



## 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 you need assistance, feel free to contact:

- Olga Bookas at [obookas@wesleyan.edu](mailto:obookas@wesleyan.edu) or (860) 940-8716
- Catherine Kost at [ckost@wesleyan.edu](mailto:ckost@wesleyan.edu) or (860) 685-2131

### Important Purchasing cut-off dates:

For a complete list of dates, click [here](#)

- Friday, June 14<sup>th</sup>
  - Last day to enter purchase orders
  - Last day for OneSource orders
- Friday, June 21<sup>st</sup>
  - Last day to receive orders in One Source

### Receiving your items in OneSource

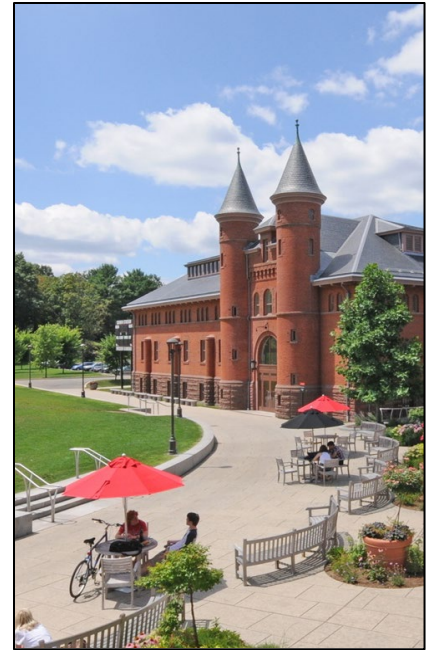
Please remember to properly receive your items in OneSource after delivery. It is imperative that this step is completed as it delays vendor payment if not completed. Need a refresher on how to do this? Please check out the [Receiving Guide](#). With year end closing, please close your orders that have been received

### NEW!!! Purchasing Request Form

Introducing a new way to request services from the Purchasing department for anything over **\$50,000**. Please click [here](#) to access the form. Fill out with as much information as you can and submit!

### Transitioning to Workday on July 1<sup>st</sup>!

Exciting changes are happening! We believe that Workday will greatly enhance our processes, and we're committed to providing the necessary support to make this transition as smooth as possible. Thank you for your cooperation and understanding!



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.

### Olga Bookas

Director of Purchasing

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Cell: (860) 940-8716

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Click [here](#) to book a meeting.

### Catherine Kost

Assoc Director of Purchasing

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[ckost@wesleyan.edu](mailto:ckost@wesleyan.edu)

Click [here](#) to book a meeting.

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