



Procedure Memo

Date: _____

Re: Sustainable (Green) **PURCHASING DOCUMENTS**

1. Company Purpose

Commitment - The management and staff of _____ are committed to managing resources in ways consistent with current sustainable practices. The commitment and implementation of these practices are management priorities.

Priority - Developing a Green Purchasing Program is designated as a priority (Significant Aspect Comparisons attached).

Objectives - Company applications which apply

- Improving management practices
- Develop templates for outreach based on company strengths

2. General Resources

Policy Statement - _____ Sustainable Procurement and Purchasing Policy will give preference to purchasing products and services designated green, sustainable or energy saving, that meet or exceed current performance, safety and regulatory requirements; and will deem products and services preferable as set out in the Purchasing Criteria Document.

Team Members -

Schedule - milestone dates

3. Specific Resources (attachments)

Study / Research References - list

Data sources - list software with format

Regulatory requirements - list

Industry certifications - list

Training applications - meeting dates and workshops

Budget - draft applicable costs



Sustainable (Green) Purchasing Documents Attachments

Significant Aspect Comparison

	Required	Est Costs	Description
Training	_____	_____	_____
Regulations	_____	_____	_____
Certifications	_____	_____	_____
Engineering	_____	_____	_____
Reporting	_____	_____	_____
Recurring	_____	_____	_____
Totals	_____	_____	
Paperless	_____		_____

Other Notes and goals: _____

Study / Research References – list

Name	Purpose
_____	_____
_____	_____
_____	_____
_____	_____

Data sources – list software used with format

Name	Format	Purpose
_____	_____	_____
_____	_____	_____
_____	_____	_____



Sustainable (Green) Purchasing Documents Attachments

Regulatory applications – list

Name	Section
_____	_____
_____	_____
_____	_____
_____	_____

Industry certifications – list

Name	Purpose
_____	_____
_____	_____
_____	_____
_____	_____

Training applications – meeting dates and workshops

Name	Date	Purpose
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

