



# College of The Albemarle Procedure

Procedure Number: 2.2.7.6

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**Title: Purchase of Paper Products and Paper Consumables**

**Related Policy: 2.2.7 Campus Sustainability**

**Division of Responsibility: Operations**

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While still meeting all State Procurement guidelines, paper, paper products and other related paper consumables purchased for use on campus should have the following attributes, which are listed in order of importance.

- A. Paper should come from a manufacturer that documents that their source materials come from a certified, sustainably managed, forest.
- B. Paper should have the highest level of recycled/recovered fiber content feasible for intended use.
- C. Paper should come from vendors that have documented sustainable business practices and commitments.

June 13, 2023

November 3, 2025

N/A

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**Date Approved by President's Leadership Team**

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**Date of Last Review**

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**Date of Last Revision**