

## Purchasing and Procurement News

We would like to let you know that the Purchasing Office is moving to 55 High Street in March. If anyone needs support in negotiating new contracts or renewals, please reach out to Olga Bookas at [obookas@wesleyan.edu](mailto:obookas@wesleyan.edu).

### WB Mason Orders – Delivery Issues

The Purchasing Office has been notified of the increased number of delivery issues related to WB Mason orders. If your recent order was incorrect or did not arrive on schedule, please reach out to **Danielle Spinali** who is our inside customer service at WB Mason. You can contact Danielle at (508) 436-1692 or via email at [Danielle.Spinali@wbmason.com](mailto:Danielle.Spinali@wbmason.com). Please also copy Julie Bunce at [Julie.bunce@wbmason.com](mailto:Julie.bunce@wbmason.com). If you are still unable to fix the issue, please email Olga Bookas at [obookas@wesleyan.edu](mailto:obookas@wesleyan.edu).

### Adorama on OneSource

Great News! We are on-boarding Adorama into OneSource as our preferred vendor. Adorama will be available in OneSource in 4-6 weeks.

Adorama Business Solutions empowers educators to create rich and immersive learning experiences through leading-edge technology. Offering 250,000+ electronics products across professional photography and video, audio, lighting, drones, virtual reality, computing and more, Adorama Business Solutions provides the tools to bring curriculum to life and inspire the next generation of tech-savvy leaders.

If you are interested, you can find more information about the benefits of working with Adorama Business Solutions at <https://business.adorama.com/WesleyanUniversityNewsletter>.

**Adina Furman** is Wesleyan's Account Manager at Adorama and can be reached at 212.741.0401 x 2484 or via email at [adinaf@adorama.com](mailto:adinaf@adorama.com).

### Enterprise Rent-A-Car and National Car Rental Information

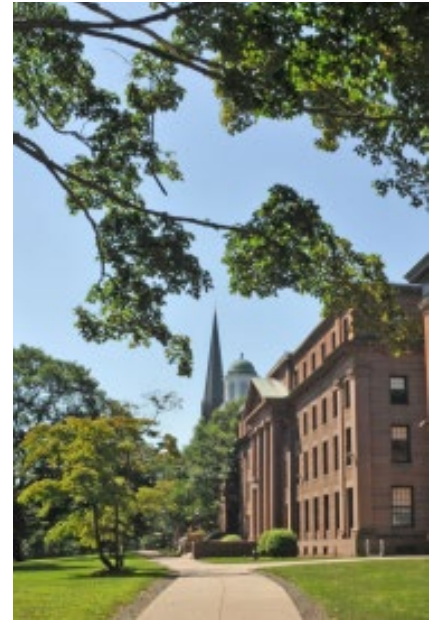
Enterprise Rent-A-Car and National Car Rental provides Wesleyan with customized car rental programs and comprehensive transportation solutions that offer an access to a large network of vehicles and locations.

1. To reserve a car you will first need to create a free Emerald Club account [\[link\]](#).
2. Don't forget to use your Emerald Club number when renting a car from Rent-A-Car and National Car Rental.
3. Click [\[link\]](#) to book a car at airport locations through National Car Rental website.
4. Click [\[link\]](#) to book a car for business use at off-airport locations (local) through Enterprise Rent-A-Car website.
5. Click [\[link\]](#) to book a car for leisure use at off-airport locations (local) through Enterprise Rent-A-Car website.

**Mike Ewart** is Wesleyan's Account Manager at Enterprise and can be reached at (860) 573-2495 or via email at [Michael.d.ewart@ehi.com](mailto:Michael.d.ewart@ehi.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.

**Olga Bookas**  
Director of Purchasing

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