

Recycled Toner Cartridge Changes

**To: Business Services Listserv**  
**From: Kathy McCarty, Director Administrative Services**  
**RE: Recycled Toner Cartridge Changes**

Currently stock items such as UGA campus mail envelopes, forms, the UGA pocket folder, cartons of paper and remanufactured toner cartridges are available through the UGA Central Office Supply punch out in UGAMart. Starting July 1, 2015, recycled toner cartridges will no longer be available through this punch out.

Recycled/remanufactured toner cartridges continue to be available from the statewide office supply contractor and from original equipment manufacturers. Campus Mail will continue to pick-up empty toner cartridges that need to be recycled. These cartridges will be recycled in partnership with Keep Athens-Clarke County Beautiful. Place cartridges in a cartridge box for pickup by your mail carrier. As an alternative, empty cartridges can be returned to the vendor of purchase. If a UPS call tag is provided, you may contact UPS to pick up the empty cartridges or drop them in Campus Mail.

Please also note, the "UGA Central Office Supply" punch out under the UGA Internal Stores & Forms section in UGAMart will be retitled "UGA Stock Items and Bulk Paper" on July 1.

If you have any questions regarding these changes or if you have any suggestions how the Administrative Services Division can assist you with these needs, please contact Kathy McCarty at [kmccarty@uga.edu](mailto:kmccarty@uga.edu) or 706-425-3250.