

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**.
- Please remember to receive your orders in Workday!
- New to Wesleyan? Need help? Stuck? Feel free to book a meeting with [Catherine Kost](#).

America To Go Update

We are getting close! Setup of our new online catering marketplace is in full swing, and we hope to go live in August or September. Stay tuned for launch details.

As a reminder, America To Go will make ordering breakfast, lunch, dinner, and break service for on-campus meetings and events easier than ever. Every restaurant and caterer listed in OneSource will be pre-screened and required to meet Wesleyan's requirements, and the easy-to-use platform offers searchable menus, saved favorites, streamlined accounting, and simple ways to support small, local, and diverse businesses that share Wesleyan's sustainability goals. The program also includes 24/7 customer service, a dedicated Account Manager, and web-based training and tastings. [Please see next page for more information.](#)

To recommend a caterer, or ask other questions about the program, contact Vivian Bordon, our America To Go Account Manager (vivian.bordon@americatogo.com), or Catherine Kost (ckost@wesleyan.edu).

Fiscal Year End Reminders

All FY 2026 POs remaining open on July 15th will encumber FY 2027 budgets. Items received after June 30th will be expensed in FY 2027, regardless of the PO creation date.

Do you have any Purchase Orders that need closing? Please submit an [AP ticket](#) with details. Click [here](#) for important year end information.

Next Shredding Dates:

- Fri July 10, 2026
- Fri August 7, 2026

Please contact VitalShred if your office will NOT be open that day to avoid a no show fee (they know we observe summer hours).

Monica Woodberry mwoodberry@vrcnetwork.com | 901-318-4794
Mathew Hennessey mhennessey@vitalshred.com | 203-303-8500 x2143



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 & Procurement

Phone: (860) 685-2131

ckost@wesleyan.edu

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

55 High Street
Middletown, CT 06459



Help our environment!
Buy green!

Wesleyan University is excited to announce that we will soon be able to order everything from breakfast, lunch, dinner and break service for on-campus meetings and events in OneSource through our new strategic partner, America To Go. Customized to meet Wesleyan's needs, America To Go will provide Wesleyan with:

- **24/7 Customer Service and Account Management** - 24/7 customer service and a dedicated Account Manager to assist with planning your next event, adding a new vendor or other inquiries.
- **Tastings and Trainings** – Onsite and web-based trainings and tastings for your department so you can try new vendors in a low-risk environment to consider for your next event.
- **A User-Friendly Interface** – An easy-to-use website to place basic and customized catering orders with searchable menus, saved favorites, running invoice totals and accessible order history features.
- **Improved Choice and Information** - Including filters, search functions, and reviews to help you find exactly the caterers or items you want.
- **One Agreement Covers Participating Restaurants** – All restaurants and caterers on the America To Go site are pre-screened. You can simply select a vendor and order from their menu or create a custom order.
- **Reduced Risk** – All restaurants and caterers on the site are required to meet Wesleyan requirements.
- **Streamlined Accounting** – Automated accounting and spend tracking significantly reduce accounting time, cost, and paperwork related to food ordering.
- **Support for Local Businesses** – The ability to easily find and support small, local, and diverse businesses.
- **Support for Wesleyan Sustainability Initiatives** – The ability to easily find and support restaurants and caterers that support Wesleyan's Sustainability goals.

If you would like to recommend a caterer, set-up a training for your department, or have other questions about the program, please contact Vivian Bordon, our America To Go Account Manager (vivian.bordon@americatogo.com). For other questions, you may also contact Catherine Kost ckost@wesleyan.edu in Purchasing.

Additional information related to this exciting new initiative, including launch activities, will be coming soon. We look forward to working with you and your department to make the upcoming launch and program a great success.

Thank you!