

## Purchasing and Procurement News

### Happy April!

We would like to let you know that the Purchasing Office is continuously working to support the Wesleyan community with negotiations and contracts. If anyone needs support in negotiating contract renewals, please reach out to Olga Bookas at [obookas@wesleyan.edu](mailto:obookas@wesleyan.edu).

### ProShred: Secure Removal of Confidential Documents

Due to Easter holiday, the scheduled servicing of ProShred has been moved to **April 9<sup>th</sup>**. If you would like to have confidential documents removed from your office, please ensure the staff at ProShred have access to enter your department. If you do not need their services, please contact Jessica Barry at [jessica.barry@proshred.com](mailto:jessica.barry@proshred.com).

### W.B. Mason and Year-End Furniture Purchase

As year-end is quickly approaching, please keep in mind that furniture orders must be received in WB Mason by Monday, April 26, 2021. The furniture lead time is 4-10 weeks, depending on product lines. **All deliveries, including office supplies, must be received by Thursday, June 24, 2021 to be charged to FY21.**

### Dupli: Printing & Signs

Dupli continues to be the University's preferred vendor for all printing and direct mail services. Consider using Dupli for your signage and stationary needs by purchasing through OneSource in the Ancillary Product tab. If you have any questions, please contact Brent Defour at [bdufour@duplionline.com](mailto:bdufour@duplionline.com). Our newly assigned inside sales representative Donna Podann and she can be reached at [dpodann@duplionline.com](mailto:dpodann@duplionline.com).

### 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](mailto:obookas@wesleyan.edu).



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.

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