**Purchasing News ~ December 2016**



**WB Mason ~ Sustainability Announcement**

The following three announcements further Wesleyan’s sustainability efforts:

Wesleyan will begin to order only 50% recycled paper for copiers and printers. This paper will be ordered **exclusively** from W.B. Mason. The new negotiated price is $24.95 per case. The paper is 20lb/92 bright, and the part number is WBM20050 for letter size. This paper was tested by a few departments and received very positive feedback.

WB Mason is currently making two deliveries per week, on Tuesdays and Thursdays, to reduce fuel consumption, emission gases, and packaging. WB Mason will make emergency deliveries when absolutely necessary.

Most supplies will be delivered in a Tote. The driver will leave products in your office and take the Tote back as necessary. Packaging has been reduced considerably and we appreciate your continued support.

Please contact Olga Bookas, Director of Purchasing, at x2122 or obookas@wesleyan.edu if you have any questions.

**Dupli ~ Stationery Personnel changes**

Mike Fowler has left his position with Dupli. We would like to thank Mike for his services and wish him all the best in his new endeavors. Until a new account manager will be assigned, you may contact Rob Shaffery, Vice President of Sales.

**Please contact Shannon Adams when you need to make changes to your Dupli account**. Changes can consist of new user additions or deletions, address changes, or smartkey code updates. **You do not need to include Purchasing in any of these changes.** By reaching out to Dupli directly your changes will be addressed immediately.

Shannon Adams – sadams@duplionline.com 315-234-7227 Ext. 6761

Robert Shaffery – rshaffery@duplionline.com cell (315) 382-8304

**Z Airport Parking ~ Benefits!**

**USE CODE: WSY for $5.95/day and the 7th day FREE!**

When someone from Wesleyan University has made a reservation, they should scan the barcode on the reservation at the gate to get into the parking lot. If they have not made a reservation they need to push the button at the gate to get a ticket. Then the gate will open. Once they enter they should follow the signs to either valet or self-park. If they are valet parking they leave their keys in the car under the carport and go in to the building to register. The driver will assist with their luggage and put it on the bus. If they self–park they follow the signs to the self-park area and park their car. They will need to bring their luggage to the bus. In the event of a snow or ice storm the cars that have valet parked will be cleared of snow and ice upon their return. **Please see** [**attached**](http://www.wesleyan.edu/finance/financemonthly_new/PurchNewsDecZAirportParking.docx) **flyer for more information.**

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**E&I Cooperative Services**

Wesleyan University is a member of E&I Cooperative Services. E&I is the only member-owned, nonprofit purchasing cooperative focused on the educational community. Backed by the purchasing power of over 4,000 institutions; E&I offers a number of important benefits, including considerable time and cost savings, as well as financial incentives and revenue generating programs**. Please see** [**attached**](http://www.wesleyan.edu/finance/financemonthly_new/PurchNewsDecEIOverview2016.pdf) **flyer for more information.**

**US Communities**

Wesleyan University is a member of US Communities government purchasing alliance, the leading national procurement cooperative. With over 90,000 members, US Communities provides access to the best government pricing for thousands of vendors**.**

Link to All Available USC Program Supplier Partners (RFP & Contract Award Documentation):

<http://www.uscommunities.org/suppliers/all-contracts-by-supplier/>

\*PLEASE NOTE\* Wesleyan University (U.S. Communities) Account Number = #**060646959**

**Sprint Personnel Changes**

Jennifer McDonald will be moving to a new role as a Client Director at Sprint. All Discount Program responsibilities with be transitioned to Christian Galwey moving forward.  He will be available to work with Wesleyan on updating our intranet sites, email blast content, as well as provide collateral and event coordination. Christian has been with Sprint for over 2 years and he is coming highly recommended.

Below is his contact information in case you want to reach out to him directly:

**Christian Galwey**
Sprint Discount Program Account Manager II
O: 781-494-0536 / M: 617-501-5333
christian.d.galwey@sprint.com



**Purchasing wishes everyone a Healthy, Happy and Prosperous 2017!**

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