

## Purchasing & Procurement Department Wesleyan University, May 2024



### Purchasing and Procurement News

The Purchasing Office is committed to aiding the Wesleyan community by facilitating negotiations, overseeing contracts, and identifying opportunities to reduce costs.

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

### Thank you, Ola Szopa!

Ola is celebrating her graduation this month! We extend our heartfelt thanks for her dedication and hard work in the Purchasing department over the past two years. Additionally, we are thrilled to announce that Ola is one of the 2024 Excellence in Leadership Award recipients! This award recognizes her outstanding contributions both on campus and in the wider community. Join us in wishing her all the best in her future endeavors!

### 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!

### Hotel Agreements for Wesleyan Community

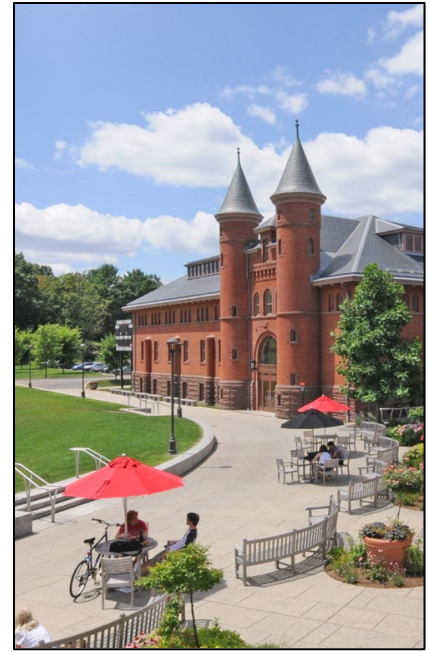
The Purchasing Office has two agreements that the staff should be using. There is one for The Inn at Middletown (click [here](#)) that has information when booking rooms and includes catering. All other local hotels have a separate agreement to utilize (click [here](#)). After the agreement is complete, please email it to Olga Bookas for her review and she will email it back to you with a proper signature. See two attached agreements.

### 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

### Final CTW OneSource/Transitioning to Workday

We want to inform you that the last OneSource training session will be held on May 15th. If you anticipate needing to order through OneSource, please register under Success at Wes available through your WesPortal or by emailing Olga at [obookas@wesleyan.edu](mailto:obookas@wesleyan.edu). As we move forward with Workday implementation, we will be shifting towards aiding on a case-by-case basis. Please don't hesitate to reach out to Olga or Catherine with any questions regarding e-procurement during this transition. 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

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

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

### Catherine Kost

Assoc Director of Purchasing

Phone: (860) 685-2131

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

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

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