

## Purchasing and Procurement News

### COVID-19: Our office is here to support you!

In light of the current pandemic, the Purchasing and Procurement Department is thinking of you and those who are impacted by COVID-19. During this time, we are still working through processes of negotiations and finding the best deals for our university. We wish everyone safety and good health!

### Vendor of the Month: American Education Supply

Our vendor of the month for April is American Education Supply! They are part of the E&I Consortium and work to provide us with the best prices on campus furnishing items. American Education Supply offers large scale project management services from planning and installation to removal and recycling.

To learn more about their products, visit [americaneducationsupply.com](http://americaneducationsupply.com) or contact Kari Antman. Kari can be reached via email at [KAntman@americanedsupply.com](mailto:KAntman@americanedsupply.com) or via phone at (847) 742-1760 (ext. 3). Happy shopping!

### Your input is needed: Coffee Preferences for Staff

We are currently in the process of finding ways to optimize our resources and reduce our overall university spending. Our office has identified coffee as one of our largest expenses and we would like to consolidate our coffee-related purchases to ensure that we find the best deals with W.B. Mason. Please take the following survey to let us know which types of coffee and tea are your top choices. Survey link here: <http://bit.ly/WesCoffeeSupplies>

### Purchase through W.B. Mason today!

W.B. Mason remains Wesleyan's preferred vendor and has always provided us with excellent products and services. They are committed to working with Wesleyan University to provide the best overall prices for our office supplies, janitorial supplies, and promotional products.

When purchasing products for your office, keep in mind that shopping with W.B. Mason creates a greener supply chain by using a local vendor and helping forge a stronger partnership with Wesleyan.

Contact Julie Bunce via email at [julie.bunce@wbmason.com](mailto:julie.bunce@wbmason.com) for product inquiries. Please keep in mind that while we are still negotiating office supply purchases, Wesleyan is currently not funding supplies for personal use at home. For negotiations on university office supplies, please contact Olga Bookas at [obookas@wesleyan.edu](mailto:obookas@wesleyan.edu) with information on your high-volume purchases to help our department find the best prices for you.

### CTW OneSource Virtual Trainings Available

The Finance Office is currently offering virtual training sessions for CTW OneSource, our centralized eProcurement system by Unimarket. Book an appointment with Olga Bookas at [obookas@wesleyan.edu](mailto:obookas@wesleyan.edu).



The Finance Office has authority for the Purchasing & Procurement functions for Wesleyan University. We are responsible for managing the procurement tools and processes on a University-wide basis, including negotiations, contracts and legal agreements associated with the acquisition of goods and services that support Wesleyan's educational, research and community support initiatives.

We encourage you to use the services provided to ensure that you are receiving the best products, services and prices.

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Help our environment!  
Buy green!