GREEN OFFICE PROGRAM

Creating a Supply Inventory

Reduce excess orders, unnecessary costs, and the waste associated with manufacturing and delivering these supplies by making a comprehensive supply inventory.

1. Review existing stock
   - Make a list of supplies the office already has — include office supplies, kitchen supplies, and anything else regularly purchased.
   - Check any storage locations and office spaces.
   - Consider asking office members to clean out their desks of excess before conducting inventory.

2. Keep the list updated
   - The list should be in a form that can easily be updated as supplies run out or are ordered.
   - Ensure purchasing staff review the list before ordering new stock.

Make it standard procedure to update the list every time supplies are ordered and used.

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