

# Purchasing News ~ April 2016



## 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 April 22, 2016. The furniture lead time is 4-10 weeks, depending on product lines.

**All deliveries, including office supplies, must be received prior to Friday, June 24, 2016 to be charged to FY16.**

The Wesleyan Sustainability Committee requests everyone's cooperation in purchasing only 30% recycled paper. There are still departments who do not comply with the University's initiatives to continue efforts in becoming more sustainable.

**Billy Testone**, is the new dedicated driver for Wesleyan. Bill is a seasoned and knowledgeable driver who has been successful with distributing the office supplies in the new Totes.

## 5th Green Vendor Show

The Purchasing Office is organizing an amazing **Green Vendor Show** on **Tuesday, April 12, 2016 from 11 am to 1:30 pm at Fayerweather/Beckham Hall**. More than 30 vendors are expected to participate and they are looking forward to meeting with you! This vendor show is important to the university as we will be bringing vendors that are ecologically-minded and promote new sustainable products and services awareness. See [attached](#) flyer for more details.

**Bring your mug or utensils to earn an extra ticket for a better chance to win some of the Amazing Raffle prizes\***

Lunch will be hosted **E&I, WB Mason & Sun Services**. Please RSVP to [obookas@wesleyan.edu](mailto:obookas@wesleyan.edu) by Friday, April 8<sup>th</sup>.

## Ricoh Meter Reading

If you have received emails from Ricoh asking for a meter reading, please disregard it. They are working on this issue to resolve it.

**Toner Scam:** Please be aware that if you receive a call about ordering toners from Ricoh or any other vendor at a discounted price, you should know that it is a scam. Toner is included in our maintenance agreement and is part of the per click charge.