New Process on How to Recycle Your Toner Cartridges

Office Max accepts all brands of ink and toner cartridges for recycling. The returned cartridges are either remanufactured into a new ink or toner cartridge or recycled. The process supports reduced material consumption and conserves vital non-renewable natural resources.

Drop off recycle boxes are located at the Central Receiving Dock or the Procurement Department (Quinn Bldg., 3rd Floor, Room 098).

Central Receiving Tracking System

To improve the efficiency of package delivery on campus, the Central Receiving Department has just implemented a new Package Tracking System.

The tracking system software and hardware was purchased from UPS, but is used to track all packages delivered to the Central Receiving Dock. This system will efficiently track packages from the time they arrive in Central Receiving to their final destination.

Using a hand held device, the staff of Central Receiving will scan the barcode on each package when it is delivered by the carrier. Once the package is delivered to your office, the barcode is scanned again and an electronic signature is required as proof of delivery. All UMB employee email addresses have been added to the system. The Central Receiving staff member will select your name from a drop down list and request that you first verify your name and then use the signature pad to sign your legible signature.

The hand held device also has a camera, so the Receiving staff will be able to capture pictures of any damaged goods. This system is similar to the tracking systems used by UPS and FedEx for your home deliveries.

If you have any questions, please contact Cathy.Hennessey@umb.edu.

To register for BuyWays training, please visit the Training site for our current sessions.

BuyWays Help:
Please contact the Procurement Help Line @7-5060.