



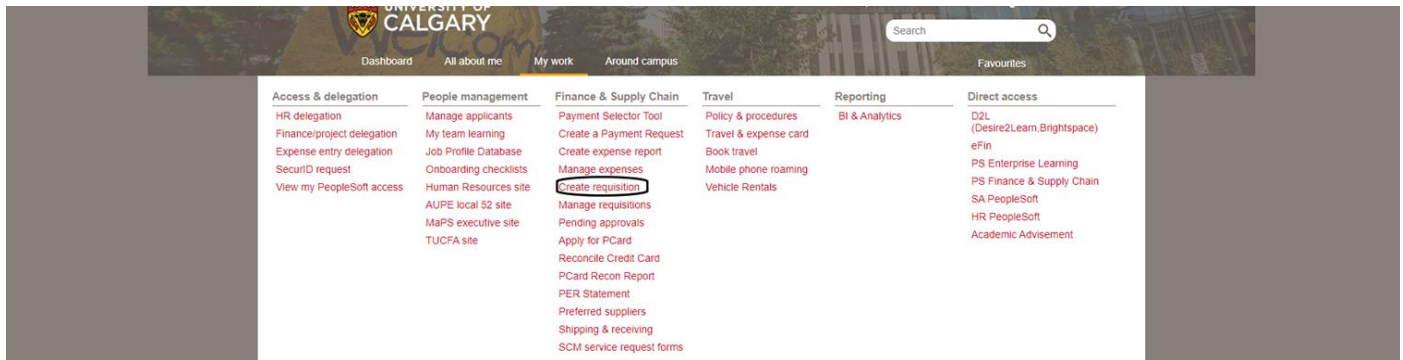
Grand and Toy Preferred Pricing List

Grand and Toy is the University of Calgary’s preferred supplier of office products, and by taking advantage of the core prices we have negotiated with them it is easier than before to be sustainable. Grand and Toy’s sustainability policy can be found [here](#). This list of supplies has been curated to offer better choices for every-day office items to help reduce the amount of waste produced.

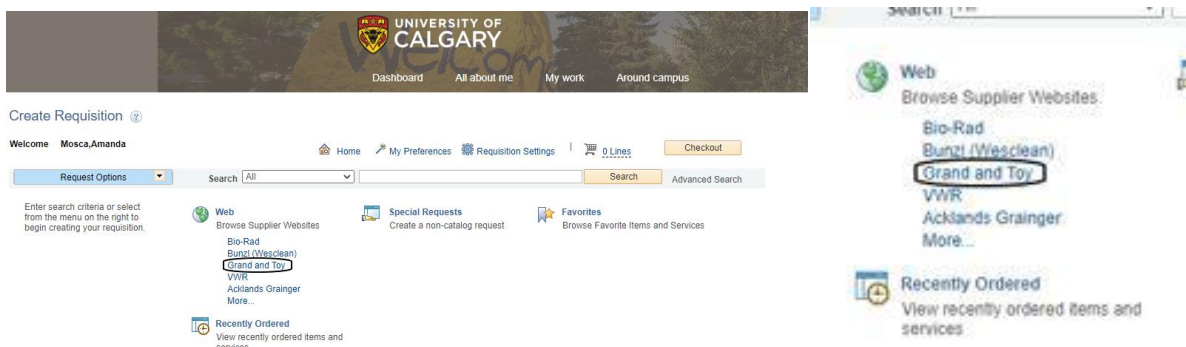
In partnership with G&T we will be tracking the purchasing trends of these products and if there is a market for these products on campus the core pricing list could be expanded in the future.

Here is how you order the products in PeopleSoft:

1. Once you log in to PeopleSoft go to the “my work” tab and look for **create requisition** under the finance & supply chain category.



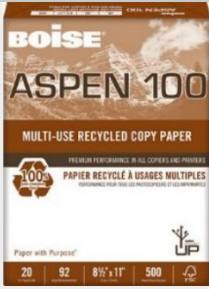
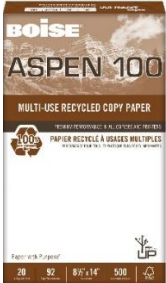


2. Under the Web category select **Grand and Toy** to access their catalogue.








Once logged into the Grand and Toy site you will be able to access the list of core priced products.



Here is the list of preferred pricing sustainable office supplies. These Prices are effective as of July 17, 2020 and may be subject to change in the future.





	Product	Name	Price	Item #	Why This Item?
	Copy Paper, 100% Recycled (8.5"x11")	Boise Aspen 100 Multi-Use Premium Recycled Paper, White, 20 lb., Letter-size, Ream	\$7.92/PK 79.20/CT	054922	Recycled paper reduces the number of trees cut down and preserves natural resources.
	Copy Paper, 100% Recycled (8.5"x14")	Boise Aspen 100 Multi-Use Premium Recycled Paper, White, 20 lb., Legal-size, Ream	\$10.17/PK \$101.70/C T	054924	Recycled paper reduces the number of trees cut down and preserves natural resources.
	Portfolio Document Holder, burgundy, 100% Recycled	Grand & Toy 100% Recycled High Gloss Twin-Pocket Portfolio, Burgundy, 8 1/2" x 11", 25/BX	\$40.00/PK of 25	97422	Recycled material means less new resources were used to make these items, diverting waste from landfills.
	Pencils	Ticonderoga Renew Premium HB No. 2 Pencils	\$13.58/ CS (20)	DIX96110	Pencils made from scrap materials reuse wood that would otherwise go to the landfill.



	Pens (and refillable ink cartridges)	Uni-Ball Onyx Rollerball Pen, Fine, 0.7 mm, 12/Box	\$9.96/ Bx (12)	60040	Pens made of recycled material and have refillable cartridges so less waste is produced.
	Tape	Scotch Magic Tape with Plant-Based Adhesive and Refillable Dispenser	\$6.20/ EA	123-C	Refillable tape dispensers prevent single-use plastics and divert waste from the landfill.
	Whiteout	Tombow Mono Original Correction Tape, 10/Pack	\$25.58/PK (10)	68720	Items made from recycled material means less new resources were consumed to manufacture.
	Stapler	Swing Line Enviro Stapler	\$3.50	90181-0	Items made from recycled material means less new resources were consumed to manufacture.
	Rechargeable Batteries	Energizer Universal "AA" NiMH Rechargeable Batteries, 4/PK (UNH15BP4)	\$8.55/PK	UNH15BP4	Rechargeable batteries result in less pollution by keeping harmful heavy metals and chemicals out of the landfill.



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	Battery Charger	Energizer Universal Battery Charger	\$49.38	CHFC	Rechargeable batteries mean less waste goes to the landfill.
	Cups	Eco Guardian Compostable Single Wall Paper Cups, White, 10 oz, 50/PK	\$9.17/ PK (50)	051513	When reusable dishware is unavailable, compostable is best because the entire cup and food waste can go into the compost.
	Plates	Eco Guardian Round Plates, Natural, 9", 50/PK	\$10.82/ PK (50)	055149	When reusable dishware is unavailable, compostable is best because the entire plate and food waste can go into the compost.
	Notebooks	Nature Saver 100% Recycled White Jr. Rule Legal Pads - Jr. Legal	\$14.88/ PK (6)	NAT00863	Recycled paper reduces the number of trees cut down and preserves natural resources..