P.2 We commit to consolidate orders so that we do not make purchases:
   a. Less than $50
   b. Less than $100
   b. Less than $200

Order consolidation reduces transportation emissions, packaging, traffic congestion, fuel usage, carbon emissions, and money.

NOTE: Orders of $200 or more receive a 2% point-of-sale discount from Office Depot.

Intent

Point Value
2 points for consolidating orders less than $50
3 points for consolidating orders less than $100
4 points for consolidating orders less than $200

Instructions
How to consolidate orders:
1. Inform office purchasing and office members of your goal and why this is important.
2. Ask purchasing to keep track of order requests until they reach the desired total. Remind them not to make individual orders but rather to only place orders at or above the desired minimum.
3. Depending upon your office’s purchasing needs, this may simply mean placing orders once a week or every two weeks. So, selecting a standard day for ordering can also help office members anticipate and plan around ordering times.

Resources
Green Purchasing  http://www.purchasing.upenn.edu/green-initiative/index.php