

**Purchasing News ~ January 2017**

**Happy, Healthy and Prosperous 2017!!**

***Sustainability Announcement: 50% Recycled Paper and Tote Program***

In 2017 the paper prices have been reduced through negotiations and you are encouraged to purchase 50% recycled paper. The new negotiated price is $24.95 per case. The paper is 20lb/92 bright, and the part number is WBM20050 for letter size.

**Chris Sarracino,** CDL Driver, will be taking over the Wesleyan account for the spring semester and going forward he is the new dedicated driver and will be responsible for deliveries on campus. Please welcome Chris and make him feel part of our community.

**Tote Program and procedure**: If you are at your desk, when Chris arrives we ask that you quickly unpack your order so he can take the tote with him. If you are not available, then the tote will be left and picked up at a later date.  Wesleyan is responsible for the return of all totes.

**Swap & Save Program:** Whenever possible, please utilize their Swap & Save program for additional savings for your department.

**\*\*If you have a P-Card, please use it for all office supplies and furniture purchases. \*\* A report indicates that p-card users sometime still use the central Billing Account.**

**http://www.wesleyan.edu/finance/financemonthly\_new/PurchNewsDecZAirportParking.docx**

***ProShred Schedule***

[Attached](http://www.wesleyan.edu/finance/financemonthly_new/PurchasingNewsProshredCalendar2017.pdf) is the 2017 pickup schedule for shredding confidential material. Please mark your calendar. For more information on this fantastic deal, contact obookas@wesleyan.edu. This service has saved more than 2007 trees since 2008! Good job to all! See [attached](http://www.wesleyan.edu/finance/financemonthly_new/PurchNewsWesEnvironmentalImpactReport0117.pdf) environmental impact report.

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***2017 Hotel Rates:***

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| --- | --- | --- |
| **Inn at Middletown** | **Radisson** | **Sheraton Hartford South Hotel** |
| Beth Pruchnicbeth.pruchnic@innatmiddletown.com | Becky Plaskett bplaskett@innercirclehotels.com  | Gina Moldegina.molde@sheratonharttordsouth.com  |
| 860 854-6310 | 860 807-2454 | 860 257-6047 |
| Rates | Rates | Rates |
| $130 Wesleyan | $104 Wesleyan | $129 Main Level Sunday-Thursday$159 Club Level |
| $135 after 4/1/17 | $104 Individual pay | $109 Main Level Friday & Saturday$139 Club Level |

 **\*\*The Crowne Plaza Cromwell changed its name to Radisson\*\***

|  |  |
| --- | --- |
| **Courtyard by Marriott Cromwell** | **Doubletree by Hilton Bristol** |
| Pamela Moanpmoan@waterfordhotelgroup.com | Jason Spiveyjason.spivey@hilton.com  |
| 860 894-5009 | 860 584-7679 |
| Rates | Rates |
| $99 Wesleyan | $129.00+ weekends |
| $109 Friends & Family | $159.00+ weekdays |

\*These rates are subject to blackout dates and are not available during Graduation or Parents Weekend

It is a good practice to carefully read the hotel sales agreements. Please email the agreement to Olga Bookas for her review and she will forward to Val Nye for her e-signature.

***Ricoh Meter Reading***

If you have received emails from Ricoh asking for a meter reading, please disregard it. They are working on this issue to resolve it.

**Toner Scam**: Please be aware that if you receive a call about ordering toners from Ricoh or any other vendor at a discounted price, you should know that it is a scam. Toner is included in our maintenance agreement and is part of the per click charge.