

Purchasing and Procurement News

We would like to let you know that the Purchasing Office is continuously working to support the Wesleyan community with negotiations and contracts as always. If anyone needs support in negotiating new contracts or renewals, please reach out to Olga Bookas at obookas@wesleyan.edu

W.B. Mason and Year-End Furniture Purchase

As year-end is quickly approaching, please keep in mind that furniture orders must be received in WB Mason by the week of April 24th, 2023. The furniture delivery time is 4-8 weeks, depending on product lines. **All deliveries, including office supplies, must be received by the week of June 26th, 2023, to be charged to FY23.**

Procurement Office - New Location

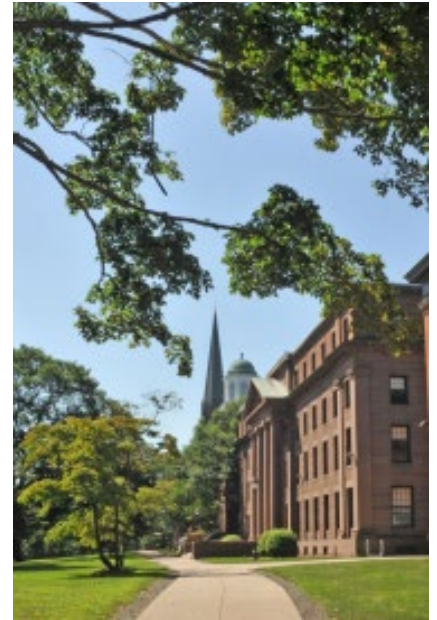
We would like to let you know that the Purchasing Office has moved to a new location. If you need an appointment, please email Olga. The new address is:

**55 High Street
Middletown, CT 06457**

The new office location offers better facilities and a more convenient location for Wesleyan community. We kindly request you to update your records with our new office address and use it for any future correspondence.

CTW OneSource Virtual Trainings Available

The Finance Office is currently offering virtual training sessions for CTW OneSource, our centralized eProcurement system by Unimarket. You can check out the available training date and times and register for a training session under Success at Wes available through your WesPortal or by emailing Olga at 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.

Olga Bookas
Director of Purchasing

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Middletown, CT 06457



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