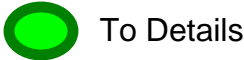
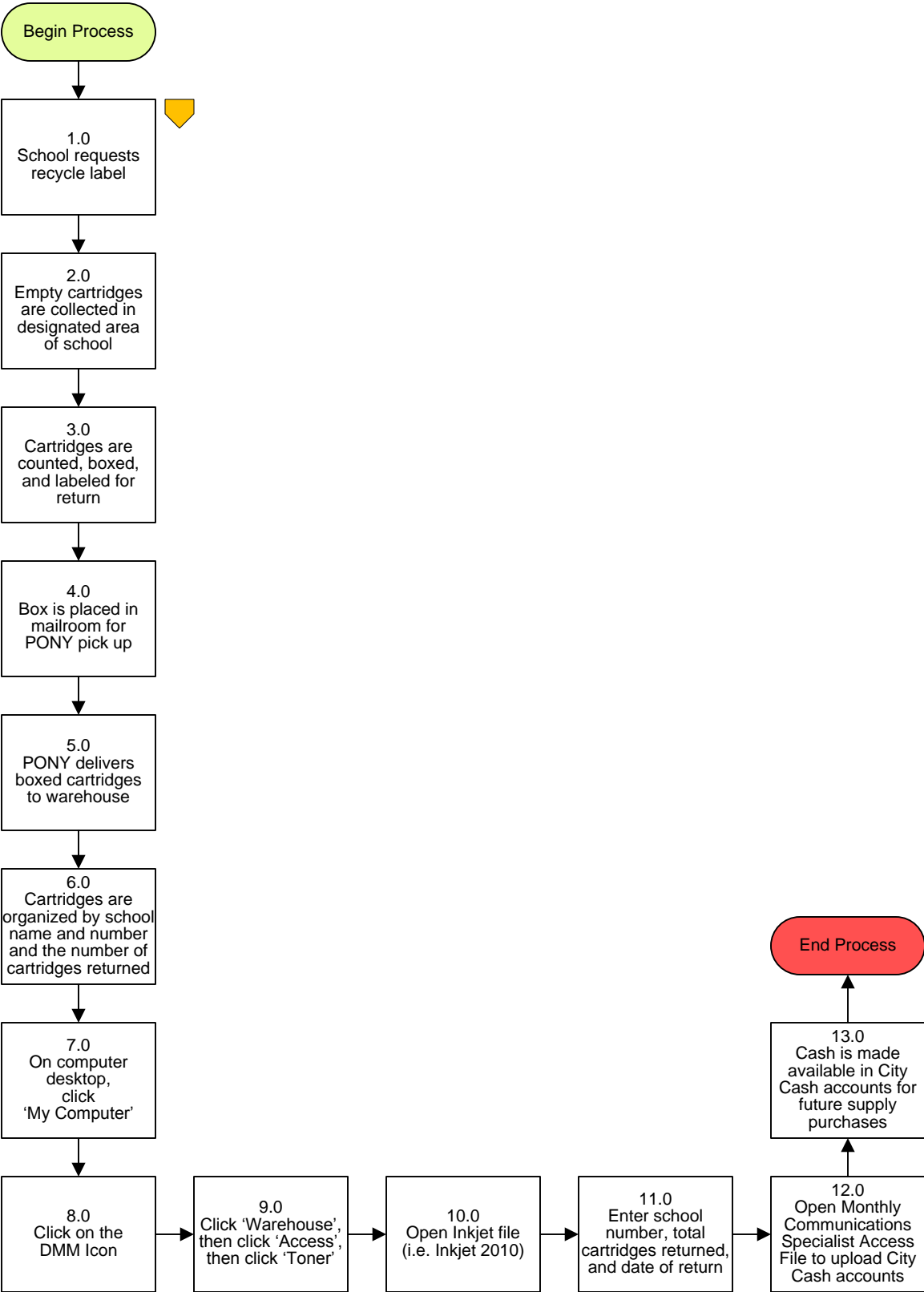


Supply Warehouse – Inkjet Recycling Process



Supply Warehouse – Inkjet Recycling Process

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: School requests recycle label

Step 2.0: Empty cartridges are collected in designated area of school

Step 3.0: Cartridges are counted, boxed, and labeled for return

Please include the school name, school number (optional), and total number of cartridges being returned on the return label and attach the label to the box prior to PONY pick up.

Step 4.0: Box is placed in mailroom for PONY pick up

Step 5.0: PONY delivers boxed cartridges to warehouse

Step 6.0: Cartridges are organized by school name and number and the number of cartridges returned

Step 7.0: On computer desktop, click 'My Computer'

Step 8.0: Click on the DMM icon

Step 9.0: Click 'Warehouse', then click 'Access', then click 'Toner'

Step 10.0: Open file (i.e. Inkjet 2010)

Step 11.0: Enter school number, total cartridges returned, and date of return

Step 12.0: Open Monthly Communications Specialist Access File to upload City Cash accounts

Step 13.0: Cash is made available in City Cash accounts for future supply purchases

City Cash can be used for future Supply Warehouse item purchases.



Return to Key Process