

CSU Buy Recycled Report FY 06-07

CAMPUS _____ CONTACT _____

DATE _____ PHONE _____ E-MAIL ADDRESS _____

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Product Category¹	All Reportable Purchases (QUANTITY)²	All Reportable Purchases (DOLLARS)³	RCP Purchases (QUANTITY)⁴	RCP Purchases (DOLLARS)⁵	Percent of RCP (QUANTITY)⁶ Col 4/Col 2 =%	Percent of RCP (DOLLARS)⁷ Col 5/Col 3=%
Antifreeze	(gal)	\$	(gal)	\$	%	%
Mulch/Compost/Co-compost	(cu yd)	\$	(cu yd)	\$	%	%
Glass products		\$		\$		%
Lubricating oils	(gal)	\$	(gal)	\$	%	%
Paint	(gal)	\$	(gal)	\$	%	%
Paper products		\$		\$		%
Plastic products		\$		\$		%
Printing and writing paper		\$		\$		%
Tires	15" and smaller	\$		\$	%	
	Larger than 15"	\$		\$	%	
Tire-derived products		\$		\$		%
Metal products		\$		\$		%
Total of categories above		Total⁸: \$ _____		Total⁹: \$ _____		Total: _____ %

(See footnotes on the back of this page.)

Footnotes

Note: All purchases within these product categories, regardless of the source of the product or the type of contract used to purchase them, should be included in your report. Include **all** reportable purchases—reportable RCPs and reportable non-RCPs.

1. Please refer to the glossary of terms for definitions and examples of the product categories. Include **all** reportable purchases (RCPs and non-RCPs) within the product categories. RCPs outside of the reportable product categories **cannot** be counted toward attaining the procurement goals. However, nonreportable RCPs may be included as an attachment to this report.
2. Indicate the quantity (units) of **all** reportable purchases (RCPs and non-RCPs) in each product category during the fiscal year. Quantities do not need to be reported for the product categories with shading. If printing and writing papers (PWP) are purchased in rolls, please indicate the number and size of rolls.
3. Indicate the total dollars spent on **all** reportable purchases (RCPs and non-RCPs) in each product category purchased during the fiscal year.
4. Indicate the total quantity (units) of reportable RCPs purchased during the fiscal year. Quantities do not need to be reported for the product categories with shading.
5. Indicate the total dollars spent on reportable RCPs during the fiscal year for each category.
6. Indicate the percentage of reportable RCPs purchased. The percent recycled is calculated by dividing the figure in column 4 by the figure in column 2 and multiplying by 100. Percentages do not need to be calculated for the product categories with shading.
7. Indicate the percentage of total dollars represented by dollars spent on reportable RCPs in each category. The percent recycled is calculated by dividing the figure in column 5 by the total of the figure in column 3 and multiplying by 100.
8. The total of column 3 should be equivalent to the total dollars spent on **all** reportable products (RCPs and non-RCPs) during the fiscal year.
9. The total of column 5 should be equivalent to the total dollars spent on reportable RCPs during the fiscal year.