

## Purchasing News ~ May 2018



### W.B. Mason and Year End Furniture Purchases

As year-end is quickly approaching, please keep in mind that furniture orders must have been 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 Fiscal Year 18.**

### W.B. Mason ~ Returns Made Easy!

The Purchasing Department 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 the return on your own. Please see the [attachment](#) for instructions on how to process a fast and convenient return!

### Employee Discounts & Services

[Attached](#) is the updated list of vendors who are offering discounts to Wesleyan employees. You can find various offers for cell phone plans, food memberships (BJ's, Sam's Club, Costco), Hotels, entertainment events, and much more!

### Preferred Supplier List

The Purchasing Department has a list of [preferred suppliers](#), which can be found under the Finance Department/Procurement website. The list is organized by type of commodity. It includes contact information for each supplier, a website link, and recommended steps for purchasing certain products. Please refer to this list before contacting the Purchasing Department for an immediate assistance.

Our University has established a number of long-term partnership with competitive suppliers and negotiated university-wide discount pricing agreements. To ensure that the University maximizes the every dollar amount of spend, faculty/staff and departments are highly encouraged to use our preferred suppliers whenever possible.

## Radisson Hotel Cromwell – Flag Change

The Radisson Hotel Cromwell is excited to announce the rebranding to the **Red Lion Hotel Cromwell** as of April 6. 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](mailto:bpolaski@innercirclehotels.com) or call her at (860) 807-2454 if you have any questions.

## Discounts Available at XL Center

XL Center at Hartford is offering discounts to Wesleyan faculty and staff for **Chris Tomlin Presents Worship Night in America on Saturday, May 5th at 7:00 pm** and **Journey and Def Leppard Dinner Package on Monday, May 21 at 7:00 p.m.** 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 links below for promotion codes and for more information on the events:

[Chris Tomlin Worship Night](#)

[Def Leppard Dinner Package](#)

