Sustainability is using resources wisely and engaging in actions that (1) are environmentally friendly, socially responsible, and financially feasible; and (2) benefit present and future

## **Purchasing Pup e-News**



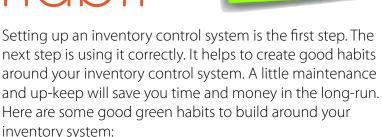


## STEPS TO SET UP AN INVENTORY CONTROL SYSTEM

- 1. Designate a closet or area for office supplies
- 2. Organize current supplies into groups such as paper, notebooks, filing items, writing utensils, desktop items etc.
- 3. Assign one area for items that could be re-used such as file folders, binders, and paper clips
- 4. Attach a sign out sheet for items this helps people stop and think before grabbing too much

\*ANSWER: Gray squirrels forget where they've buried about 50 percent of the nuts they collect.





- © Set a calendar reminder once or twice a year to resort and reorganize your supply area
- Ask employees to check the supply closet first before ordering new items
- Buy one day a week or month (e.g. buy on Mondays) and bundle orders to reduce the amount of trips made to your office
- Before placing an order check what supplies are running low in your inventory closet - this helps insure products are always in stock so you don't have to make an unnecessary run to the store



