



## 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:

Olga Bookas: [obookas@wesleyan.edu](mailto:obookas@wesleyan.edu) | (860) 685-2122

Catherine Kost: [ckost@wesleyan.edu](mailto: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**.
- Please remember to receive your orders in Workday!
- New to Wesleyan? Need help? Stuck? Feel free to book a meeting with [Catherine Kost](#). Or sign up for a [OneSource class](#).

### Purchasing Survey Results


Thank you to everyone who took the time to complete the purchasing survey that was shared last fall. Your feedback plays an important role in shaping our goals and upcoming initiatives. The campus community shared overwhelmingly positive feedback about the Purchasing Office, with 88% reporting a positive experience and no dissatisfied responses recorded. Respondents especially praised the team for being highly responsive (90%+) and friendly/helpful (95%+), with many comments highlighting consistent, knowledgeable support.

Our goals are to make the purchasing experience even smoother by improving package delivery logistics, clarifying high dollar purchasing steps, reducing system friction in Workday, and reviewing vendor options to better meet campus needs.

You'll find a survey infographic on the next page. As always, we welcome your suggestions anytime - we're here to support you and help make your work easier!

### WB Mason

Shop at **WB Mason**, available in OneSource. Your go-to source for office supplies, breakroom favorites, janitorial essentials, and facility must-haves.

- Desktop delivery: **Mondays & Wednesdays**
- Use your **WB Mason dashboard** to view past orders, check current order status, and track deliveries
- Look for the  = preferred/negotiated products with amazing pricing
- Can't find what you need or pricing seems high? Contact Olga and Catherine in the Purchasing Office for assistance!



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

#### Catherine Kost

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

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Help our environment!  
Buy green!

# Inside the Purchasing Office: A User Satisfaction Snapshot

## High Marks for Service



Nearly 90% of respondents rated their overall satisfaction a 4 or 5 out of 5

## Staff Praised for Excellent Support

Open-ended comments repeatedly highlighted staff as responsive, knowledgeable, helpful, and pleasant to work with.



"Always prompt, clear responses. Thanks for doing such a good job."

This sentiment reflects the overwhelmingly positive feedback on staff interactions.



## Key Opportunities for Improvement

### Clarify the Large Purchase Quote Process

Responses show inconsistent methods for handling quotes, indicating a need for clearer guidelines.



### Streamline Package Delivery Logistics

Multiple users requested better solutions for Amazon/FedEx deliveries, such as central lockers or direct-to-office service.



### Expand & Modernize Vendor Options

Departments expressed strong interest in using major retailers like Amazon, Home Depot, and Sam's Club.

