

Purchasing and Procurement News

Thank You for Another Successful Semester!

The Purchasing Office would like to thank the Wesleyan community for all their hard work in keeping our campus and community safe for another semester! We would like to let you know that the Purchasing Office remains dedicated to supporting the Wesleyan community through negotiations and contract management. If anyone requires assistance with negotiating new contracts, renewing existing contracts, or exploring cost-saving opportunities, please reach out to Olga Bookas at obookas@wesleyan.edu or (860) 940-8716.

W.B. Mason and Year-End Purchases

As year-end is quickly approaching, please keep in mind that all deliveries, including office supplies, **must be received by Friday, June 23, 2023.**

Vendor of the Month: Adorama

The Purchasing Office would like to bring you attention to our preferred vendor **Adorama**. Please take a look at their catalog and place an order if you are interested in any products. If you place an order, please notify Olga Bookas as we are going to monitor the first couple of orders.

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 Solution at [\[link\]](#).

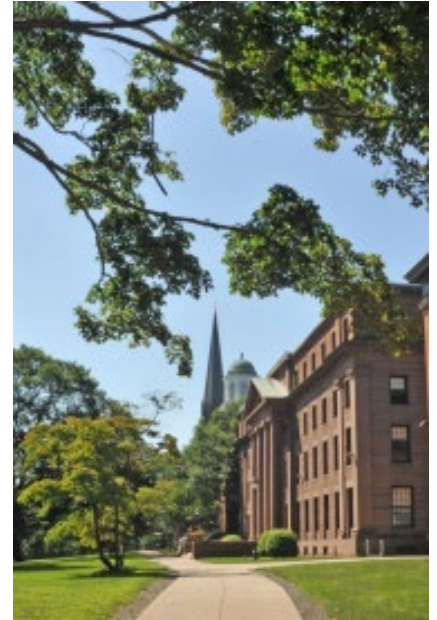
Adina Furman is Wesleyan's Account Manager at Adorama and can be reached at 212.741.0401 x 2484 or via email at adinaf@adorama.com.

Uploading Contracts into OneSource

Wesleyan University uses OneSource, a centralized eProcurement system, to allow the faculty and staff to purchase goods and services on behalf of the institution. If the Purchasing Office helped you finalize a contract in the past, please email the most recent signed copy to Olga who will upload it into OneSource. If the contract has expired, please let us know whether you require assistance with negotiating its renewal.

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.

Olga Bookas
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