




DATE: October 12, 2006

TO: Deans, Directors and Department Chairs

FROM: Edward Kane, Director 

SUBJECT: UAlbany Goes Green

In collaboration with the UAlbany Goes Green initiative, I am pleased to announce a new enhancement to the Office Supply Online ordering website with Staples.

In accordance with the Campus Going Green initiative the website now offers a new Shopping List of products containing recycled materials (called RECYCLED). Additionally, the previous Shopping List containing our commonly used contract items has been enhanced to allow you to compare prices with a recycled alternative.

Also, by placing the word RECYCLED in the search box at the top of the home page, you will be able to find ALL categories of products that are available with at least partial recycled content.

All recycled items found both in the Staples Catalog and on the Staples website will have a triangular recycled symbol next to the product description.

By choosing recycled products when they meet your technical and budget requirements you are also following long-standing SUNY (Item 300) and NYS Finance Law (NYS Finance Law §165(3)) guidelines.

As a point of interest, you can click on the REFERENCE CENTER tab on the Staples site and see our 2006 YTD GREEN CONTRIBUTION. Let's watch it grow!!

Please contact Ken Jones in the Office of Purchasing & Contracts at 437-4579 if you would like to become an authorized user of the website or have any questions about the new enhancements.