

Purchasing and Procurement News

Thank you for keeping our campus safe!

We are happy about your safe arrivals to campus and would like to thank everyone for their hard work, keeping our campus safe. To promote the safety and wellbeing of our community, the Purchasing and Procurement office and Facilities team have spent the summer acquiring PPE for our community. Each student and faculty have received three face coverings along with other PPE items. We hope you utilize these items as the safety of students, faculty and staff remains our top priority. We would also like to let you know that the Purchasing Office is working to support the Wesleyan community with negotiations and contracts. If anyone needs support in negotiating contract renewals or contracts impacted by COVID-19, please reach out to Olga Bookas at obookas@wesleyan.edu.

Printer/Copier Update

We have installed 132 new printer/copier devices across campus. More information including the instructions on using the new devices, listing and locations of printers/copiers are available on the ITS website. As always, our main RICOH representative Al (Max) Maximino remains available to help. If you have any questions, please do not hesitate to reach out to Max at alan.maximino@ricoh-usa.com. If you have an ITS related question, please contact Erik Quimby at equimby@wesleyan.edu.

Vendor of the Month: W.B. Mason

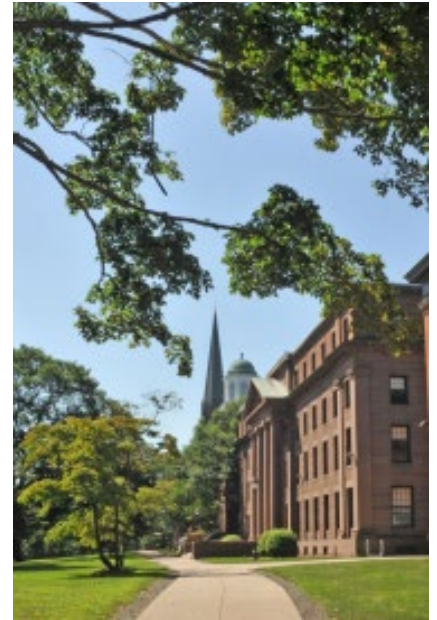
WB Mason continues to be our preferred vendor for all office supplies orders. We have worked with their representatives on securing a contract for the CTW Consortium. We expect to have around 14% savings on CTW office supplies from WB Mason. If you require assistance with an order, please contact our Sales Representative Julie Bunce at julie.bunce@wbmason.com.

W.B. Mason departmental deliveries update

WB Mason will begin delivering to departments on Tuesdays and Thursdays between 10-2. Please be sure someone is there to receive it. If no one is there to receive the order, the driver will bring it to Wes Station to be picked up by the department. If you know that you will not be there to receive it, choose "Wesleyan Station" in the "Ship To" field of the OneSource Requisition and in the "Attn:" field include "hold for xxxxx department". You will then have to pick it up at Wes Station.

CTW OneSource Virtual Trainings Available

The Purchasing Office is currently offering virtual training sessions for CTW OneSource, our centralized eProcurement system by Unimarket. We have three upcoming sessions with Olga Bookas on October 14, November 11, and December 9. You can register for a training session by clicking: [Purchasing](#) and send an email to 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.

Olga Bookas

Director of Purchasing

phone: (860) 685-2122

fax: (860) 685-2458

obookas@wesleyan.edu

291 Main Street
3rd Level, Room 309
Middletown, CT 06457



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