

Purchasing News ~ April 2018



WB Mason and Year End Furniture Purchases

As year-end is quickly approaching, please keep in mind that furniture orders must be received in Purchasing by Monday, April 23, 2018. The furniture lead time is 4-10 weeks, depending on product lines. **All deliveries, including office supplies, must be received by Monday, June 25, 2018 to be charged to FY18.**

W.B. Mason ~ Returns Made Easy!

The Purchasing Office and W.B. Mason are pleased to announce that you can now place returns online and even order replacement items, if needed. All you need to do is go to the Return Center, place the return, print the return label, and a W.B. Mason driver will pick up the product. You no longer have to call customer service, and you do not have to worry about shipping back a return on your own. Please see the [attachment](#) for instructions to process a fast and convenient return!

Hotel Contracts ~ New Policy

As a reminder, effective since, September 5, 2017 and as long as you are using Wesleyan's Hotel agreement, you will no longer require the hotel contracts to be submitted to the Purchasing Office for Olga's review when using the following hotels. Instead, please email hotel agreements directly to Val Nye at vnye@wesleyan.edu, our Director of Financial Services.

- ❖ Inn at Middletown
- ❖ Red Lion Hotel Cromwell (Radisson)
- ❖ Sheraton Hartford South Hotel
- ❖ Courtyard by Marriot



Discounts available at XL Center

XL Center at Hartford is offering discounts to Wesleyan faculty and staff for **WWE (World Wrestling Entertainment) Monday Night Raw on Monday, April 16 at 7:30 pm**. There is **NO COST** to utilize these discount programs. You may purchase at your own discretion without meeting a minimum ticket requirement and still receive the group-discounted rate within the expiration date of the promotion. Please see the [attached](#) flyer for promotion codes and for more information on the events.

Radisson Hotel Cromwell – Flag Change

The Radisson Hotel Cromwell is excited to announce the rebranding of the Radisson Hotel Cromwell to the **Red Lion Hotel Cromwell** as of April 6th! The new Red Lion Hotel Cromwell will have a refreshed look, including new lobby décor, local artwork, California inspired restaurant options and more! All contracts previously signed with Radisson Hotel Cromwell are still valid. They would also like to introduce you to [Hello Rewards](#), their customer loyalty program with Red Lion. Please email Becky Polaski at bpolaski@innercirclehotels.com or call her at (860) 807-2454 if you have any questions!

