

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Campus Sustainability Office
Subject:	Paper Purchasing Policy
Date Issued:	February 24, 2012
Updated and Reviewed By:	Finance & Administration Team – July 1, 2021
Approved By:	President’s Cabinet – September 8, 2021

I. Policy

Luther College’s Document Center and all offices/departments shall purchase and use FSC-certified white, 8.5 x 11 inch, 20# copier paper made with at least 50% post-consumer fiber.

II. Purpose

The purpose of this policy is to assist and maintain Luther’s carbon footprint reduction goals to be carbon neutral by 2030.

III. Scope

This policy applies to all offices and departments of Luther College along with any contracted services operating on campus.

IV. Terms and Definition

- Forest Stewardship Council (FSC) is an independent, non-governmental, not-for-profit organization established to promote the responsible management of the world’s forests. FSC certification provides a credible link between responsible production and consumption of forest products, enabling consumers and businesses to make purchasing decisions that benefit people and the environment as well as providing ongoing business value.
- Post-consumer content is the paper material that individuals routinely discard, that finds its way to a landfill. Paper with a higher percentage of post-consumer content contains more paper that has been used and recovered through the recycling process, and less raw material from forests.

V. Procedures and Guidelines

- A. This policy concerns the purchasing and use of white, 8.5 x 11 inch, 20# copier paper only.

- FSC-certified white copier paper with 50% post-consumer content in 8.5 x 14 and 11 x 17 inch sizes is available upon request. Offices and departments are not required to purchase FSC-certified white copier paper with 50% post-consumer content in these sizes.
 - FSC-certified colored copier paper with 30% post-consumer content in 8.5 x 11, 8.5 x 14, and 11 x 17 inch sizes is available upon request. Offices and departments are not required to purchase FSC-certified colored copier paper with 50% post-consumer content.
- B. Offices and departments are encouraged to purchase paper on campus through the Document Center at ext. 1631, email at doccenter@luther.edu or online at: luther.ricohtrac.com.
- A CBORD number is required to charge any paper.
 - There is no minimum order quantity.
 - There is no quantity discount. The Document Center charges customers the price they pay the vendor.
- C. Greater than 50% post-consumer content 8.5 x 11, 20# white copier paper is available upon request.
- This paper is not stocked and will need to be special ordered.
- D. If an office or department decides to purchase 8.5 x 11, inch, 20# white copier paper off-campus, they are required to purchase FSC-certified paper with at least 50% post-consumer content.