

Pre-Challenge Printer/Copier Inventory & Paper Usage Audit

Champion Name	
Participating Area(s)	

Reference the list of printer/copier inventory to complete this form. It includes steps to complete paper usage audit.

Type (Printer/Copier)	Make	Model	Shared by Multiple Departments/Divisions (Yes or No)	If Shared, List Departments/Divisions	Total Number of Copies Printed as of May 15, 2017	Total Number of Copies Printed as of <i>May 26, 2017</i>	Pre Challenge Bi-weekly Papers Printed
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							-
							-
							-
							-
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置PAPER WISE CHALLENGE

P-Card User and Copy Paper Inventory

Champion Name	
Participating Area(s)	

P-Card user(s) responsible for procurement of office supplies in area

Name	Department and/or Division	Sustainable Purchasing Reference Guide Distributed (yes or no)	Extension

*Product Details

Brand of Copy Paper	Description	Paper Size	Recycled Copy Paper (yes or no)	Post Consumer Recycled Content ≥ 30%	Post Consumer Recycled Content ≥ 50%	Total Recycled Content ≥ 50%	Total Recycled Content = 100%	Council	Green Seal	Non-chlorine bleach (Process Chlorine Free (PCF))
Office Depot	EnviroCopy® 30 Paper	Letter - 8 1/2 x 11	YES	٧				٧	٧	
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^{*}Be sure to check (v) the applicable recyclable product details of the sustainable product purchased. Reference example provided.