

Purchasing and Procurement News

We would like to let you know that the Purchasing Office remains dedicated to supporting the Wesleyan community through negotiations and contract management. If anyone requires assistance with negotiating new contracts, renewing existing contracts, or exploring cost-saving opportunities, please reach out to Olga Bookas at obookas@wesleyan.edu or (860) 940-8716.

CCPG Meeting & Green Vendor Show

We are thrilled to announce that Wesleyan University will be hosting the upcoming Connecticut Colleges Procurement Group (CCPG) meeting. As part of this event, we are excited to organize a Green Vendor Show, highlighting sustainable and environmentally conscious products and services. In addition to the vendor show, we have lined up guest speakers including a Negotiations Seminar presented by Dave Baird and Olga Bookas. Do not miss this opportunity to learn negotiations skills! In addition, Unimarket will be presenting their implementation with Workday. This is a fantastic opportunity for Wesleyan staff to explore green products and connect with vendors such as WB Mason's selected suppliers, Dupli, and Enterprise and local hotels. The event will take place on **March 13th** on the 2nd floor of **55 High Street from 11 to 3pm**.

Healthtrax Gym Special Offer

We have recently partnered with Healthtrax Gym to provide exclusive discounts on memberships for our community. With Healthtrax Corporate Membership Program, Wesleyan employees can **save \$20 per month** at any of the Healthtrax Centers. Please contact Darcy Bentivengo at dbentivengo@healthtrax.net or 860 583-1843 if you have any questions.

Enterprise Car Reservation Procedure

1. For local, "on campus" rentals call the Middletown Enterprise Rent-A-Car location and identify yourself as a Wesleyan employee. Provide your loyalty number and reservation details.
2. For all airport rentals please utilize nationalcar.com and enterprise.com for local neighborhood reservations
3. Decline additional insurance coverage on the vehicle when paying by Pcard.
4. Obtain a final itemized invoice.
5. Retain invoice and submit with monthly Pcard statement as documentation of charge.
6. Pcard payments to Enterprise will default to the department expense account number tied to the Pcard. If a charge needs to be billed to a different department account number, the cardholder must reallocate charges through the JP Morgan SDOL system or through an ELF Entry.

Cirque du Soleil BAZZAR Special Offer

Cirque du Soleil BAZZAR is an eclectic lab of endless invention where a joyous troupe of acrobats, dancers, and musicians create an awe-inspiring display. They work together to create a quirky one-of-a-kind world under the direction of their maestro. The dynamic company reimagines, rebuilds, and reinvents vibrant scenarios in a setting where the unpredictable is anticipated in an artistic, athletic game of order and disorder. Come and take up residence in this marketplace of enthusiasm and artistic fellowship on April 6-May 5 under the big top on Market Street in Hartford.

Cirque du Soleil is offering a special discount for Wesleyan family/friends: Use this [link](#) to save up to **20% off** select seats/dates. Groups of 10+, save 25%, reduced handling fees and access to on-site accommodations such as private event space and meet and greet opportunities with the cast of the show, contact Sarah.Hudson@cirquedusoleil.com for details.



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

Phone: (860) 685-2122
Cell: (860) 940-8716
obookas@wesleyan.edu

55 High Street
Middletown, CT 06459



Personal Purchases from WB Mason

We would like to announce that Wesleyan employees can make personal purchases from WB Mason using the personal account set up for Wesleyan end users. The personal account number is: **C1163326**. To take advantage of this, simply visit www.wbmason.com and place your order using the personal account number. Please note that this account is not linked with OneSource and is designated for personal purchases only. Personal purchases must be made with a personal credit card and will only be delivered to a Wesleyan shipping address.

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.

ProShred Service Calendar for 2024:



Service Calendar Proshred Security (NE)

Service Location: Wesleyan University
170 Long Lane
170 Long Lane
Middletown, CT 06459

January 2024							February 2024							March 2024							April 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
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May 2024							June 2024							July 2024							August 2024						
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26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
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September 2024							October 2024							November 2024							December 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
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