

## Worksheet A – Optional (Use to complete Part III)

| Recycled Content Paper Purchases July 1 through June 30 |                                 |                                     |             |
|---------------------------------------------------------|---------------------------------|-------------------------------------|-------------|
| Recycled Paper and Paper Products                       | Recycled content purchases (\$) | Non-recycled content purchases (\$) | Comments ** |
| <b>OFFICE PAPERS AND ENVELOPES</b>                      |                                 |                                     |             |
| Dual purpose paper – white (all sizes)                  |                                 |                                     |             |
| Dual purpose paper – colors (all sizes)                 |                                 |                                     |             |
| Offset papers – white (all sizes)                       |                                 |                                     |             |
| Offset papers – colors (all sizes)                      |                                 |                                     |             |
| White wove envelopes – plain                            |                                 |                                     |             |
| White wove envelopes – biodegradable window             |                                 |                                     |             |
| White wove envelopes – plastic window                   |                                 |                                     |             |
| Brown clasp and catalog envelopes - all                 |                                 |                                     |             |
| Watermarked rag or bond paper                           |                                 |                                     |             |
| <b>Subtotal – Office Papers and Envelopes*</b>          |                                 |                                     |             |
| <b>TOWEL AND TISSUE PRODUCTS</b>                        |                                 |                                     |             |
| Paper napkins                                           |                                 |                                     |             |
| Bathroom tissue                                         |                                 |                                     |             |
| Paper towels                                            |                                 |                                     |             |
| <b>Subtotal – Towel and Tissue Products*</b>            |                                 |                                     |             |
| <b>MISCELLANEOUS OTHER PAPER PRODUCTS</b>               |                                 |                                     |             |
| Continuous print out CPO plain & greenbar               |                                 |                                     |             |
| Chipboard                                               |                                 |                                     |             |
| Calendars                                               |                                 |                                     |             |
| Continuous stock forms                                  |                                 |                                     |             |
| Card guides and file guides                             |                                 |                                     |             |
| File folders                                            |                                 |                                     |             |
| Hanging file folders                                    |                                 |                                     |             |
| Adding machine & calculator paper (rolls)               |                                 |                                     |             |
| Legal pads                                              |                                 |                                     |             |
| Junior legal pads                                       |                                 |                                     |             |
| Ruled pads                                              |                                 |                                     |             |
| Stenographer's notebook pads                            |                                 |                                     |             |
| Note pads (regular and sticky-back)                     |                                 |                                     |             |
| Index cards                                             |                                 |                                     |             |
| Labels                                                  |                                 |                                     |             |
| Corrugated cardboard containers                         |                                 |                                     |             |
| Instructional school papers                             |                                 |                                     |             |
| Other paper products (specify):                         |                                 |                                     |             |
| <b>Subtotal – Misc. Other Paper Products*</b>           |                                 |                                     |             |
| <b>TOTAL Paper &amp; Paper Products*</b>                |                                 |                                     |             |

\*Transfer Subtotals and Totals to Part III of the online report form.

\*\*Enter comments about specific products in the space provided.

### Worksheet A – Purchasing Report