



Purchasing News ~ April 2014



WB Mason and Year End Furniture Purchases

On April 15, 2014, there will be a small price increase on some of the office supplies items. However, we have included **Swap & Save** items to choose from to keep the same price or even lower. We appreciate your decision to use the **Swap & Save** program whenever possible.

The Year End Furniture purchases should be looked at now to make sure that furniture will be received before June 25, 2014. Most of the furniture lead times are 4-8 weeks. Furniture orders must be received in Purchasing by **April 28, 2014**.

WB Mason ~Water Filtration and Coffee Machine Repairs

For assistance with any issues regarding water filtration or coffee units, please email Coffee Service at Coffee.Service@wbmason.com and complete the highlighted items:

Account number: C1130690

Account name: Wesleyan University

Full street address:

Contact name and number:

Hours of operation:

Type of machine if known:

Issue with machine:

Sales Rep: Julie Bunce and email: julie.bunce@wbmason.com

Sprint Nextel

Wesleyan University employees can receive an excellent benefit through Sprint that includes the following:

- 23% Discount Monthly Service
- Up to 100% Discount on Qualifying Phones
- Custom website for Wesleyan University employees to purchase phones, accessories and add the discount: www.sprint.com/wesleyanuniversity
- Personal Representative for Account Support
- 24/7 Access to Your Account through My Sprint

Maria Xavier is the Government Account Executive when purchasing cell phones for the university. Her phone number is 860 867-7164 and email: Maria.Xavier@Sprint.com. Jennifer MacDonald is the contact person to call for personal purchases. Her phone number is: (203) 410-2044 and email: jennifer.MacDonald@sprint.com. See [attached](#) flyer for more offers.

3rd Annual Taste of Middletown

Hold the date: April 30, 2014. The *Campus Activities Committee* will be organizing another successful event by hosting some of the well-known local restaurants and hotels in the Middletown area. Great raffle prizes! For more details, see [attached](#) flyer.

