**Green Office Program**

The Office of Sustainability presented the University’s Green Office Program. Departments are encouraged to achieve a Green Office Certification. Departments can be more “green” by their purchasing practices. About 30% of paper purchases on campus are recycled. Click here to learn more about the Green Office Program.

Refrigerator rebate program: the way it works is once a refrigerator is identified for the program, Energy Management will collect data about the current energy use for a few weeks in order to determine the energy cost savings of converting to a new energy star rated model. This information will be used to calculate the grant amount available for the department to purchase a new refrigerator. There is no guarantee that a new refrigerator will be completely paid for, but it helps. Please contact Geri Trower (587-3558) for more information.
Hewlett Packard Computer Special Pricing

Purchasing has secured special pricing for Hewlett Packard computers. These computers are being offered by Valcom. A link has been added to UShop in the “Place an Order” pagelet.

P2P Announcement

Campus Orders will no longer be a paper form after June 30, 2018. Communication will be sent to campus as this change is rolled out.

Participant Support Costs

Account codes to be used for Participant Support Costs have been created and were explained in a presentation. Click here to learn more about Participant Support Costs.

Open Discussion

The Travel system is being revamped. More details to come.

Moving expenses are now taxable. Click here for News Post.

Remind employees to sign up to receive their W2 electronically. You can check your department’s participation in the Financial Information Library. Run the “W2 - Electronic Consent” report in the CURR EMPLOYEES folder.

Next BPAG Meeting — February 9, 2018