



Green Purchasing Award



NOMINATION GUIDELINES

PURPOSE OF AWARD

This award recognizes the leading actions of any individual and/or teams that significantly advance the development of more sustainable purchasing practices at Penn. It is an opportunity to spotlight those who are championing sustainability across campus, as well as to celebrate key projects that are contributing to a more sustainable future.

NOMINATION SUBMITTAL PROCESS

Nominations for the **Green Purchasing Award** are due Thursday, July 31, 2025 for contributions made during the previous fiscal year (July 1, 2024- June 30, 2025). Nominations may be submitted for projects/purchases that began before July 1, 2024 if the results were realized during this fiscal year.

Nomination packet *must* include:

- 🌿 The name, current title, current work address, current phone number and email address of the individual or team being nominated.
- 🌿 The name, current title, current work address, current phone number and email address of the nominator.
- 🌿 A description of the achievement that includes one or more of the following elements:
 - Bright Green ideas such as innovative technology, products, processes, and practices put into place;
 - Growth in measurable sustainable purchases or reduction/elimination of unsustainable purchases (by buyer);
 - Waste minimization and usage reduction; and
 - Collaboration to drive sustainability wins.
- 🌿 An explanation of how the nominee(s) went above and beyond job responsibilities and expectations, how the achievement made a significant contribution to the University, and what prompted this endeavor.
- 🌿 A letter from each individual's supervisor (or a team's supervisor if several or all report to one manager) that states the following:
 - The individual did participate in the achievement, and
 - Being nominated for this honor is appropriate for the individual.

- 🌱 At least one (1) University reference letter that:
 - Confirms and expounds on the nominated achievement,
 - Explains how the achievement surpasses job assignment and performance expectations, and
 - Demonstrates how the achievement advanced one or more of the University's CSAP objectives.

NOMINATION SELECTION:

The selection committee* will be comprised of members of the Purchasing Subcommittee of Environmental Sustainability Advisory Committee, including its sponsors. The Subcommittee includes representation from the following Schools and Centers: Division of Finance, Facilities and Real Estate Services, Perelman School of Medicine, School of Engineering and Applied Sciences, and School of Veterinary Medicine.

NOMINATION PRESENTATION:

Awards will be presented to the winners in the early fall of 2025 at a Procurement Services event.

NOMINATION MATERIALS (INCLUDING REFERENCES) or QUESTIONS SHOULD BE SENT TO:

GreenPurchasing@upenn.edu

*The **Green Purchasing Award** is presented by*



*Committee members shall recuse themselves from eligibility.