

Purchasing and Procurement News

Safely returning to Campus with PPE – Check with Bill

We are excited that Wesleyan will be welcoming some students and faculty back over the next month! To promote the safety and wellbeing of our community, the Purchasing and Procurement office and Facilities team have spent the summer acquiring PPE for our community. Currently, we have ordered enough Wesleyan branded face coverings for faculty and students to have three each. These masks follow CDC guidelines and are three layers of cotton. The safety of Wesleyan's students, faculty and staff remains our top priority and we are ensuring all PPE items fulfill CDC requirements.

RICOH Update: Copier & Printer Renewals, Welcoming New Technicians

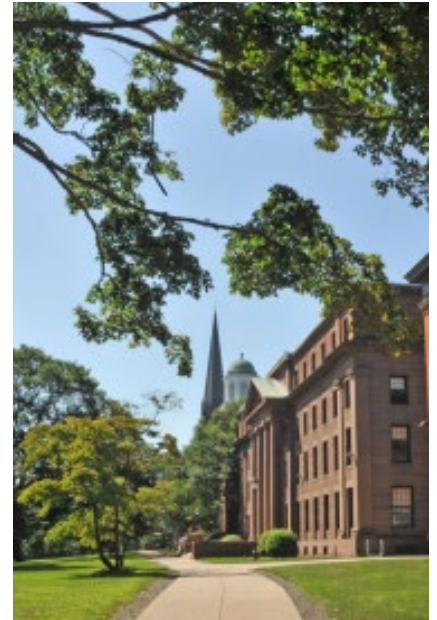
The replacement and removal of copiers and printers on campus is currently in progress. We are bidding a very thankful farewell to our dedicated Technician Susan Wheeler. We are so grateful for Susan's assistance in ensuring all RICOH products on campus worked smoothly over the past years. To place service calls for Ricoh printers or copiers please use MyRicoh.com. Once your call is placed, either Manny, Steve, or Stan will work as your technician to help you. As always, our main RICOH representative Al (Max) Maximino remains available to help. If you have any questions, please do not hesitate to reach out to Max at alan.maximino@ricoh-usa.com. If you have an ITS related questions, please contact Erik Quimby at equimby@wesleyan.edu.

Vendor of the Month: W.B. Mason

Over the past five months, WB Mason has been busy obtaining inventory of PPE items to make sure their customers can safely return to work. As well, WB Mason continues to be our preferred vendor for all office supplies orders. Wesleyan University has purchased several PPE products from WB Mason to ensure we have a safe and healthy environment on campus. They have also provided their drivers with masks, gloves, hand sanitizer and disinfecting wipes to assure their trucks are clean and safe. The Wesleyan Purchasing Department and WB Mason look forward to your return! If you require assistance with an order, please contact our Sales Representative Julie Bunce at julie.bunce@wbmason.com.

ProShred: For the secure removal of confidential documents

ProShred is looking forward to continuing their services in September. 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 David Symonds at David.Symonds@Proshred.com.



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.

Olga Bookas
Director of Purchasing

phone: (860) 685-2122
fax: (860) 685-2458
obookas@wesleyan.edu

291 Main Street
3rd Level, Room 309
Middletown, CT 06457



Help our environment!
Buy green!