



## Cornell University Division of Financial Affairs

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# Cornell Procurement Services

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## Printer and Copier Paper

Cornell Procurement Services has negotiated a contract for printer and copier paper with W.B. Mason.

As of August 1, 2011, **a minimum order size of \$50 is required on all office supply orders.** To help you meet the minimum order size, please consider the following when placing your orders:

- Setting a specific time frame for placing orders, such as once a week
- Combining orders with another unit
- Looking for a pattern in requests (e.g., combine recycled copy paper with a less expensive order)
- Utilizing the save cart feature in e-SHOP to add items to an order, but waiting to submit the order until you've reached a total order of \$50 or more

### Go Green at Cornell University

Our suppliers make conscious efforts every day to address environmental concerns. Procurement Services and W.B. Mason encourage you to select **recycled copy paper, either 30% or 100%**, when placing your paper orders. Visit the punch-out site in e-SHOP to select recycled copy paper products. Cornell prefers to purchase recycled content office paper.

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See also:

- [e-SHOP enhanced, especially for office supplies](#)
- [All news about office supplies](#)

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