



Purchasing News ~ May 2019



WB Mason and Year End Furniture Purchases

As year-end is quickly approaching, please keep in mind that furniture orders must be sent to WB Mason by May 3, 2019. The furniture lead-time is 4-10 weeks, depending on product lines. **All deliveries, including office supplies, must be received prior to June 24, 2019 to be charged to FY19.**

W.B. Mason Website New Feature ~ Dashboard

W.B. Mason is pleased to announce a new Dashboard feature on its website. Through Dashboard, you can see your order status (estimated delivery date and time, driver information, and the items). You can also see your 10 most recent orders and search past orders. You can also live chat with a W.B. Mason Customer Service Representative regarding any questions you may have. Please see [attached screenshot image](#) of the Dashboard for its features.

W.B. Mason Personal Purchases

If you would like to use Wesleyan's W.B. Mason account to order coffees and snacks for home or your classroom, please email Julie Bunce to create a personal purchase account at julie.bunce@wbmason.com, and provide your Wesleyan shipping address. All purchases must be paid with your personal credit card.

Red Lion Hotel ~ New Contact

Jeffrey Musumano will be replacing Becky Polask at the Red Lion Hotel Cromwell (formerly known as Radisson Hotel Cromwell). Becky has been serving as the Director of Sales for the past 7 years at Red Lion Hotel. Wesleyan would like to thank her for her services and we look forward to work with Jeffrey. If you have any questions regarding Wesleyan discounted rates and reservations, please contact Jeffrey via phone at (860) 807-2455 or via email at jmusumano@innercirclehotels.com.

Medline ~ Medical and Surgical Supplier through E&I

Medline is one of our preferred suppliers for medical and surgical supplies. Medline offers a wide product assortment, quick availability and significant cost savings. You will easily find the supplies needed for student health, environmental health services, research, biology, animal care, and more. Please see [attached flyer](#) for more information on Medline and its services. If you have any questions, please contact our dedicated account Manager, Anahis Mattson. Anahis can be reached via email at amattson@medline.com or via phone at (224) 931-1530 (Office) 847-987-3361 (Mobile).

Sanditz Travel exclusive discount with American Airlines

Sanditz Travel is thrilled to announce an exclusive discount with American Airlines. It is extended for all travel through December 31, 2019. Tickets must be purchased by **May 31, 2019**, so if you have any future travel plans, or any questions, please contact any Sanditz travel consultant.

Safe and happy travels!

Employee Discounts & Services

Attached is the updated list of vendors who are offering discounts to Wesleyan employees. You can find various offers for cell phone plans, food memberships (Sam's Club, Costco), hotels, entertainment events, and much more.

Transportation Rates for 2019

Destination from Middletown	Liberty Limousine	Gateway Limousine	Hy's Limousine	Premier Limousine	Executive 2000
New Haven Train Station	\$130.80	\$122.00	\$114.00	<i>Contact the reservation desk for rates</i>	\$50.00*
Bradley	\$135.80	\$122.00	-		\$55.00*
Boston Logan	\$341.00	\$298.20	\$379.00		\$220.00*
JFK	\$279.55	\$254.90	\$274.00		\$220.00*
Newark	\$306.80	\$305.80	\$322.00		\$240.00*
Contact	Donna	Reservation Desk	Reservation Desk	Reservation Desk	Reservation Desk
Phone	(203) 235-3257	(203) 753-5466	(800) 255-5466	(860) 828-9111	(860) 888-8888
Reservation Request	info@libertylimousine.com	info@gatewaylimos.com		info@premierlimo.com	*Gratuuity not included
Other Info					If drivers refuse credit card, contact e2kameenah@gmail.com

Hotel Rates for 2019

	Inn at Middletown	Red Lion Cromwell	Sheraton Hartford South Hotel	Courtyard by Marriott Cromwell
Contact	Beth Pruchnic	Jeffrey Musumano	Gina Molde	Linda Fish
Phone Number	(860) 854-6310	(860) 807-2455	(860) 257-6047	(860) 894-5009
Wesleyan Rate	\$139 (4 or less rooms)	\$99	\$135 Standard, \$165 Club Level	\$104
Individual Rate	-	-	-	\$149
Other Info	5 or more rooms is a separate group rate; depends on availability		Groups of 10 or more peak night, sports teams, and special event dates (Commencement, Alumni Weekend) handled separately	