



Purchasing News ~ November 2017



Hotel Contracts ~ New Policy

Effective since, September 5, 2017, Wesleyan no longer require contracts to be submitted to the Purchasing Department for the following hotels as long as departments are using the [Wesleyan Hotel Master Agreements](#). If you are working with the **Inn at Middletown**, please use their [specific agreement](#). Both are attached. Please email hotel agreements directly to Val Nye for signature at vnye@wesleyan.edu, our Director of Financial Services.

- ❖ Inn at Middletown
- ❖ Radisson
- ❖ Sheraton Hartford South Hotel
- ❖ Courtyard by Marriot

Ricoh Copier ~ Common Issues

Since the beginning of fall semester, our internal Copier Service Technician, Susan Wheeler has noticed several common issues with Ricoh copiers on campus. Please be aware of the following recommendations so that your copier issues can be addressed as soon as possible:

- ❖ **Black & white copiers:** when replacing the toner, make sure that the tip of the old bottle isn't still inside of the machine. This causes an "add toner" message even after replacing it.
- ❖ **Color copiers:** when replacing the toner, there is a microchip on each cartridge that the copier reads. This syncs the cartridge to the machine and cannot be moved to another machine once it is installed.
- ❖ When filing the paper trays, corners of the stack can have folds, which causes jamming. Please check behind the drawers as paper can be caught.

W.B. Mason Personal Purchases

If you would like to use Wesleyan's W.B. Mason account to order coffees and snacks for home or classroom, please email Julie Bunce to create a personal purchase account. Email Julie at julie.bunce@wbmason.com. Provide your Wesleyan shipping address. All purchases must be paid for with your personal credit card.

Discount at XL Center ~ Hartford Wolf Pack Hockey Game and WWE Live

XL Center at Hartford is offering discounts to Wesleyan faculty and staff for [Hartford Wolf Pack Hockey Game](#) and [WWE Live](#) for 2017 – 2018 Season! There is **NO COST** to utilize this discount program. You may purchase at your own discretion without meeting a minimum ticket requirement and still receive the group-discounted rate within the expiration date of the promotion. Please see attached flyer for promotion codes and instructions on how to receive the discount.

Happy Thanksgiving!