

Introduction

Welcome to Week 6 of CGOP! As always, if you've missed any of our prior newsletters, or just need a refresher, you can find them all on our website [here](#). We will be covering Elective Action #7 in this week's newsletter, which will begin the "Purchasing Actions" section of our program.

7. Purchase 50% or 100% recycled-content paper.

Choosing 50% will earn 1 point, and choosing 100% will earn 2 points.

As a reminder, completion of five Elective Actions beyond the Required Actions will earn you Bronze level certification, completion of ten will earn Silver level certification, and fifteen Elective Actions will earn Gold level certification.

Instructions

Elective Action #7: Purchase 50% or 100% recycled-content paper.

The paper we recommend in this newsletter is sourced from responsible forestry practices, which means the forest are well-managed to protect biodiversity and the livelihoods of those that depend on these forests.

1. Using University iBuy, look at the Office Depot Punchout.
2. The paper can be located using one of two methods.
 - a. Search for item #125420 for 100% recycled paper or #398140 for 50% recycled paper.
 - b. Go the "Paper" menu and click "Copy and Printer Paper" and then find "Copy and Multipurpose Paper." For 100% recycled, look for the listing for 100% Recycled multipurpose paper from Boise® Aspen®. For 50%, find the 50% Recycled multipurpose paper from the same company.

Note that the 100% recycled paper is only ~\$1 more than the 50% recycled!

To find this step-by-step guide with pictures, check out the "*Purchasing Recycled and Responsible Paper*" attachment.