

## Purchasing and Procurement News

### COVID-19: Our office is here to support you!

The Purchasing Office hopes that everyone is stay safe and healthy. If anyone needs support in negotiating contract renewals or contracts impacted by COVID-19, please reach out to Olga Bookas at [obookas@wesleyan.edu](mailto:obookas@wesleyan.edu).

### 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](mailto: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](mailto:obookas@wesleyan.edu).

### W.B. Mason and Year End Furniture Purchases

As the FY 2020 comes to a close, keep in mind that furniture orders must be sent to W.B. Mason by May 11th, 2020. The furniture lead-time is 4-8 weeks, depending on product lines. All deliveries, including office supplies, must be received prior to June 25th, 2020 to be charged to this fiscal year.

### Your input is needed: Coffee Preferences for Staff

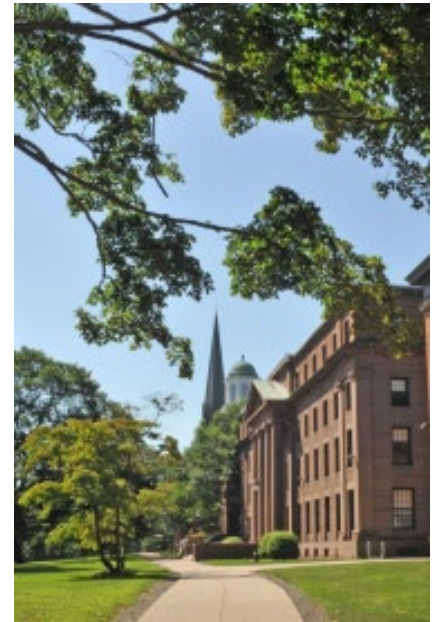
We are still in the process of finding ways to optimize our resources and reduce our overall university spending including expenses on coffee. Please take the following survey to let us know which types of coffee and tea are your top preferences. Survey link here: <http://bit.ly/WesCoffeeSupplies>.

### Vendor of the Month: Dupli

Dupli currently provides print and direct mail services for over 150 colleges and universities throughout the country. Dupli is our preferred printing vendor and have updated our university logos for all your stationery needs. The old logo with Red and Black folders remains available for purchase at \$.88 each. Purchase through OneSource in the Ancillary Product tab. Our Account Manager Brent Dufour can be reached at [bdufour@duplionline.com](mailto:bdufour@duplionline.com).

### 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](mailto: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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Buy green!