

Office Products



Office supplies, copier paper and a printer ink/toner cartridge recycling program are available from [Telrose Corporation](#), Penn's office products contract supplier in partnership with Office Depot.

- Penn's preferred contract supplier of office and related technology products has expanded its offering of environmentally friendly office products. The Green Book catalog, a subset of the Office Depot's complete product catalog, features a wide range of environmentally friendly products that are available for order in the Penn Marketplace. (visit the [Office Depot Guide to Buying Green](#))



A Way to Reduce Costs and Increase Sustainability

Penn Purchasing Services, together with Telrose and Office Depot, are announcing an important new initiative for the University. We are now recommending a minimum order value of \$25 for all office supply orders, which will eliminate an estimated 6,000 purchase orders annually.

This simple change supports University's Climate Action Plan by lowering Penn's carbon footprint and reducing waste. By eliminating purchase orders for office suppliers under \$25, and thereby potentially eliminating over 3,000 packages, the environmental benefits yielded would be a reduction of over 17,000 lbs. of CO₂, and eliminating over 8,500 lbs. of packaging waste (cardboard and pillows).

Penn Purchasing Services will be soliciting feedback from departments about this new initiative.

Copier Paper

Two preferred contract suppliers in the Penn Marketplace currently offer copier/printer paper with a minimum of 30% post-consumer recycled content.

- The Office Depot® Green 30% Recycled EnviroCopy paper #940650 (green-top box, 8 ½ x 11, 20 lb., 92 Brightness, 30% PCR content, acid free, Green Seal® certified) can be purchased from [Telrose Corporation](#).
- Xerox® Business Recycled Paper #3R6296 (8 ½ x 11, 20 lb., 92 Brightness, 30% PCR content, SFI certified) can be purchased [Alpha Office Supplies](#).



Printer Ink & Toner Cartridge Recycling Program

Purchasing Services is partnering with [Telrose Corporation](#) and Office Depot to provide easy, convenient and green recycling programs for all of your used ink and toner cartridges.

Rather than shipping the used ink or toner cartridges individually, Telrose Corporation is consolidating shipments for the entire University. Your Telrose Corporation delivery person will pick-up used cartridges from your office, palletize them, and ship them in bulk to the recycler.

- To request a pick-up of your used cartridges, simply [send an email](#) with your name, address and suite/office to Telrose Corporation Customer Service.
- If you need a collection box for used ink and toner cartridges, simply [send an email](#) request to Telrose Corporation Customer Service and a box will be delivered to you free of charge.

It's easy, it's convenient, and it's free. Why wouldn't you RECYCLE? Please direct all questions related to this program to [Martin Hull](#) at Telrose.

Recycling Containers



Telrose Corporation offers a wide range of Rubbermaid recycling containers that are available in the online catalog in the Penn Marketplace.