

Purchasing and Procurement News

We would like to let you know that the Purchasing Office is continuously working to support the Wesleyan community with negotiations and contracts as always. If anyone needs support in negotiating new contracts or renewals, please reach out to Olga Bookas at obookas@wesleyan.edu.

WB Mason Updates

We would like to inform you of the **changes in delivery days** for WB Mason orders. WB Mason has moved its delivery days from Tuesday/Thursday to Monday/Wednesday to better accommodate Wesleyan's needs. We are hoping this change will reflect in more efficient order deliveries.

Additionally, please be aware of WB Mason's increased prices for **toner, paper, and coffee**. These price increases have been implemented immediately.

Global Industrial on OneSource

The Purchasing Office would like to re-introduce **Global Industrial**. Please take a look at their catalog and place an order if you are interested in any products.

Global Industrial carries over 1,800,000 products on their website in the following categories: Material Handling, Storage & Shelving, Work Benches, Food Service, Medical Lab Equipment, Janitorial, Electrical, Led Lighting, Office Furniture, Maintenance, Plumbing, and Safety, HVAC, Hardware/Fasteners, and COVID Virus Protection.

Joseph Potenza is Wesleyan's Account Manager at Global Industrial. Joseph can be reached at (516) 608-7692 or via email at jpotenza@globalindustrial.com

Hotel Agreements

As a reminder, please use a personalized hotel agreement for Wesleyan when booking a room at Inn at Middletown and other local hotels. Please forward any signed hotel agreements to Olga Bookas for her review before Val Nye signs it.

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.

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