



## Purchasing News ~ April 2015



### WB Mason and Year End Furniture Purchases

Purchasing and WB Mason have been working together to reduce prices and increase contracted items that are more reflective of Wesleyan's purchasing habits. Next week, you will see a link on WB Mason's home page that will clearly identify the contract adds; please take a minute to review the items. In addition to the extensive contract list, we have implemented more than 330 items under WB Mason's **Swap & Save** program. Whenever possible please consider buying a discounted item when suggested; this will help stretch your budget dollars and allow you to provide more items to the people you support.

The Year End Furniture purchases should be looked at now to make sure that furniture will be received before June 25, 2015. Most of the furniture lead times are 6-8 weeks. Furniture orders must be received in Purchasing by **April 30, 2015**.

### WB Mason ~Water Filtration and Coffee Machine Repairs

For assistance with any issues regarding water filtration or coffee units, please email Coffee Service at [Coffee.Service@wbmason.com](mailto:Coffee.Service@wbmason.com) and complete the highlighted items:

Account number: C1130690

Account name: Wesleyan University

Full street address:

Contact name and number:

Hours of operation:

Type of machine if known:

Issue with machine:

Sales Rep: Julie Bunce and email: [julie.bunce@wbmason.com](mailto:julie.bunce@wbmason.com)

### \*\*4<sup>th</sup> Annual Taste of Middletown\*\* Amazing Grace Food Pantry Donations

On **Wednesday, April 29, 2015**, The *Campus Activities Committee* will be organizing another successful food sampling event by hosting some of the well-known local restaurants and hotels in the Middletown area along with great raffle prizes! **If you bring your mug or utensils, you will have two tickets for a better chance to win a raffle prize.**

Please support **Amazing Grace Food Pantry** and bring a non-perishable food items. Donations & food items will be collected at the door. For more details, see [attached](#) flyer.

### Inn at Middletown

Please note the **new** emails for Beth Pruchnic and Olga Maxwell:

[Beth.Pruchnic@innatmiddletown.com](mailto:Beth.Pruchnic@innatmiddletown.com) and [Olga.Maxwell@innatmiddletown.com](mailto:Olga.Maxwell@innatmiddletown.com)

### \*\*Toner Scam\*\* Ricoh toner and staples are part of the contract and included in the cost per copy

**Select Office Systems** from California has contact couple departments and has sold them copier toner for \$413 each. Then they send another order for two toners for \$827. They might know the copier model and are telling our staff that "*the toner pricing will increase and we should purchase now to save money*". If you get phone calls like this, you can tell them that our toner is included in the copier contract or if they persist, send them to Olga Bookas.