

## Purchasing and Procurement News

**The Purchasing Office is here to support you!**

***Consider purchasing from all our preferred Suppliers in OneSource!***

As we get to the middle of the spring semester, we would like to thank everyone for their hard work, keeping our campus and community safe! We would like to let you know that the Purchasing Office is continuously working to support the Wesleyan community with negotiations and contracts. If anyone needs support in negotiating contract renewals, please reach out to Olga Bookas at [obookas@wesleyan.edu](mailto:obookas@wesleyan.edu).

### ProShred: Secure Removal of Confidential Documents

We would like to extend our thankful farewell to David Symonds for his 10 years of dedicated service. We are expecting the continued service from ProShred, working with Jessica Barry as our point of contact. If you would like to have confidential documents removed from your office, please ensure the staff at ProShred have access to enter your department. Jessica Barry can be reached at (203) 303-8500 x2142 or [jessica.barry@proshred.com](mailto:jessica.barry@proshred.com).

### W.B. Mason orders through OneSource

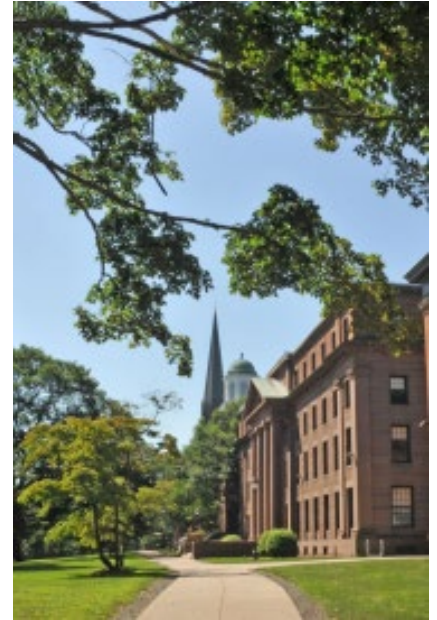
When putting in orders through OneSource, please make sure to explore cheaper alternatives of the item you are looking to purchase. For example, if you would like to purchase 100% Recycled Copy Paper, we suggest ordering Flagship 100% Recycled Copy Paper (with product code WBM20100) instead of Boise ASPEN 100 Recycled Paper. With this alternative, we will be saving 51% of what we would otherwise be spending. This will help your department save significantly while meeting your needs. If you require assistance with an order, please contact our Sales Representative Julie Bunce at [julie.bunce@wbmason.com](mailto:julie.bunce@wbmason.com).

### Ricoh Printer/Copier Update

The instructions on how to use the Ricoh printer/copier with your WesCard can be found through WesPortal under ITS Help. You can check out the detailed video tutorials with [this link](#). 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](mailto:alan.maximino@ricoh-usa.com). If you have an ITS related questions, please contact Erik Quimby at [equimby@wesleyan.edu](mailto:equimby@wesleyan.edu).

### CTW 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](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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Director of Purchasing

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Help our environment!  
Buy green!