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To: [Managers](#)
Cc: [President's Advisory Council](#)
Subject: Budget Efficiencies
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After review of the infamous "401 Budget Reduction Suggestions", BDC found that a number of ideas, while not quantifiable for budget cuts, could provide for efficiencies. Following is a list of these items for your review to determine if any are ideas that you can initiate in your areas. Thank you.

- less repetition of flyers (duplicates) from student affairs and other departments
- create an online list of "extra" supplies that others may use rather than buying new supplies
- use scanners to post paper info on shared drive, myGateway, etc. to save paper; go paperless with various reports/timecards/memos
- do not use Avery labels to address interoffice mail
- use network printers to serve more people rather than so many individual ones; provide 1 heavy-duty printer in each lab
- cut supplies or place annual cap on all departments for supply purchases
- re-use interoffice envelopes by attaching a sheet of paper to the front
- stop purchasing party favors and give-a-ways for staff functions
- discontinue sending out formal invitations or flyers to special events
- student handouts can be delivered electronically through My Gateway; faculty should be encouraged to put worksheets/syllabi on myGateway
- only allow standard weight paper for copying
- limit photocopying
- cut "designer" office supplies

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