

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Policy FO-38**  
**Recycling**

Sam Houston State University has implemented a campus-wide recycling program through the Vending Department.

Recycling containers are placed throughout various locations on campus for aluminum cans.

Cardboard boxes may be used for recycling paper such as memo paper, telephone messages, envelopes, letterhead, notebook paper, index cards, computer paper and various others. Call X41877 if you are unsure if something can be recycled.

For pickup service of the paper and for recycling of toner cartridges from certain laser printers call X41877. The pickup service for the toner cartridges is only for sending the cartridges back to the return center via UPS and not for recycling internally.

Reviewed by: Anne Heartfield-Director of Business Office – 11-01-08

Next review: 2/1/10