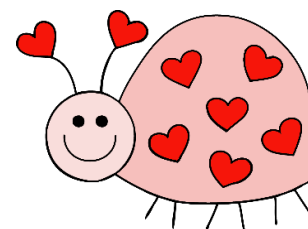


Purchasing News ~ February 2017



Recycled Paper Update

In November 2016, we encouraged our staff to utilize and order only 50% recycled paper for the copiers and printers. This paper will be ordered **exclusively from W.B. Mason** to reduce costs. The negotiated price is \$24.95 per case which is lower than the current price for virgin paper. The paper is 20lb/92 bright, and the part number is **WBM20050 for letter size**. This paper was tested across campus and received positive feedback.

W.B. Mason~ Office Supplies Centralization

Wesleyan University is looking to centralize purchases of common office supplies within departments. Currently, many people within departments are ordering similar products on different orders. By making a change to a centralized ordering system, we will improve efficiency, improve our sustainability and savings. We are looking to centralize purchases of paper products, and other common office supplies. **We will be working with different departments to transition from individual orders of these products to group orders soon.** If your department is interested, please contact Olga Bookas at obookas@wesleyan.edu

We are also looking to strategically source and **consolidate purchasing requests** for items such as pens, water bottles, T-shirts and notepads in order to achieve more economical pricing. The larger quantities of these items will benefit the departments by becoming more efficient and save money.

Z Airport Parking ~ Benefits!

USE CODE: WSY for \$5.95/day and the 7th day FREE!

When someone from Wesleyan University that has made a reservation, they should scan the barcode on the reservation at the gate to get into the parking lot. If they have not made a reservation they need to push the button at the gate to get a ticket. Then the gate will open. Once they enter they should follow the signs to either valet or self-park. If they are valet parking they leave their keys in the car under the carport and go in to the building to register. The driver will assist with their luggage and put it on the bus. If they self-park they follow the signs to the self-park area and park their car. They will need to bring their luggage to the bus. In the event of a snow or ice storm the cars that have valet parked will be cleared of snow and ice upon their return. **Please see attached flyer for more information. The \$5.95/day is the same for valet or self-park.**

Sam's Club

Adaliris Cumba from Sam's Club will be at Usdan on **Tuesday, February 14th from 11am to 2pm**. Please see [attached](#) flyer for more information.

