

**From:** [pssso-owner on behalf of Mary Carrillo](#)  
**To:** [pssso](#); [Brittani Brown](#); [Casuba, Arunkumar](#); [David Taylor](#); [Dearborn, Darryl](#); [Deborah Flugum](#); [John Guion](#); [Michael Pruitt](#); [Suzanne LaCaro](#); [Tom Johnson](#)  
**Subject:** Staples \$50.00 minimum order  
**Date:** Thursday, October 20, 2016 10:54:23 AM

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*Good morning!*

*I've been asked to provide some language that can be worked into your campus announcement about the Staples \$50.00 minimum order requirement effective November 1. Please feel free to use the stuff below...or not... as suits your purpose. ☺*

The Board of Trustees' have tasked the CSU Procurement departments to boost our recycle content and sustainable products reporting. As part of our due diligence we are looking for any opportunity to buy recycled and to purchase sustainable where and when we can. See the CSU Sustainable Policy at <http://www.calstate.edu/cpdc/sustainability/policies-reports/documents/JointMeeting-CPBG-ED.pdf>

As a move in that direction, the CSU Staples contract will have a \$50.00 minimum order, effective (Your date here if different than 11/1), November 1 for the marketplace and most of the CSU campuses). The move to the \$50.00 minimum will aid that endeavor by reducing packaging, reducing delivery, reducing the amount of paper being printed (packing slips), etc. This will apply to the Campus MarketPlace and to Staples Advantage. (the employee discount page is not part of this change).

***Mary Carrillo***

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