

Cost-Saving Tips

Tips to help units save on costs.

Go Paperless	<ul style="list-style-type: none">• Leverage technology to reduce paper, print, ink, overages, and mailing costs• Reduce the need for storage space and shredding services
Utilities	<ul style="list-style-type: none">• Conserve energy (electricity, water, gas, oil)• Turn off equipment when not in use• Consume the right amount to minimize excessive usage
Shipping	<ul style="list-style-type: none">• Negotiate for free shipping or buy from suppliers with free shipping• Select the lowest-priced shipping speed to meet delivery needs• Make timely purchases to avoid extra costs for expedited shipping
Sales Tax	<ul style="list-style-type: none">• Do not pay sales tax; Rutgers is a tax-exempt organization
Late and Cancellation Fees	<ul style="list-style-type: none">• Approve invoices timely so suppliers can be paid by the due date (avoid late fees)• Make timely purchases to reduce return/cancellation charges
Contracts/Agreements	<ul style="list-style-type: none">• Use universitywide contracts and contracted suppliers• Contact Leverage University Procurement Services for Requests for Proposals and contracts• Obtain multiple bids/quotes for the lowest total price; factor in add-ons, such as delivery and support services
Renewals	<ul style="list-style-type: none">• Limit the number of automatic renewal contracts• Re-negotiate renewal contracts for more favorable terms
Blanket Purchase Orders	<ul style="list-style-type: none">• Limit the use of blanket purchase orders (POs) to avoid overspending• Monitor blanket POs for proper purchases and remaining balances
Unused Funds	<ul style="list-style-type: none">• Strive to be under budget, if possible• Consider not using remaining encumbered funds in POs
Travel and Expense	<ul style="list-style-type: none">• Use available communication means in lieu of meetings and conferences• Be mindful of all expenses before incurring them during travel and normal course of business