

Paper Conservation Policy

PURPOSE

The purpose of this policy is to provide recommendation for conserving paper when printing materials.

POLICY

The Associated Students, Incorporated and University Student Union hereby establishes the following to conserve paper:

Use of printers and computers for printing materials of personal purposes is prohibited. When printing, be cautious of wasteful usage and recycle materials when necessary. To avoid wasteful usage and becoming eco-friendly refer to the recommendations for conservation

Recommendations for Conservation

1.0 Ways to conserve office resources when printing materials:

- 1.1 Proofread documents before printing.
- 1.2 Refer to print preview prior to printing.
- 1.3 Check printing options like orientation and color setting before printing documents.
- 1.4 Make documents double-sided when possible.
- 1.5 Only print the exact number of copies needed.
- 1.6 Reduce printing by projecting documents in meetings and emailing when applicable.
- 1.7 Recycle paper when necessary.

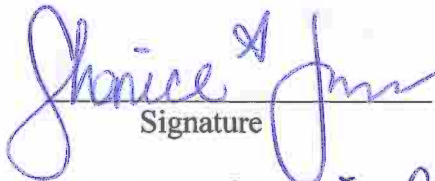
This policy was voted on and approved by the:

ASI Board of Directors on 2/26/2013

USU Board of Directors on 2/28/2013

The following signatures by the ASI President and USU Chair verify the approval of the ASI and USU Board of Directors:

Shanice Jackson
ASI President



Signature

5-24-13
Date

Emily Benefield
USU Chair



Signature

5.24.13
Date

** This policy may be amended by a two-thirds vote of the ASI and USU Board of Directors.*

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