

## Procurement Services Newsletter

Working with Sharp Business Systems and the ITS department, we have implemented under our Managed Print Program, a toner recycle plan designed to collect used cartridges in the following locations: Maher Annex, Coronado, Warren Hall, Olin Hall and Soles. Please use the marked boxes to recycle all used cartridges. Sharp Business Services will come in periodically to pick them up.



### Campus-Wide Agreements

In an effort to streamline our procurement process and help the university lower cost, we have established several campus-wide agreements covering many of the goods and services we use. From charter bus services to print services to plant management services, there is probably a campus-wide agreement covering it. The university is also member of several purchasing consortia that give us access to hundreds of additional contracts. See our website for more information.

### Amazon Business

If you are a one card holder and have not done so already, please sign up for our Amazon Business account. The business account gives you access to free shipping to USD and hundreds of additional products that are not available through the consumer site. You should have received an email directly from Amazon Business Services to either create or merge your account. For more information, please email us at [procurement@sandiego.edu](mailto:procurement@sandiego.edu)



### Important Announcement Regarding K-Cups

**K-Cups** are constructed of a polymer blend, an aluminum lid, and a paper filter. Due to this construction, **K-Cups** are non-recyclable, and many are deposited in landfills every year.

In line with the University's **Zero Waste** goal and the need to reduce our environmental impact we are asking everyone to help with reducing the usage of **K-Cups** on campus.

Procurement Services Department is currently working with other campus constituents on several alternatives. We will provide more information soon