

Purchasing and Procurement News

The Purchasing Office is committed to aiding the Wesleyan community by facilitating negotiations, overseeing contracts, and identifying opportunities to reduce costs. If you need assistance, feel free to contact Olga Bookas at obookas@wesleyan.edu or (860) 940-8716.

Welcome Catherine Kost

We are pleased to announce a new addition to the Purchasing & Procurement Department! Catherine is eager to support the Wesleyan community. She comes to us from serving 8 years at Western CT State University. Her contact information is ckost@wesleyan.edu or (860) 865-2131.

W.B. Mason and Year-End Furniture Purchase

As year-end is quickly approaching, please keep in mind that furniture orders must be received by the week of **April 22nd, 2024**. The furniture delivery time is 4-8 weeks, depending on product lines. All deliveries, including office supplies, must be received by the week of **June 24th, 2024**, to be charged to FY24.

Adorama Representative Update

We welcome Richard Lewis, as our new representative! Please contact him at rlewis@adorama.com if you are interested in obtaining special pricing.

Cirque du Soleil BAZZAR Special Offer

Come see an eclectic lab of endless invention where a joyous group of acrobats, dancers, and musicians create an awe-inspiring display. They work together to create a quirky one-of-a-kind world under the direction of their maestro. The dynamic company reimagines, rebuilds, and reinvents vibrant scenarios in a setting where the unpredictable is anticipated in an artistic, athletic game of order and disorder. Come and take up residence in this marketplace of enthusiasm and artistic fellowship on **April 6 - May 5** under the big top on **Market Street in Hartford**.

Cirque du Soleil is offering a special discount for Wesleyan family/friends: Use this [link](#) to save up to 20% off select seats/dates. Groups of 10+, save 25%, reduced handling fees and access to on-site accommodation such as private event space and meet and greet opportunities with the cast of the show, contact Sarah.Hudson@cirquedusoleil.com for details.

Receiving your items in OneSource:

Please remember to properly receive your items in OneSource after delivery. It is imperative that this step is completed as it delays vendor payment if not completed. Need a refresher on how to do this? Please check out the [Receiving Guide](#).

CTW OneSource

Is your one-stop shop for all your Wesleyan purchasing needs. Check out several vendors such as Amazon, WB Mason, and many others. Please consider signing up for a training session under "Success at Wes" through the WesPortal or by emailing Olga Bookas @ obookas@wesleyan.edu. The next session is schedule for **April 17th**. Bring your questions!



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.

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