

Purchasing and Procurement News

The Purchasing Office remains dedicated to supporting the Wesleyan community through negotiations and contract management. If you need assistance, feel free to contact:

Catherine Kost: ckost@wesleyan.edu | (860) 685-2131

Workday

- All resources for Workday are located at [WesPortal/Workday](#).
- When purchasing copier paper, remember to use **Cost Center CC1360**.
- New to Wesleyan? Need help? Stuck? Feel free to book a meeting with [Catherine Kost](#).

Quick Purchasing Reminders:

- Office supplies? Start with **WB Mason**! They offer office essentials, breakroom and cleaning supplies, furniture, and much more. They deliver Mondays and Wednesdays only. Find them in **OneSource**!
- Receiving matters! Once your goods or services arrive, remember to receive your PO. Receiving helps keep invoices and supplier payments moving.

Next Shredding Dates:

- Friday, September 4, 2026
- Friday, October 2, 2026
- Friday, October 30, 2026

If your office will **not** be available on a scheduled shredding date, please contact:

Customer Care Agent

Monica Woodberry

(M) 901-318-4794 | mwoodberry@vitalshred.com

Operations Manager

Mathew Hennessey

(M) 203-303-8500 Ext. 2143 | mhennessey@vitalshred.com

Vendor Spotlight! Enterprise Mobility™

Enterprise offers convenient vehicle rentals for university-related travel, with discounted rates available for both business and leisure use. Enjoy competitive pricing and a wide selection of vehicles. Booking is easy! The Enterprise booking link is in **WesPortal** under the **Community Tab**.

Our contact is:

Zach Pietras

Account Manager, Business Rental – Team New England

(413) 374-0297

zachary.f.pietras@ehi.com



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.

Catherine Kost

Director of Purchasing

Phone: (860) 685-2131

ckost@wesleyan.edu

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

55 High Street
Middletown, CT 06459



Help our environment!
Buy green!