Jill Heath

From: PCBO Subscription <pcbo_subscribe@csusm.edu>
Sent: Thursday, October 9, 2025 12:29 PM
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Reminder: Use IRG Punchout for Toner
Attachments: ATT00001.txt



HP and Xerox Toner Purchases

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Sent on behalf of: Accounts Payable

Hello Campus Partners,

This is a reminder to **use the IRG Punchout in CSUBUY** when purchasing **HP and Xerox toner cartridges**, per the 9/11/2025 PCBO Notice from Procurement and Contracts. **Please do not use ProCard.**

The Chancellor's Office implemented this initiative systemwide, which is expected to save the CSU $275,000 annually.

Benefits of Using IRG

- DVBE Certified (CSU goal: at least 3% annually)
- CSUBUY punchout supplier
- Genuine OEM ink & toner

Thank you!
Accounts Payable