

June 26, 2018

Strategic Procurement Updates: Sustainable Printing and Copying

Copier Contract Benefits/Reduced-Use Options

The University has mandatory contracts with Xerox and Konica Minolta for the rental of copiers and multi-function devices. The contracts include the following items built into your base monthly payment:

- Toner and staples; and,
- Unlimited service repair visits.

Both suppliers can help you achieve your department's sustainability goals in a number of ways:

- Xerox and Konica Minolta provide Eco-Boxes for recycling toner cartridges.
- You can save money and supplies by setting devices to default to black & white and duplex printing/copying.
- You can reduce the need to print and copy by using the devices' scan-to-email and scan-to-desktop functionality.
- You can reduce the need for small desktop devices by taking advantage of secure print options on your large printer/copier devices.

Questions?

Contact your Xerox or Konica Minolta campus representative. Contact and other information is available on the PSC website at [How to Rent Copiers](#).

Better Paper Choices

When you do need to print or copy, remember to pick **recycled copy paper** from Staples. Their 30% recycled paper (item numbers 492071 and 492072) costs 23% less than virgin paper.

If we converted CU use of virgin paper to 30% recycled paper, we'd reduce environmental impact **each year** by:

- 180 tons of wood;
- 515 million BTU;
- 100,000 pounds of greenhouse gases;
- 540,000 gallons of water; and,
- 36,000 pounds of solid waste.
- **Plus** – we'd save about \$50,000.

Questions?

Contact Bethany Highfill at Bethany.highfill@cu.edu.

Travel Tips: Booking with CBT

The decisions you make when arranging travel affect the cost of your trip, especially the cost of airfare.

When you work with a Christopherson Business Travel (CBT) travel agent to get airfare quotes and make reservations, you should follow these tips to help ensure an efficient process that meets both your travel needs and your budget.

Tip #1 - Be as specific as possible about the trip.

You should be clear on your travel dates; preferred time of day; preferences for non-stop/number of stops; and, budget limitations.

Tip #2 - Share current information.

You should share any preliminary search information (if applicable) with your travel agent so they can quote the same itinerary. Also, you should ensure your travel profile in Concur is up-to-date, including your preferred air, hotel, and rental car frequent traveler numbers; your TSA/Global Services number; and, any other travel preferences.

Tip #3 - Have passport information ready.

You should add your passport information to your profile in Concur if you anticipate traveling abroad for the University.

Your CBT travel agents are eager to assist you.

Following the above tips helps your travel agent help you with all your travel needs.

Questions on the CBT travel team? Contact Shannon.Miller@cu.edu.

Get to know your CBT travel team!

Pictured below, left to right, back row: Renee Madison, Jim Lee, Jay Burghardt; front row: Donna Marshall, Sandra Mares, Mia Siné. (Additional team members not pictured: Sue Schroeder, Cindy Lambruschini, Michelle Meighan, Sandy Tabron.)

