



To: All who order office supplies
From: Kathleen L Johnson
Purchasing and Accounts Payables Manager
651-696-6551
Date: 5/17/2009
Re: \$25 minimum order requirement starts June 1, 2009

Commodity: Offices Supplies
Vendor: Staples
Website: eway.com

Currently 24% of our College office supply deliveries are for orders totaling \$25 or less. Ordering larger quantities less frequently makes sense for many reasons. By consolidating your office supply orders you will help the College:

- Reduce deliveries from Staples
- Reduce internal College deliveries
- Reduce the carbon footprint for Macalester College and Staples
- Reduce packaging that will be recycled
- Reduced packaging that will be land-filled
- Reduce individual processing time for Pcard reconciliation

Here are some suggestions to consolidate your orders to meet the \$25 minimum.

- Save to your electronic shopping cart in eway.com until your order totals \$25 or more
- Order less frequently
- Combine orders within your department

Please direct any questions or concerns to Kathy Johnson at 6551 or johnsonkl@macalester.edu.

For more information on the Presidents Climate Commitment Initiative, go to <http://www.macalester.edu/sustainability/policy/index.html> on the Sustainability webpage to learn more.