

WESTERN MICHIGAN UNIVERSITY



Office of the Vice President for Business and Finance and CFO

September 2008

TO: Campus Community

FROM: Lowell P. Rinker
Vice President for Business and Finance and CFO

RE: University Commitment to Recycled Paper Products

A handwritten signature in black ink, appearing to read "Lowell P. Rinker", written over the "FROM:" line of the memo.

In April of 2001 then Vice President Beam issued a university-wide notice advising staff of the University's commitment to utilizing recycled paper products whenever possible.

Consistent with WMU's sustainability core values, the Purchasing Department has been directed to purchase and/or approve for purchase only recycled paper products containing at least 30% recycled materials except in cases where a written exemption has been approved. The University's primary office supply contractor, Office Depot, has been asked to accept only orders for recycled bond paper unless otherwise approved by our Purchasing Department. This memo serves to underscore the renewed commitments to sustainability undertaken here at WMU.

Your continued support and efforts are greatly appreciated.