iBuy](#), including the [F&S iStores](#) punchout.

Violations and Responsibility: Management personnel are expected to inform and remind employees of their responsibilities in complying with this policy. Employees who violate this policy may be subject to disciplinary actions, up to and including discharge.

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