

Purchasing News ~ April 2017



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 Monday, April 24, 2017. The furniture lead time is 4-10 weeks, depending on product lines. **All deliveries, including office supplies, must be received prior to Wednesday, June 28, 2017 to be charged to FY17.**

W.B. Mason~ Keurig Grounds to Growth

Great News! WB Mason has received an approval from Keurig to offer special free boxes to Wesleyan University and promote the ongoing efforts on sustainability by reducing waste produced. Keurig K-Cups produce more waste than filter coffee makers, so Keurig has created a grounds recycling and composting program. **Grounds for Growth** allows users to mail used K-Cups back to Keurig to be properly disposed of. Simply fill the boxes with used K-Cups, and once the box is full mail them via UPS back to Keurig.

WB Mason will advise Purchasing with the logistics and we will promote this new method of recycling K-cups very soon. If you have any questions, feel free to contact Olga Bookas at obookas@wesleyan.edu or ext. 2122.

Wesleyan Water Bottle & T-shirt Purchases

Purchasing would like to engage with departments who are interested to purchase T-shirts or water bottles with the Wesleyan logo, please contact Olga Bookas at obookas@wesleyan.edu or ext. 2122 as soon as possible. Purchasing would like to save money by bulk ordering these products instead of each department ordering small quantities at a higher cost.

Attached is the T-shirt Excel file with a new tab for you to add your department's name along with quantity, color of T-shirt, sizes, logo, and how many colors on the logo. Please complete the Excel form and email it to Olga Bookas by **April 25th**. There are two part numbers: MC1040 (softer) and RN93846 (heavier).

Attached is the water bottle Excel file with two different samples of water bottles to choose from. We will need to place an order very soon so please email to obookas@wesleyan.edu by **April 25th**.

Each department will pay with their p-card. Please complete all information needed.

The Inn at Middletown

Beginning April 1st, 2017 the new Wesleyan discount rate for the Inn at Middletown will be \$135. This rate is for 4 or less rooms. For groups in need of 5 or more rooms, the rate depends on availability.

