



Purchasing News ~ June 2018 ~



W.B. Mason ~ Price Changes

Last chance this week to purchase paper, toner or coffee before WB Mason has a small price increase. The University's contract with W.B. Mason allows for documented price changes from the manufactures on a yearly basis. The increases were presented back in November 2017 but the Purchasing Department and W.B. Mason have worked together to reduce the impact to the University as much as possible. The Purchasing Department will continue to work with all of our vendors on a regular basis for the maximum benefit of the University.

Ricoh ~ Copier Inquiry Guidelines

For all inquiries regarding **purchase, lease, downgrade/upgrade, or relocation** of Ricoh copiers/printers, the Purchasing Department must be involved. Please contact Max Maximino (alan.maximino@ricoh-usa.com) and copy Olga Bookas (obookas@wesleyan.edu) **at least 6 weeks in advance** in order to ensure timely delivery of machine and services of your departmental need. Please see [attachment](#) for a list of information to include in your inquiry email.

Ricoh Copier ~ Common Issues

As a reminder, our internal Copier Service Technician is Susan Wheeler. If you need any immediate assistance with your copier, please contact her via phone at (860) 234-0992 or via email at Susan.Wheeler@ricoh-usa.com. **Please do not overnight toners as you will pay \$41 for shipping.** To order toners, please check out the [link](#) for more instructions. The following recommendations can assist you address copier issues as soon as possible:

- ❖ **Black & white copiers:** when replacing the toner, make sure that the tip of the old bottle is not still inside the machine. This causes an "add toner" message even after replacing it.
- ❖ **Color copiers:** when replacing the toner, there is a microchip on each cartridge that the copier reads. This connects the cartridge to the machine and cannot be moved to another machine once it is installed.
- ❖ When filing the paper trays, corners of the stack may have folds, which causes jamming. Please also check behind the drawers as paper can be caught.

[MHEC Contracts](#)

Wesleyan University is a member of Massachusetts Higher Education Consortium (MHEC), which can offer various contracts to departments. Available contracts include library supplies, athletic/gym/field equipment, uniforms, and laboratory and science equipment/supplies. MHEC is also working on new and expanded contracts such as translation services and vehicle purchases/leases. Please see the [attachment](#) for a list of available contracts and MHEC Commodity Managers' contact information.

[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!

[Discounts Available at XL Center](#)

XL Center at Hartford is offering discounts to Wesleyan faculty and staff for **Marvel Universe LIVE from Thursday, November 1 to Sunday, November 4, 2018**. 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 [attachment](#) for the promotion code and for more information on the event. **This offer expires on October 30 at 5pm.**

Have a wonderful and safe summer!

