The Department of General Services, Procurement Division (DGS/PD) hereby announces the release of FI$Cal job aids for the Environmentally Preferable Purchasing (EPP) and the State Agency Buy Recycled Campaign (SABRC). These FI$Cal jobs aids were written to help PACs and PCOs buy environmentally preferable purchases and report their EPP/SABRC purchases in FI$Cal.

The FI$Cal-EPP job aids cover the following topics:

- How to Purchase Through an EPP Item
- How to Apply a DGS Purchasing Standard
- How to Apply Third-Party Environmental Certifications
- How to Include Take-Back
- How to Apply SABRC
- How to Record EPP/SABRC in FI$Cal

- The FI$Cal-EPP job aids are now available on the DGS/PD Buying Green website [here](#)

- Access the FI$Cal EPP job aids on the “Procurement - PO Job Aids” FI$Cal site [here](#)

If you have any questions regarding this notification, please contact:

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