



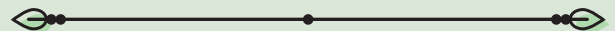
Environmentally Preferred Purchasing (EPP) and Supplier Diversity

WCU PURCHASING FACTS

1. West Chester University spends well over \$500,000 on office supplies each fiscal year.
2. The businesses we support both reflect and shape our values, so our purchasing as university employees should align with the university's values.
3. As an instrumentality of the Commonwealth, WCU's Purchasing Department participates in PA's COSTARS cooperative purchasing program and other programs that afford WCU the opportunity for savings and increased efficiencies.
4. WCU is committed to incorporating responsible purchasing initiatives such as the EPP. This program directly supports the University's commitment to sustainability and responsible purchasing.
5. WCU, through its procurement professionals, is committed to the development of business relationships with diverse suppliers that can add value to the university and help strengthen its commitment to diversity.
6. WCU students and faculty are working to bring Fair Trade products to campus.
7. Many office suppliers sell products made from recycled content and have a filter option to view those products while shopping online.

OFFICE CHECKLIST OF TO-DOS

- ☐ If our tools or equipment break, we first attempt to fix them before purchasing a replacement
- ☐ Before purchasing new supplies, we check the Surplus Office Supplies List
- ☐ Before purchasing new furniture, we check the Matlack St Facility Stores Warehouse
- ☐ When available, we purchase supplies made with recycled content
- ☐ When we cannot purchase recycled paper, we choose paper certified by the Forest Stewardship Council
- ☐ We purchase refillables, reusables, and rechargeables whenever possible (e.g. pens, whiteboards, batteries)
- ☐ Our office uses reusable filters if we use single-serve coffee brewing machines
- ☐ We avoid purchasing single use items, but if we cannot, we purchase products made from materials that can be recycled on campus (i.e. no Styrofoam)
- ☐ We look at local diverse small businesses first when shopping for products and supplies
- ☐ We avoid purchasing from companies whose values do not align with WCU's, whenever possible
- ☐ When we have purchasing questions or difficulties, we reach out for more info and help
- ☐ We consider the human and environmental costs in addition to financial costs of our purchases
- ☐ We strive to optimize the use of shared multi-function printers versus buying personal printers



FOR MORE INFO AND HELP

Version: Fall 2021

Environmentally Preferred Purchasing:	www.wcupa.edu/_information/AFA/fbs/proc/grnp/
Supplier Diversity:	www.wcupa.edu/_information/AFA/fbs/proc/sd/
Surplus Office Supply List:	wcupa.sharepoint.com/sites/President/sustn/grnoff/SitePages/SupplyShare.aspx
Facility Stores Warehouse (for surplus furniture):	www.wcupa.edu/_information/AFA/Facilities/storesReceiving.aspx
Jim Boudwin, Supervisor, Facilities Stores:	jboudwin@wcupa.edu
Recyclables List:	www.wcupa.edu/_information/AFA/Facilities/recycling.aspx

More Green Office Program information: wcupa.edu/sustainability/greenofficeprogram