**Hotel Signature Update**
As of August 1st, Valerie Nye can sign the hotel agreements in addition to Nate Peters. Please be sure to adjust all forms and information to reflect this change. The hotels have been notified.

**WB Mason ~ New End Users & Smartkey changes**
Please contact Jerry Ranando and copy Julie Bunce when you need to make changes to your WB Mason account. Changes can consist of an address change, smartkey code changes, new user adds and deleting of old users. **You do not need to involve Purchasing in any of these changes.** By reaching out to WB Mason directly your changes will be addressed immediately.

Jerry Ranando - jerry.ranando@wbmason.com  
Julie Bunce - Julie.bunce@wbmason.com

**Dupli ~ Stationery Vendor**
Please contact Patrick Mitchell and copy Mike Fowler when you need to make changes to your Dupli account. Changes can consist of an address change, smartkey code changes, new user adds and deleting of old users. **You do not need to involve Purchasing in any of these changes.** By reaching out to Dupli directly your changes will be addressed immediately.

Patrick Mitchell – pmitchell@duplionline.com  
Mike Fowler – mfowler@duplionline.com

**Ricoh-USA**
Ricoh has updated their website for placing service calls and ordering supplies. Attached is a handout explaining how the new page works, how to register devices and place orders.

If you need training, please contact Mark Almeida at 860-306-6549 or email: Mark.Almeida@ricoh-usa.com

**Updated Sprint ~Employee Discounts & Special Event on 8/6/16**
Sprint is offering promotional discounts for Wesleyan University employees. Please see flyer attached outlining the different promotional discounts offered. Reference Corp ID: GVVRT_ZZZ to receive your discount. The offer expiration date of the 50% and $200 AMEX promotion has been extended to 9/1/16.