

Purchasing and Procurement News

Happy Summer!

We acknowledge the difficulties that our staff and their families are currently facing at this time. We are thinking about you. The Purchasing Office is working hard to support the Wesleyan community with negotiations and contracts throughout the summer. If anyone needs support in negotiating contract renewals or contracts impacted by COVID-19, please reach out to Olga Bookas at obookas@wesleyan.edu.

RICOH Update: Copier Renewals

We will be replacing and removing copiers throughout campus! This initiative will allow Wesleyan to be more environmentally conscious and operationally efficient. If the copier in your department is being upgraded or removed, you would have received e-mail notification from Al Maximino at RICOH USA. If you have any questions, please do not hesitate to reach out Al (Max) at alan.maximino@ricoh-usa.com or to Erik Quimby ITS at equimby@wesleyan.edu

Vendor of the Month: Medline

Medline offers a variety of products and quick availability of medical and surgical supplies as well as personal protective equipment (PPE) for Wesleyan University. Medline is also one of our partners on the CTW OneSource platform. If your office needs any assistance with finding medical equipment or PPE, learn about their selection and pricing, please contact our Medline Account Representative Mariah Roussel at 860 276-7348 or email her at MERoussel@medline.com.

Purchase through W.B. Mason

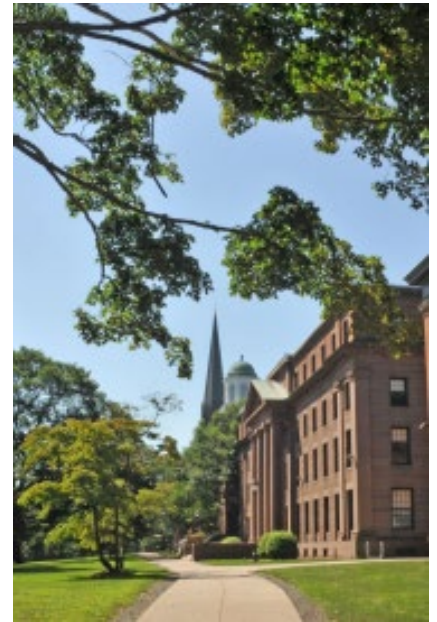
W.B. Mason remains Wesleyan's preferred vendor and has always provided us with excellent products and services. Contact Julie Bunce via email at julie.bunce@wbmason.com for any product inquiries. While we are still negotiating office supply purchases, Wesleyan is currently not funding supplies for personal use at home. However, staff are still able to purchase products using the Wesleyan discount using their personal credit card. For support in negotiations on high-volume university office supplies, please contact Olga Bookas at obookas@wesleyan.edu.

Staff Coffee Preference Update

Based on your responses to our survey, the top two coffee choices for staff are Breakfast Blend (30%) and Dark Magic Extra Bold (23%). We are still in the process of collecting accurate data to make conclusions on which types of coffee our university should continue purchasing based on high demand. If you have not yet, please respond to our survey to let us know which types of coffee and tea are your top preferences. Survey link here: <http://bit.ly/WesCoffeeSupplies>.

CTW OneSource Virtual Trainings Available

The Finance Office is currently offering virtual training sessions for CTW OneSource, our centralized eProcurement system by Unimarket. Book an appointment with Olga Bookas 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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