

Purchasing and Procurement News

We hope you are having a great summer!

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.

Purchasing Office Supplies

Please do not purchase office supplies from Amazon. Supplies must be purchased from W.B. Mason. If you are unsure about a product, please contact our sales rep Julie Bunce at julie.bunce@wbmason.com

W.B. Mason Change Filters

Currently, W.B. Mason has completed replacing most of the filters in water coolers and Keurig coffee machines. A few locations remain needed to be serviced.

Dupli New Products Line

Dupli has introduced four new innovative products that can spruce up your office: Sticker Post Cards, Peel and Reveal Post Cards, Sticker Business Cards, and Print on Demand Pocket Folders. Full details about these products can be found on this page: <https://www.duplionline.com/dupli-sales-sheets/>. If you would like a sell sheet or samples, please contact Brent Dufour at 203-913-2276 or email at bdufour@duplionline.com.

Introducing Enterprise and E&I Car Rental Pricing

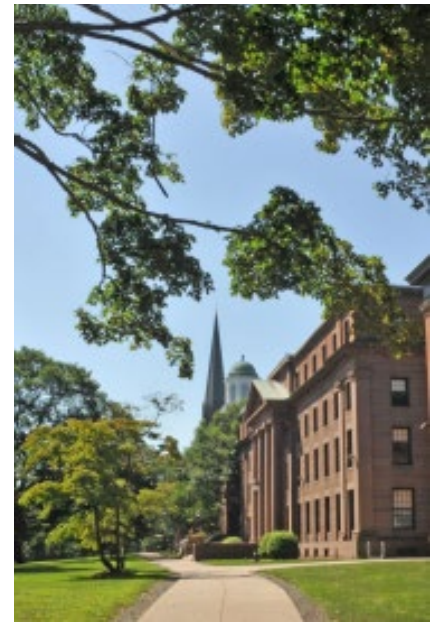
Wesleyan University is pleased to welcome Mike Ewart back as our rep from Enterprise and announce our newly enhanced rental car program with Enterprise & National Car Rental collaborating with E&I. The benefits of this partnership include access to the Emerald Club, which allows employees to bypass the rental counter, choose their own car, and receive speedy e-receipts, as well as low pricing for car rentals. Airport reservations can be done at <https://elink.enterprise.com/en/19/12/wesleyec.html>. For on campus rental needs, contact the Middletown office directly at 860-346-8454 and press prompt 4 to speak directly with a rep. Further details are available on the attached document.

Hotel Bookings

We would like to remind everyone that hotel bookings must be performed using the Wesleyan Hotel Master Agreement. Please email the document to Olga Bookas and copy Val Nye for her signature.

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.



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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