



# Annual Report 2018-2019

---

Betsy Bowers, Vice President  
*Division of Finance and Administration*

# About the Vice President



On behalf of the entire division, I am very pleased to present the FY19 Annual Highlights for the Division of Finance and Administration (F&A). Our division touches every student, faculty member and employee of the University of West Florida. We administer a budget of \$13,837,980 million. The F&A team keeps costs down while providing our students and colleges with the highest levels of customer service.

I am very proud of the remarkable performance of our division. Our accomplishments are the result of hard work and leadership shown by all levels within our division. Let me extend my sincere thanks to each employee in the division who provides essential services to the University of West Florida and keep us improving daily.

My hope is you find this Annual Report valuable and insightful.

**Betsy Bowers, CIA, CFE, CGFM, CIG, CRMA, CICA**  
Vice President for Finance and Administration

## Contained within

|  |              |
|--|--------------|
| <b>Senior Leadership</b>                     | <b>1</b>     |
| <b>2018-19 Division Facts and Statistics</b> | <b>2-3</b>   |
| <b>2018-19 Statistics by Department</b>      |              |
| Business and Auxiliary Services              | 4            |
| Controller's Office                          | 5            |
| Environmental Health and Safety              | 6            |
| Facilities Management                        | 7            |
| Police Department                            | 8            |
| Procurement                                  | 8            |
| <b>Argo Info Initiative</b>                  | <b>10</b>    |
| <b>Awards</b>                                | <b>11</b>    |
| <b>UWF Founder's Week</b>                    | <b>12</b>    |
| <b>Community Impact</b>                      | <b>13-14</b> |
| <b>Sustainability Efforts at UWF</b>         | <b>15-16</b> |

# Senior Leadership



**Colleen Asmus, Associate Vice President of Financial Services and Controller**



**Dr. Melinda Bowers, Associate Vice President of Administration**



**Marc Cossich, Chief of Police**



**Angie Jones, Director, Procurement and Contracts**



**Tiffany Nisewonger, Executive Assistant**



**Peter Robinson, Director, Environmental Health and Safety**



**Ellen Till, Director, Business and Auxiliary Services**

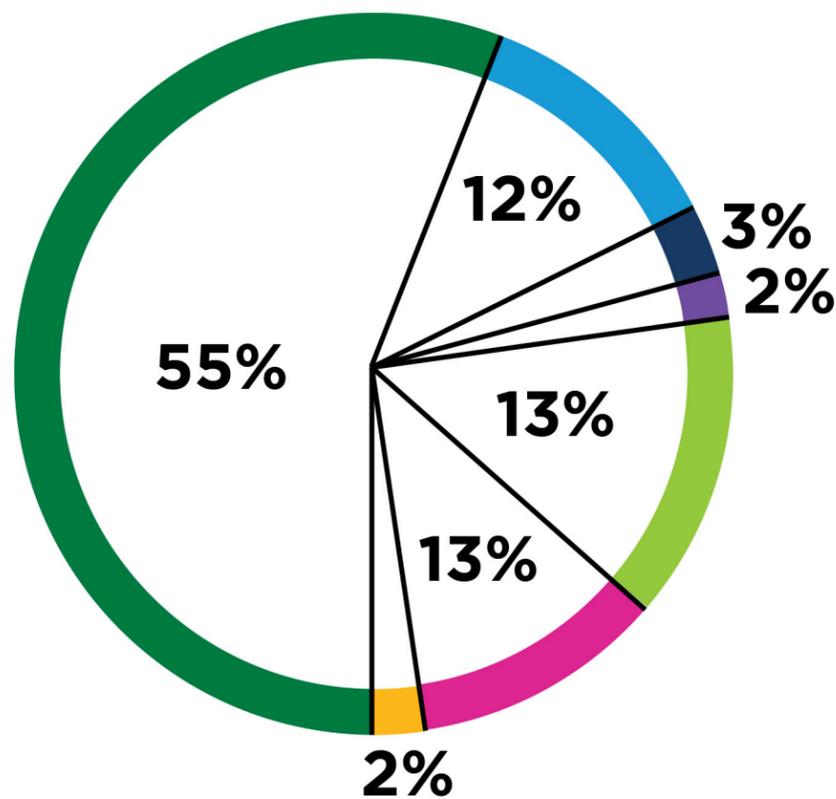


**Angela Wallace, Division Budget Director**

# FACTS

**7**  
DEPARTMENTS  
+ DIV OFFICE

**203**  
EMPLOYEES



## DIVISION PERSONNEL BREAKDOWN BY AREA

- Business & Auxiliary Services
- Controller's Office
- Environmental Health & Safety
- Facilities Management
- UWF Police
- Procurement
- Vice President's Office

# Web and Social Media



**353**  
WEB PAGES

**626**  
DOCUMENTS ONLINE

## TOP 10 WEB PAGES

1. **Overview** - Business and Auxiliary Services
2. **Overview** - Controller's Office
3. **Open Solicitations and Public Notices** - Procurement
4. **Places To Eat On Campus** - Business and Auxiliary Services > Dining Services
5. **Overview** - Procurement
6. **Student Accounts and Cashier** - Controller's Office
7. **UWF Trolley** - Business and Auxiliary Services > Parking and Transportation
8. **Hours of Operation** - Business and Auxiliary Services > Dining Services
9. **Financial Literacy > CashCourse** - Controller's Office > Student Accounts and Cashier
10. **Parking Permits** - Business and Auxiliary Services > Parking and Transportation

**\$13,837,980**

TOTAL E&G OPERATING BUDGET (2018-19)

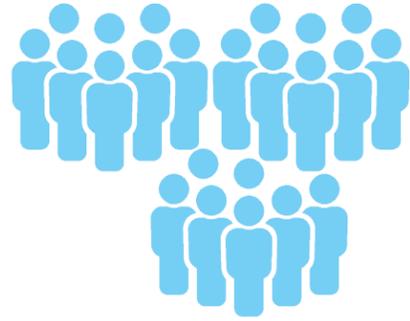


## TOP FACEBOOK POSTS 2018-19

1. **Argo Galley Opening** - Business and Auxiliary Services
2. **Know Where You Can Park** - Business and Auxiliary Services > Parking & Transportation
3. **Cram a Cop Car** (announcement and video) - Police

# Business & Auxiliary Services

Providing everything you need to survive outside of classes



**Staff = 23\***

\* Staff number does not include the Bookstore or Dining staff of our campus partners.

## Big Wins

- New Nautilus Card design put into production as of Summer 2019



- Argo Galley remodeled and Chick-fil-A, Which Wich? and Twisted Taco opened
- Nautilus Market seating area was refreshed during the winter break; Nautilus Market servery renovated during the summer break
- New official stationery printing contract was awarded to MLI Printing
- Performed major upgrade to Nautilus Card system
- Engaged parking consultant and have begun implementing recommendations
- At Argonaut Village: Developed marketing plan, entered into new maintenance agreement, and reached 100% tenant occupancy

## Statistics

### UWF Bookstore

|                                  |             |
|----------------------------------|-------------|
| Used Course Materials Sales      | \$ 335,026  |
| New Course Materials Sales       | \$1,634,533 |
| Digital Course Materials Sales   | \$167,013   |
| Bookstore Scholarships Processed | \$1,560,862 |

### UWF Dining

|                       |              |
|-----------------------|--------------|
| Nautilus Market Sales | \$ 2,702,832 |
| Retail Sales          | \$ 1,664,553 |
| Catering Sales        | \$ 388,282   |

### Licensing

|                               |     |
|-------------------------------|-----|
| Product Art Reviewed/Approved | 711 |
|-------------------------------|-----|

### Nautilus Card

|                            |            |
|----------------------------|------------|
| Nautilus Cards Issued      | 3,405      |
| Replacement Cards Issued   | 991        |
| Funds Deposited into 1Card | \$ 713,749 |

### Parking & Transportation

|                                 |       |
|---------------------------------|-------|
| Commuter Parking Permits        | 6,480 |
| Resident Parking Permits        | 1,139 |
| Faculty & Staff Parking Permits | 1,607 |

### Postal Services

|                                     |           |
|-------------------------------------|-----------|
| Department Postage Used             | \$109,165 |
| Pieces or Packages Processed        | 380,466   |
| Postage Savings from USPS Discounts | \$52,274  |
| Total UWF Standard Mail Pieces      | 196,311   |
| UWF Bulk Permit vs. First Class     | \$ 53,624 |
| Revenue from Stamps, etc.           | \$36,843  |

### Vending Services

|                                   |            |
|-----------------------------------|------------|
| Beverage Sales (Coca-Cola United) | \$ 202,500 |
| Snack Sales (Buffalo Rock/Pepsi)  | \$124,189  |

### JIRA Ticket Customer Service Surveys

| Customer Service Survey Type | Number of Surveys Received | Average Score (1-5)           |
|------------------------------|----------------------------|-------------------------------|
| Copy Services                | 377                        | 4.9                           |
| Name Badges                  | 296                        | 4.9                           |
| Payroll Deduction            | 147                        | 5                             |
| Vending Services             | 304                        | Beverages: 4.9<br>Snacks: 3.3 |
| Creative & Marketing         | 24                         | 5                             |



# Controller's Office

Managing the dollars and sense of the University



**Staff = 31**

## Statistics

### Accounts Payable

|                        |        |
|------------------------|--------|
| Travel/Vendor Payments | 14,083 |
|------------------------|--------|

### Budget

|                            |       |
|----------------------------|-------|
| Budget Transfers Processed | 2,594 |
| Index Changes              | 281   |
| Budget Action Sheet Moves  | 1,638 |

### Payroll

|                                   |        |
|-----------------------------------|--------|
| Job Changes                       | 9,412  |
| # Payments Processed to Employees | 68,939 |

### Refunds

|  |               |
|--|---------------|
| Refunds                                | \$ 15,633,608 |
| Refunds of Title IV Federal Aid        | \$ 28,936,017 |
| Refunds to Parent for Parent Plus Loan | \$ 519,805    |
| Number of Refunds                      | 19,391        |

### Student Accounts/Collections

|                              |               |
|------------------------------|---------------|
| BankMobile Timeouts Refunds  | \$ 43,340,845 |
| Past Due Email Notices       | 3,460         |
| Collection Charges Collected | \$ 68,452     |
| Collection Holds             | 622           |
| Perkins Holds                | 1,817         |

Coming in 2019-20, Concur, a system that allows users to submit travel requests, travel expense reports, and PCard expense report electronically. It will also allow users to book airline tickets, hotel reservations, and car rental reservations. Users will have the ability to upload receipts to the system via mobile device, tablet or computer. Approvals will be completed electronically which will eliminate the current paper process for travel authorizations, travel expense reports, and pcard reconciliations. Roll-out will begin in December 2019.

### Cashiers

|              |                                  |
|--------------|----------------------------------|
| ACH Payments | 21,043 payments<br>\$ 17,735,804 |
|--------------|----------------------------------|

### Cash Payments

|                              |
|------------------------------|
| 6,032 payments<br>\$ 805,610 |
|------------------------------|

### Check Payments

|                                  |
|----------------------------------|
| 21,043 payments<br>\$ 17,123,396 |
|----------------------------------|

### Credit Card Payments

|                                  |
|----------------------------------|
| 55,227 payments<br>\$ 12,202,870 |
|----------------------------------|

### Wire Payments

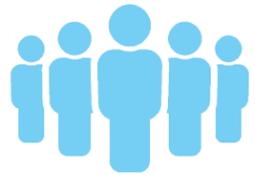
|                                 |
|---------------------------------|
| 4,971 payments<br>\$ 29,742,418 |
|---------------------------------|

### Departmental Deposits

|                                |
|--------------------------------|
| 6,536 deposits<br>\$ 8,653,062 |
|--------------------------------|

# Environmental Health & Safety

Keeping you safe in and out of the classroom



Staff = 5



## Big Wins

Peter Robinson, Director of the Environmental Health and Safety department became a 2019 Million Dollar Club Inductee into the UWF Office of Research and Sponsored Programs Research Hall of Fame for being awarded a cumulative total amount of one million dollars in external grant and contract funding. He was presented the award at the 2019 UWF Honors Convocation. (Pictured below: Dr. George Ellenberg, provost and senior vice president, presenting award to Peter Robinson)



### Automatic External Defibrillators (AEDs)

were placed in several buildings across campus, as well as each UWF police patrol vehicle in 2018.



Remember, the first step is to call 911, then open the case and follow the directions. Once you open the carry case, the system will provide voice and text prompts to guide

you. The system will not deliver a shock unless it is necessary.

## Statistics

### Environmental

|   |     |
|---|-----|
| Hazardous Materials Pick-ups                            | 123 |
| Biowaste Containers Picked Up                           | 174 |
| Dangerous Goods Shipments (copper, gas cylinders, etc.) | 16  |
| Solid Waste Collected LBS                               | 801 |

### Risk Management

|                                |       |
|--------------------------------|-------|
| Travel/Camp/Event Insurance    | 6,168 |
| Student Professional Liability | 1,742 |

### Training Provided

|                           |       |
|---------------------------|-------|
| Courses Taught            | 198   |
| Number of Persons Trained | 1,926 |



## Statistics

### Current Projects

|                                  |     |
|----------------------------------|-----|
| Active Projects (avg. per month) | 113 |
| Project Requests                 | 121 |

### Facilities Work Orders

|                        |        |
|------------------------|--------|
| Number Completed       | 17,286 |
| Preventive Maintenance | 11,845 |
| Service Requests       | 5,351  |
| Projects               | 90     |

### Customer Surveys Received

|                               |     |
|-------------------------------|-----|
| Average Score on Survey (1-4) | 3.9 |
|-------------------------------|-----|

### Grounds

|                          |     |
|--------------------------|-----|
| Pest Control Work Orders | 175 |
|--------------------------|-----|

### Materials Management/Special Events

|                                   |       |
|-----------------------------------|-------|
| Work Order Requests               | 777   |
| Surplus Property Pickup/Transfers | 3,228 |

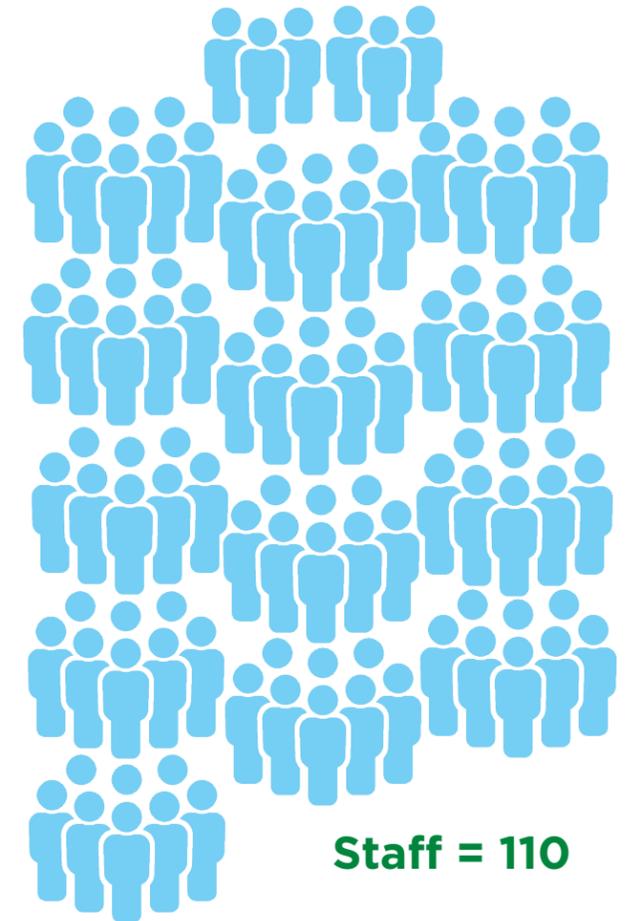
### Utilities

|                       |             |
|-----------------------|-------------|
| Electricity kWh       | 38,426,498  |
| Natural Gas MCF       | 61,445      |
| Sewage Gallons        | 41,858,625  |
| Water Gallons         | 103,542,244 |
| Recycled Material LBS | 278,152     |



# Facilities Management

Building today to create a better present and future



Staff = 110



# University Police

Guarding our campus is more than a duty... it is a privilege



## Big Wins

- UWF Guardian app configured and in pilot testing; going live Fall 2019



- Marketing Visibility Campaign begun with attendance at Orientation (photo at right) and use of social media, website, print and promotional materials
- Grant received for Kevlar® vests
- Regional R.A.D. instruction training held at UWF
- Emergency Management moved to the Police



## Statistics

|                                 |       |
|---------------------------------|-------|
| Arrests                         | 14    |
| Blue Light Alarms               | 259   |
| Crimes Reported                 | 103   |
| Criminal Cases Closed           | 49    |
| Escorts                         | 604   |
| Fire Alarms                     | 44    |
| Incident Reports                | 11    |
| Non-criminal Info Reports Filed | 208   |
| Public Interaction Cards        | 3,936 |
| Security Alarms                 | 471   |
| Service Calls                   | 443   |
| Student Referrals               | 41    |
| Traffic Crash Reports           | 56    |
| Traffic Warnings                | 367   |
| Unlocks                         | 853   |



## Statistics

|                        |               |
|------------------------|---------------|
| <b>Purchase Orders</b> |               |
| Processed              | 904           |
| Encumbered             | \$ 48,705,108 |

|                                  |               |
|----------------------------------|---------------|
| <b>PCard</b>                     |               |
| Number of Transactions           | 38,209        |
| Dollars Spent                    | \$ 17,011,499 |
| Temporary Overrides              | 927           |
| Special Limit Requests           | 97            |
| Cardholder Applications/Requests | 214           |
| Account/Business Manager         |               |
| Reconciler Requests              | 166           |

|  |       |
|--|-------|
| <b>General Operations</b>                          |       |
| Number of Vendor Registrations                     | 2,451 |
| Number of Procurement General Assistance Requests' | 1,093 |
| Number of FF&E Requests                            | 152   |
| Number of Sole Source/Exemptions (>\$75K)          | 16    |
| Number of Formal Competitive Solicitations         | 15    |



## What UWF Buys

It is helpful to look at what The University of West Florida (UWF) does in determining what it must purchase to fulfill its needs. UWF operates buildings and institutes, offices, car and truck fleets. The following list illustrates the range of services and products used by UWF.

| Services                         | Materials and Supplies           |   |
|----------------------------------|----------------------------------|---|
| Advertising                      | Scientific                       | Sports                                    |
| Information Technology           | Books/Tests                      | Clothing and Accessories (Uniforms, etc.) |
| Elevator Maintenance and Repair  | Alarms and Security Systems      | Tires and Tubes                           |
| Medical and Scientific, etc.     | Building, Repair and Maintenance | Recycled Products                         |
| Social                           | Gases (Industrial and Specialty) | Automobiles/Light Trucks                  |
| Maintenance                      | Electronics                      | Food                                      |
| Material Storage and Handling    | Cleaning Products                | Pharmaceuticals                           |
| Painting                         | Furniture                        | Office Machines                           |
| Roofing                          | Floor Coverings (Carpet/Vinyl)   | Paper Products                            |
| Trash, Garbage and Paper Removal | Appliances and Air Conditioners  | Microcomputers                            |
| Insurance                        | Audio/Visual                     | Software                                  |
| Moving (Household)               | Photography                      | Telecommunications                        |
| Temporary Employment             |                                  |   |

# Procurement & Contracts

Acquiring supplies, services, and construction in support of the University



## Awarded Solicitations

- Campus Landscape Architect
- Applicant Tracking, Position Management, Performance Management and Development Tool
- Printing Services Re-bid
- Trademark Licensing Services
- Parking and Transportation Consulting Services
- Branding and Design Work for Athletic and Recreation Facilities
- Banking Services
- Lease and Retrofit of Office Space for Florida Virtual Campus
- Commercial Washer and Dryer Laundry Operations
- Campus Electrical Contractor
- Grounds Maintenance Services
- Employee Assistance Program

# Argo Info Initiative

The Division of Finance and Administration has consistently championed the Argo Info Initiative since 2009 when the initiative began as No Run Around through 2015 when it was renamed Argo Info and into 2016 forward as the Text Argo Info capability was added. The Argo Info Initiative is the information component of Argo Arrival, offering answers to questions, directions, campus maps, cold water and more. Following are the stats for the Fall 2018 initiative.

Argo Info Team Members = 4  
 Volunteers Staffing Tables and Carts = 65  
 Tabling Locations and Carts = 10  
 Total Investment for 2018-19 = \$7,698.02

Interactions = 3,378  
 Campus Maps Given = 500  
 Bottles of Cold Water Given = 1,800  
 Text Argo Info Flyers Given = 500  
 Text Argo Info Business Cards Given = 1,000

## Text Argo Info - Annual Stats 2018-19

262 messages received  
 232 messages sent



# Awards

## 2018-19 Nautilus Excellence Awards

### Excellence Awards



Pictured with Betsy Bowers: Frankie Carlson (above left), Samuel Gibbs (above right), Mamie Grandison (below left). Not pictured: Barbara Thompkins, Yvette Yelder

### OPS Excellence Award



Jim Hurd with OPS Award winner, Suzanne Payne

# UWF Founders Week



## Day of Service 2019

Many Division offices participated in UWF Founders Week, Day of Service 2019.



Staff and friends of UWF Business and Auxiliary Services participated in making and delivering bows to raise awareness about Child Abuse Prevention Month for Gulf Coast Kid's House as part of the UWF Day of Giving during Founders Week 2019.

Participants: Maera Bradberry, Linda Quina, Ellen Till, Suzanne Payne, Scott Farmer, Joyce Hughes, Anna Lochas, Colleen Asmus, Zachary Farrington, and Betsy Bowers

Cashiering & Student Accounts staff volunteered at the Council on Aging to assist with several projects around their facilities.

Pictured bottom left: Jan Bass, Megan Dinwiddie, Teresa Paullin, Meghan Pettinato, Victoria Hunter, Rachel Lathan, Linda McIntyre, Amie Bennett, and Audrey Liss



The Facilities Management team members were involved in many areas of the Founders week activities as well. Not only did Jeff Ethridge and his crew go above and beyond to get the grounds ready for all the events (including the lawn mowed on University Parkway), but they had folks who participated in the Day of Service, who gave blood, and who gave dollars on the Day of Giving!

The Emerald Coast campus also did an amazing job as they mirrored all events on the Pensacola Campus. There was a blood drive, a Day of Service, and many givers on the Day of Giving! It was a successful week of events in Fort Walton Beach.

## Presidential Internship Student Visits Division

Three local high school students had the unique opportunity to learn what it takes to run a University. Timothy Mrachek was one of these students and worked one-on-one with UWF's senior leadership team, including President Martha Saunders, as well as faculty and staff during the four-week UWF Presidential Internship program.

Timothy rotated through different departments, including the Division of Finance and Administration, to gain an understanding of the business aspects of higher education, including how high-level University decisions are made.

As the child of a UWF staff member, Mrachek said he's grown up with firsthand knowledge of UWF and its campus. But participating in the UWF Presidential Internship Program provided him the opportunity to see it in a fresh way, he said.

"I was interested in this opportunity because it gave me insight into a college university like I have never seen before," he said. "I have watched UWF grow over my entire life and I got to see it in a new way."

The Division of Finance and Administration was pleased to be an integral part of this program and looks forward to participating again in years to come.



President Martha Saunders, left; Timothy Mrachek, right

# Community Impact

## 2019 Division Volunteer Projects

Service driven and helping our community



The Business and Auxiliary Services and Nautilus Card offices joined together to participate in the **Argo Pantry Adopt-a-Shelf** program during the 2018-19 academic year. The offices collected the most individual fruit items and won a breakfast (bagels) from Panera Bread compliments of the Dean of Students office.

Staff of the Division of Finance and Administration participated in preparing dinner for the **Ronald McDonald House of NW Florida**. A meal of meatloaf, mashed potatoes and gravy, green beans, biscuits and cake was served. In addition to raising funds to purchase items for the meal, a sizeable donation of staple and household items was donated. Mandy Redfearn of the Controllers Office arranges a dinner for the Ronald McDonald House each year, inviting colleagues to volunteer to help or contribute funds and/or donations.

Pictured top right: Joyce Hughes, Nautilus Card; Vicki Westcott, Business & Auxiliary Services; Suzanne Wilson, Controller's Office; Jeffrey Djerlek, Controller's Office; Linda Quina and Joy Ward, Business & Auxiliary Services; Billy Pollard, Mandy Redfearn, Linda McIntyre and Megan Dinwiddie, Controller's Office; Kevin Redfearn, Facilities.



Cashiering and Student Accounts participated in the **United Way Day of Caring** by working at a rescue shelter.

Pictured above: Meghan Pettinato, Linda McIntyre, Sarah Sessions, Victoria Hunter Lucas, Teresa Paullin, Suzanne Claggett, Rachel Lathan, Meghan Dinwiddie, Jan Bass, Audrey Liss



Staff of the UWF Controller's Office participated in **Red Nose Day 2018**.

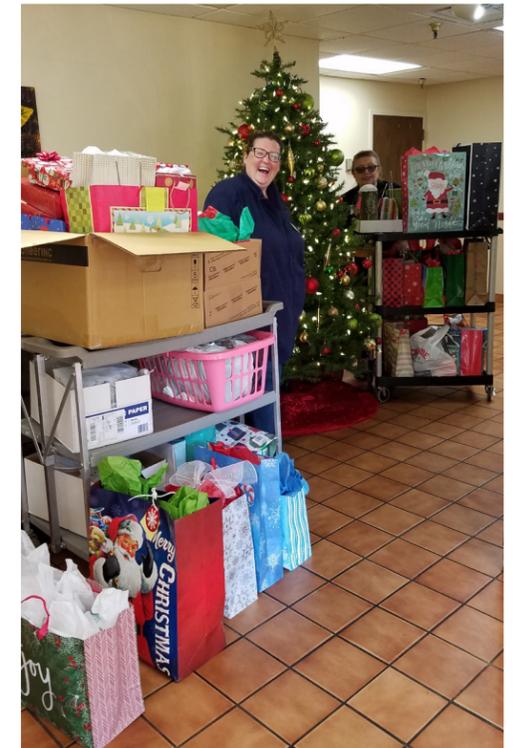
Pictured above: front: Victoria Hunter, Megan Dinwiddie, Rachel Lathan, Sara Sessions. back: Teresa Paullin, Jeffrey Djerlek, Audrey Liss, Amie Bennett

An entire UWF Police SUV was packed with supplies for **Hurricane Michael relief efforts** during the Fall 2018 Cram-a-Cop-Car event.

UWF's Sr. Police Communications Officer, Sandra Bermejo, is from the Marianna, FL community that was hit hard by Hurricane Michael. Items from a list were collected at Blue Wahoos Stadium on Saturday, November 3, 2018. An entire police SUV was filled with donations. Officer Bermejo, Sabra Cupples, and Officer Oram made the delivery to Lighthouse Community Church in Mariana for distribution.



The **Arcadia Nursing Home** gift project has become an annual tradition with the employees in UWF Buildings 20E and 20W (Business and Auxiliary Services, Controller's Office, Procurement and Contracts, Internal Auditing, and Human Resources). Each year gifts are donated and taken to Arcadia just in time for the resident Christmas party. The goal is for each resident to receive a gift. Each year the gifts are delivered by Linda Quina and Markus McGraw, Business and Auxiliary Services.



### Kaps 4 Kids Day 2019

The Controller's Office had \$526 in shirt/hat sales and \$301 in donations for a total of \$827 raised for the Ronald McDonald House in honor of Kaps 4 Kids Day. Elaine McCroan also held an additional fund raiser for Ronald McDonald House, raising another \$125! Thank you to everyone who participated.

Pictured below left to right, back row: Mandy Redfearn, Christy Motley, Rene Malaise, Teresa Paullin, Sarah Sessions; Pictured, front row: Meghan Dinwiddie, Rachel Lathan

# Sustainability at UWF

The UWF Utilities, Energy and Sustainability department manages the sustainability program goals to assure program alignment with the American College & University Presidents' Climate Commitment.

## Projects

### Completed Projects

- Building 40 utility plant - chilled water system upgrade providing an annual energy cost savings of \$60,900
- Building 72 gym and fitness areas - LED lighting retrofit providing an annual energy cost savings of \$15,590

### Proposed Projects

- Buildings 22 and 58 multi-zone air handling unit (AHU) variable frequency drive (VFD) installation providing an annual energy cost savings of \$38,253
- Building 54 main gym LED lighting retrofit providing an annual energy cost savings of \$16,290

## LEED Certified Buildings

Leadership in Energy & Environmental Design, LEED, is a green building certification program that recognizes best-in-class building strategies and practices. To receive LEED certification, building projects satisfy prerequisites and earn points to achieve different levels of certification.

### LEED Gold Certification

- College of Business Education Center (Building 76A) - 2012
- Presidents Hall (Building 922) - 2012
- Heritage Hall (Building 921) - 2010
- Student Wellness Center (Building 960) - 2011
- Science and Engineering (Building 4) - 2009
- Applied Science and Technology Renovation (Building 70) - 2010
- College of Arts, Social Sciences and Humanities (CUTLA, Marketing and Economics Renovation; Building 53) - 2016

### LEED Silver Certification

- College of Business, Pat Dodson - Renovation (Building 76) - 2014

### LEED Certified Certification

- Educational Research Center for Child Development (Building 99) - 2008

### LEED Certification Pending

- Darrell Gooden Center (Building 234; photo at right)
- Laboratory Sciences Annex (Building 58C)



## Dining Services (Aramark) and Sustainability

UWF Dining Services works continually to develop and implement sustainable solutions and bring innovative and efficient solutions to life. Following are a few ways Dining Services is working to make UWF more environmentally conscious:

- **Local Purchasing** - Food sourced from local farmers, growers and distributors
- **Recycling** - Partners with UWF to recycle from all dining locations across campus
- **Trayless Dining** - UWF has been trayless since 2002, which has positively impacted the waste stream. Trayless dining minimizes food waste, conserves energy and water, and reduces the amount of cleaning chemicals entering the waste stream.
- **Fryer Oil Recycling** - 100% of Dining Services used fryer oil is recycled
- **Green Cleaning** - All dining locations use cleaning products that reduce the need for chemical based cleaning products and provide a healthy and safe environment

## UWF Bookstore (Follett) and Sustainability

### Textbook Recycling

Follett is committed to the buying and selling of used textbooks. Follett's Wholesale division buys back and recycles more than 11 million books annually. Books that are declared out-of-print or old editions are not destroyed, but sent to libraries and schools in developing countries.

### General Merchandise

Follett offers a number of environmentally-friendly products. Select writing instruments from Zebra and Environotes notebooks, filler paper, portfolios and composition notebooks from Roaring Spring remain an important part of our school supplies assortment. Stores who carry art supplies can purchase Strathmore Windpower Series art paper and sketchpads.

New environmentally preferable supplies are from Zebra, Pentel and Pilot covering pens, mechanical pencils and highlighters. Seventh Generation Paper and Cleaning Products are being expanded in convenience department.



## Environmentally Friendly and/or Green Purchasing

The University of West Florida is committed to leadership in the area of environmental stewardship and preserving the environment. We are continuously looking for Green-Minded vendors and individuals to help us further the environmental awareness message and support the University's commitment to responsible environmental actions and practices.

Green Purchasing is the purchase of goods and services that minimize environmental impacts. Many environmental products work as well or better than traditional products and can even save money. Switching to safer cleaning products can reduce incidents of allergic reactions, burns, eye and organ damage, and cancer connected with the hazardous chemicals used in many traditional cleaning products. Buying 100 percent recycled-content paper can reduce energy use by 44 percent, decrease gas emissions by 37 percent, cut solid waste emissions in half, decrease water used by 50 percent and practically eliminate wood use. Energy efficient vehicles and renewable energy can cut greenhouse gas emissions and harmful air pollutants while lessening our dependence on imported oil.

Faculty and staff have the opportunity and are encouraged to purchase environmentally friendly products and services.



Division of Finance  
and Administration  
UNIVERSITY *of* WEST FLORIDA

11000 University Parkway  
Building 10, Room 123  
Pensacola, FL 32514

850.474.2210  
[finadmin@uwf.edu](mailto:finadmin@uwf.edu)  
[uwf.edu/finadmin](http://uwf.edu/finadmin)