

Purchasing and Procurement News

We would like to let you know that the Purchasing Office is continuously working to support the Wesleyan community with negotiations and contracts as always. If anyone needs support in negotiating new contracts or renewals, please reach out to Olga Bookas at obookas@wesleyan.edu.

RICOH Training Materials

Instructions on how to use the RICOH printers can be found in the [ITS Knowledgebase](#). If you are encountering trouble with these printers, please refer to the following pages for solutions:

- [Instructional Videos - Ricoh / PaperCut - Printer/Scanner/Copier/Fax - Wes-Find-Me-Printers](#)
- [Ricoh printers supplies and service requests](#)
- [Campus Locations: Ricoh - PaperCut - Wes-Find-Me-Printers](#)
- [Staff and Faculty Printing, Copying, and Scanning: Wes-Find-Me-Printers](#)
- [Scanning - PaperCut Integrated Scanning at Wes-Find-Me-Printers devices](#)

Wesleyan Print Shop

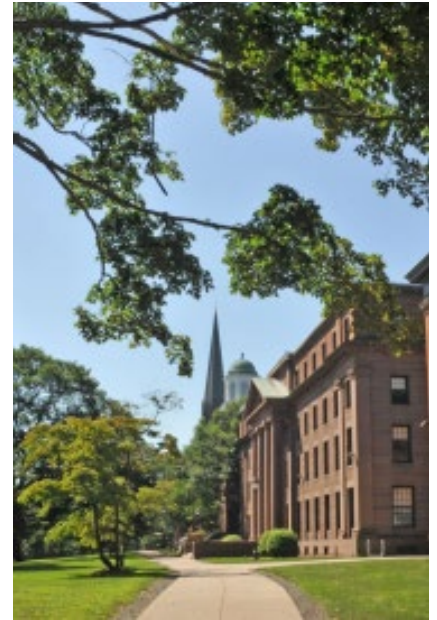
At the Wesleyan Print Shop, our goal is to provide fast, accurate printing at competitive prices. Our services include high quality color photos, 11x17 prints, booklets, event posters, postcards, bookmarks, thermal bound books and reports, conference posters, course packs, and much more. For more information and pricing, visit us at https://www.wesleyan.edu/its/cardinal_print.html. To submit a printing request, or to inquire about your copier model, send an email to printing@wesleyan.edu or call Jen Platt at (860) 685-2132. The Print Shop is in **room 116** of the Exley Science Center.

Adorama Business Solutions

We would like to welcome Adina Furman back as our Account Manager for Adorama. Please contact Adina at adinaf@adorama.com for inquiries regarding their products and services.

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 25, 2022. The furniture lead time is 4-10 weeks, depending on product lines. **All deliveries, including office supplies, must be received by Thursday, June 23, 2022 to be charged to FY22.**



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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