

## **Controlling Office Supply Costs**

### **Helpful hints**

1. Take an inventory of office supplies at least annually. You might be surprised at what you have on hand and it will permit you to monitor usage and budget for purchases.
2. Store similar supplies together. That way, you can be sure when something is truly out of stock and avoid buying supplies only to later find some are already on hand in a separate location.
3. Go green by recycling (re-using) file folders, binders, notebooks, rubber bands and paper clips.
4. Go even greener and save paper when saving documents electronically by scanning them or printing to pdf. If you do so, you will need an organized electronic filing system and backup for important documents.
5. Ask your office supply vendors if they offer credit for recycling used printer/toner cartridges.
6. Consider national purchasing discounts with Office Max through the [ELCA Advantage Program](#).
7. Post a list of needs and invite members to donate specific office supplies as an in-kind donation.
8. Save paper by offering the congregational newsletter online or via e-mail, sending a paper copy only upon request.
9. Save paper by printing one worship folder for each liturgical season that would be returned at the end of each service for use in the following week. Provide a paper insert that includes the specific hymns, lectionary readings, and prayers of the day. This insert could also include specific prayer concerns, congregational announcements, service leaders, etc.
10. Save paper by printing double-sided.