



## Purchasing News ~ January 2016



**Happy, Healthy and Prosperous 2016!!**

### **Sustainability Announcement: WB Mason Tote Program Implementation!**

Purchasing is pleased to announce the implementation of the **Tote Program** for office supplies. The implementation started as of January 2016. The office supplies will be delivered in a white plastic Tote unless the product you ordered comes in a full carton quantity; when this occurs the item will be delivered in the manufactures original packaging. Examples of these items are bulk type items such as coffee, paper, toner and binders to name a few. This is a huge effort on sustainability and will eliminate excess cardboard packaging.

**Tote procedure:** If you are at your desk, when Billy arrives we ask that you quickly unpack your order so he can take the tote with him. If you are not available, then the tote will be left and picked up at a later date. Wesleyan is responsible for the return of all totes.

**Billy Testone** is the new dedicated driver and will be responsible for deliveries on campus. Billy has a long history in the distribution industry and is a welcomed asset to the WB Mason team. Please welcome Billy and make him feel part of our community.

**Swap & Save Program:** WB Mason reports indicate that we do not utilize their Swap & Save program as much as we should which offer a better price items and will allow savings for your department.

**\*\*If you have a P-Card, please use it for all office supplies and furniture purchases. \*\* A report indicates that p-card users sometime still use the central Billing Account.**

### **The 5<sup>th</sup> Annual Taste of Middletown**

**Hold the date: March 9, 2016.** The *Campus Activities Committee* will be organizing another successful event by hosting a few of the local restaurants and hotels. More details to follow.

### **Dupli Envelope and Graphics**

As a reminder, Dupli is Wesleyan's preferred stationery vendor for business cards, letterhead, envelopes, and other stationary needs. We are committed to achieving the most efficient and cost effective means of facilitating each department's procurement needs.

You may contact Mike Fowler our Account Executive by email: [mfowler@duplionline.com](mailto:mfowler@duplionline.com) or call him at (617) 913-5301. Dupli's website may be accessed via a link from Wesleyan's Purchasing website: <http://www.wesleyan.edu/finance/purchasing/approved.html>

**2016 Hotel Rates:**

<b>Inn at Middletown</b>	<b>Radisson</b>	<b>Sheraton Hartford South Hotel</b>
Beth Pruchnic <a href="mailto:beth.pruchnic@interstatehotels.com">beth.pruchnic@interstatehotels.com</a>	Becky Plaskett <a href="mailto:bplaskett@innercirclehotels.com">bplaskett@innercirclehotels.com</a>	Gina Molde <a href="mailto:gina.molde@sheratonharttordsouth.com">gina.molde@sheratonharttordsouth.com</a>
860 854-6310	860 807-2454	860 257-6047
Rates	Rates	Rates
\$130 Wesleyan	\$104 Wesleyan	\$129 Sunday-Thursday
	\$109 Individual pay	\$99 Friday & Saturday

**\*\*The Crowne Plaza Cromwell changed its name to Radisson\*\***

<b>Courtyard by Marriott Cromwell</b>	<b>Doubletree by Hilton Bristol</b>
Pamela Moan <a href="mailto:pmoan@waterfordhotelgroup.com">pmoan@waterfordhotelgroup.com</a>	Jason Spivey <a href="mailto:jason.spivey@hilton.com">jason.spivey@hilton.com</a>
860 894-5009	860 584-7679
Rates	Rates
\$99 Wesleyan	\$129.00+ weekends
\$109 Friends & Family	\$159.00+ weekdays

\*These rates are subject to blackout dates

It is a good practice to carefully read the hotel sales agreements. Please email the agreement to Olga Bookas for her review and she will forward to Nate Peters for his signature.

**Ricoh Meter Reading**

If you have received emails from Ricoh asking for a meter reading, please disregard it. They are working on this issue to resolve it.

**Toner Scam:** Please be aware that if you receive a call about ordering toners from Ricoh or any other vendor at a discounted price, you should know that it is a scam. Toner is included in our maintenance agreement and is part of the per click charge.