

## Procurement

Please select one option



### How do you reuse office supplies (such as paper clips, folders, binders, tape, envelopes)?

- We don't reuse the
- Some people reuse them
- Most people reuse them
- Reusing office supplies is part of our office culture
- Not applicable

### How do you share office supplies? (eg: shared stapler among multiple staff)\*

- We don't share them
- Some people share them
- Most people share them
- Reusing office supplies is part of our office culture
- Not applicable

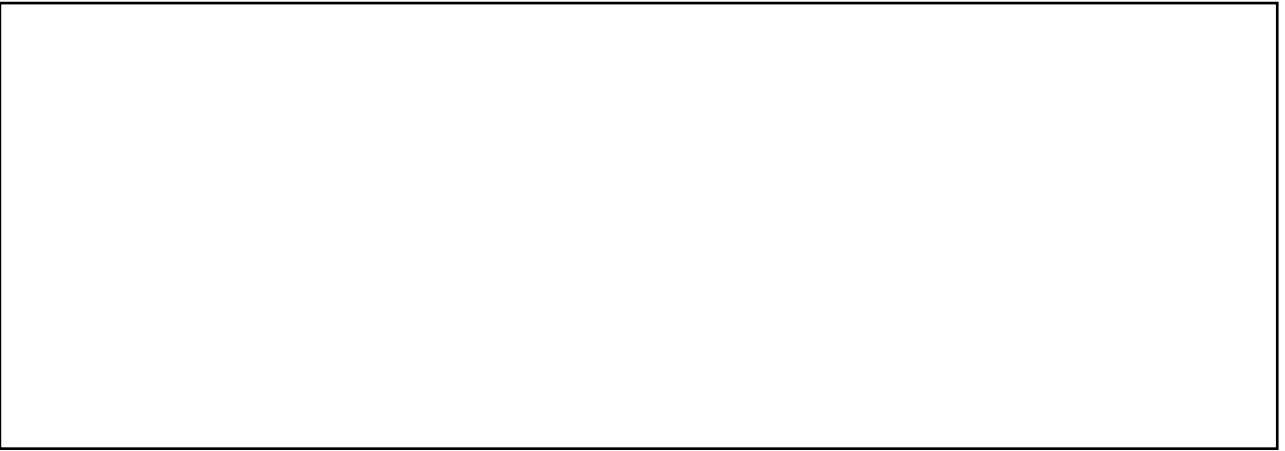
### All new orders of paper-based office supplies (e.g. envelopes, post-it notes, scratch pads, etc.):\*

- Are not from post-consumer recycled paper
- Are from less than 50% post-consumer recycled paper
- Are from greater than 50% post-consumer recycled paper OR is Sustainable Forestry Initiative (SFI) Certified
- Are from 100% post-consumer recycled paper
- Not applicable

### **BONUS: We have performed or implemented a procurement related action that is not mentioned here but we believe deserves recognition.**

- No
- Yes

If yes, please feel free to describe your additional office initiative.



This form is part of the complete Green Offices certification toolkit.  
The full form can be found at [uoft.me/greenoffice](http://uoft.me/greenoffice).  
For more information please contact [sustainability@utoronto.ca](mailto:sustainability@utoronto.ca).