### 2014 State Employee Calendar

#### Pay Period Ends
- **State Employee Calendar**
- **NOVEMBER 2014**
- **S M T W T F S**
- 1 2 3 4 5 6 7
- 8 9 10 11 12 13 14
- 15 16 17 18 19 20 21
- 22 23 24 25 26 27 28
- 29 30

#### Paydays
- **APRIL 2014**
- **S M T W T F S**
- 1 2 3 4 5 6 7
- 8 9 10 11 12 13 14
- 15 16 17 18 19 20 21
- 22 23 24 25 26 27 28
- 29 30

#### Holidays
- **JUNE 2014**
- **S M T W T F S**
- 1 2 3 4 5 6 7
- 8 9 10 11 12 13 14
- 15 16 17 18 19 20 21
- 22 23 24 25 26 27 28
- 29 30

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**Your Best and Easiest Source for Printing and Design.**

**Printing Services** • **Statutory Authority: Section 9-17-3 NMSA 1978.**

The use of services from State Printing & Graphic Design Services (SPGDS) is an approved choice of service to the use of New Mexico statewide price agreements. Printing services obtained from State Printing and Graphic Design Services (SPGDS) are exempt from the Procurement Code, consistent with 13-1-98(A) NMSA 1978, and are not subject to dollar or term limitations.

**No Price Quotes Required / E-Billing.**

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**The State of New Mexico’s Centralized Print Facility.**

- Graphic Design
- Color or B/W Digital Printing
- Displays & Exhibits
- Large Format Graphics
- CD Printing & Duplicating
- Mounting & Laminating
- Vehicle Graphics
- Scanning
My Recycling & Waste Reduction Check List

- Make sure my Department has a recycling program and coordinator
- Double-side all printed and photocopied documents
- Print forms as needed rather than stockpiling hard copies
- Use e-mail to send official memos
- Use e-mail or scrap paper for internal memos
- Proof documents on screen
- Create routingslipstodistributeinformationvs.givingeachpersonacopy
- Usesmallermarginsandlesswhitespaceindocuments
- Usescrappaperfornotes,drafts,andmemopads
- Printdraftsonthebacksideofpaperthathasalreadybeenused
- Haveaboxorbintocollectcopy/printingpaperforreuse
- Separaterecyclables—contaminatedloadsendupinlandfills
- Promote and use recycled content paper
- Recyclesoft-drink,water,andjuicecansandbottlespurchasedfromvendingmachines
- Usefaxtransmissionstickersinsteadofafull-pagecoversheet
- Recyclenewspapersgeneratedintheoffice
- Reusefilefolders,paperclips,rubberbands,etc
- Printaddressesdirectlyontoenvelopesinsteadofusinglabels
- Subscribetoonlineratherthanprintpublications
- Obtain referencemanualsonCDratherthaninbookform
- Use the Internet to distribute reports and catalogs.
- Route mail in inter-office envelopes or in reusable mail pouches.
- Share waste prevention ideas with your co-workers
- Reuse envelopes, boxes, and packaging materials
- Donate old magazines to hospitals, nursing homes, or non-profit groups
- Save old newspapers and reuse for packaging
- Use mechanical pencils and refillable pens and tape dispensers
- Bring personal mugs or cups for beverages
- Bring lunch in reusable containers or bags

IT’S A STATE OF MIND
State Agency Recycling Team
Reduction STARTs with You
Reuse STARTs with You
Recycling STARTs with You