

Purchasing & Procurement Department
Wesleyan University, June 2026

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](#).

Year End is Around the Corner!

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:

- Friday June 12, 2026
- Friday July 10, 2026
- Friday August 7, 2026
- Friday September 04, 2026 *Date subject to change due to holiday

Inn at Middletown Update

We are pleased to welcome a new leadership team at the Inn. We appreciate everyone's patience as we worked through recent challenges and addressed concerns raised by our community. Thank you to everyone who shared comments and suggestions. Your feedback has been instrumental in helping shape these improvements.

The new team has been listening closely to feedback and is already implementing meaningful changes to improve operations, communication, and overall efficiency. We are excited about the positive direction ahead and the enhancements these efforts will bring.

Please see the following two pages for additional information and step-by-step instructions on how to book individual rooms.

Carol Catrini | Director of Sales & Marketing
sales@innatmiddletown.com | 860.854.6316

Camille Cahill | General Manager
camille.cahill@innatmiddletown.com | (860) 689 4994



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

Assoc 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!



2026 Wesleyan Booking Information

GROUP RESERVATIONS

10+ Rooms with similar arrival dates

All group blocks are managed through the Sales Team.
Please contact:
Carol Catrini | Director of Sales & Marketing
sales@innatmiddletown.com | 860.854.6316

Rate information:
From December 1st to April 30th

- Weekdays (Sun-Thurs): \$149/night
- Weekends (Fri-Sat): \$189/night

From May 1st to November 30th

- **Weekdays (Sun-Thurs): \$149/night**
- **Weekends (Fri-Sat) rates vary depending on months:**
 - May, June, July: \$239/night (up to 35 rooms)
 - August: \$259/night (up to 35 rooms)
 - September, October, November: \$269/night (up to 35 rooms)

INDIVIDUAL RESERVATIONS

1-9 Rooms

Reservations under 10 rooms can be booked directly on our webpage: www.innatmiddletown.com. Please follow the below instructions to make your booking:

- Select your code type: **ACCESS CODE**
- Enter the code **WESSTAFF**
- In Traveller's info Special notes, input **P-CARD** to ensure we process the booking with "tax exempt"

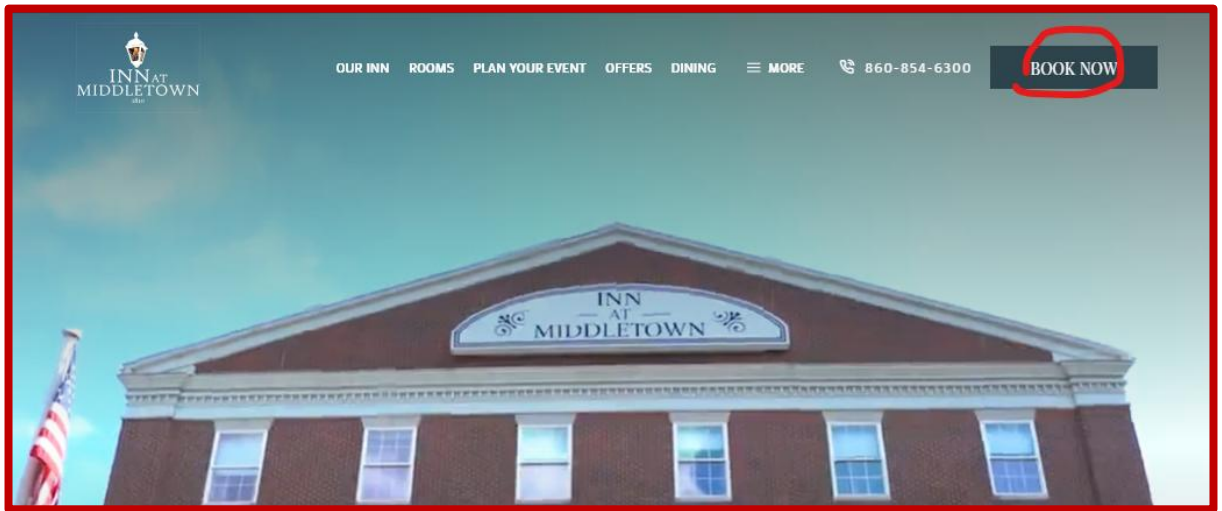
For any **missing receipts or F&B bills**, contact: frontdesk@innatmiddletown.com

Any issues or challenges, contact:

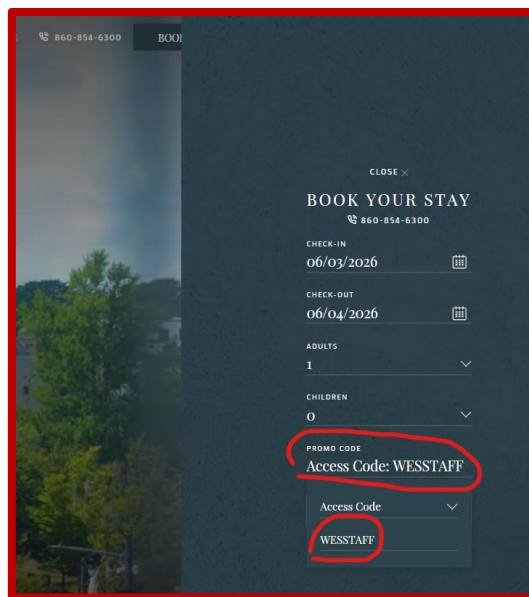
- **Kayla Holland** | Front Desk Supervisor | kayla.holland@innatmiddletown.com | (860) 854 6300
- **Mason Saunders** | Rooms Division Manager | mason.saunders@innatmiddletown.com | (860) 854 6304
- **Camille Cahill** | General Manager | camille.cahill@innatmiddletown.com | (860) 689 4994

Wesleyan Individual Booking Process

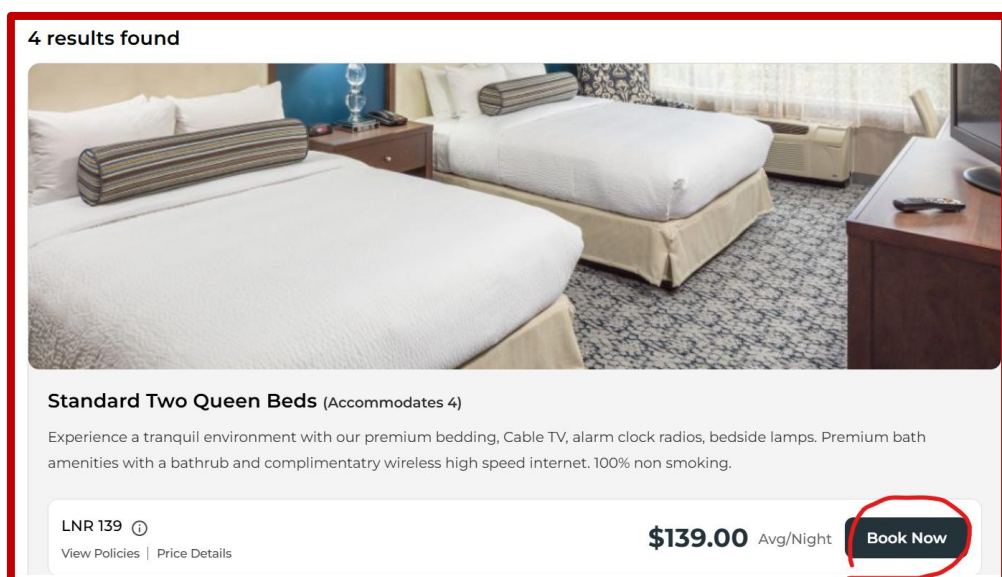
1. Visit our website: <http://www.innatmiddletown.com>
2. Click “ Book Now”



3. Input the stay dates, the number of guests and your ACCESS Code: WESSTAFF
Click on “Check Availabilities”



4. Click “ Book Now”



5. Scroll Down and Click “Checkout”

Enhance your stay with your favourite perks.

- Chocolate Covered Strawberries**
6 plated chocolate covered strawberries...
Read More
\$22 Per Room Once
- Cookies**
Freshly baked chocolate chip cookies...
Read More
\$10 Per Room Once
- House Red Wine**
House Bottle of Red Wine
\$25 Per Room Once

Summary

Subtotal	\$139.00
Exclusive Tax	\$20.85

6. Click ”Continue without Login”

1 LOGIN & SIGN UP

Email *

7. Input all your admin’s information as this is the billing information

2 BILLING INFO

First Name * Last Name * Email *

Phone Address * City *

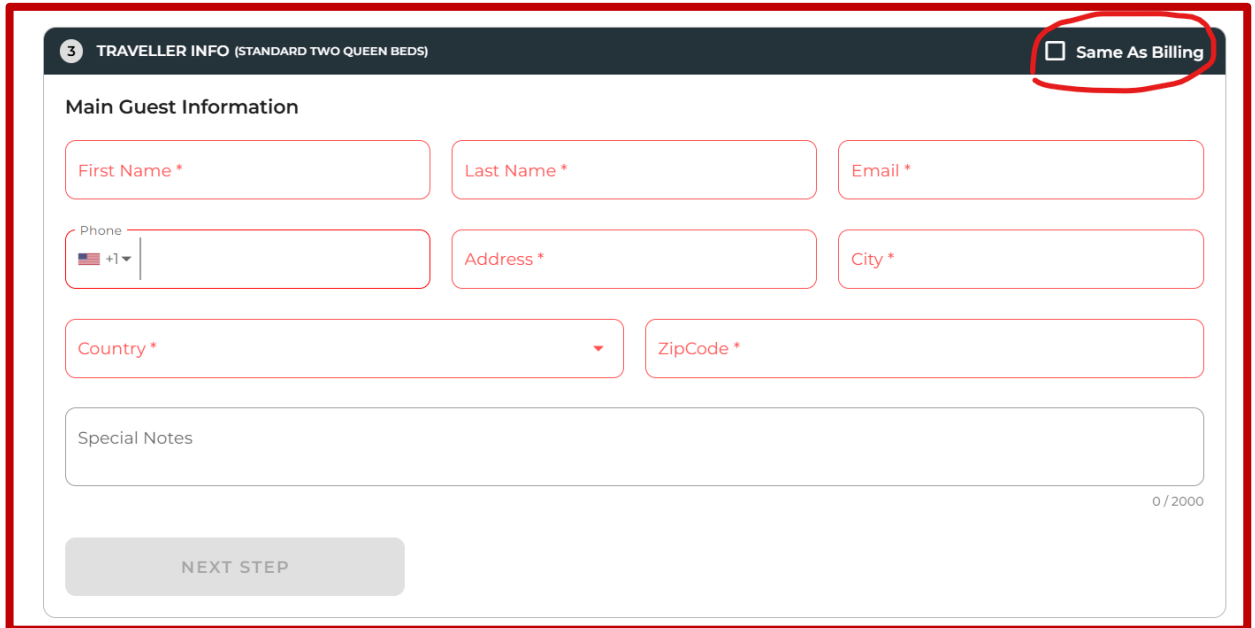
Country * ZipCode * State *

8. Click on “Next Step”

9. Untick “Same as Billing”

10. Enter all your guest’s information.

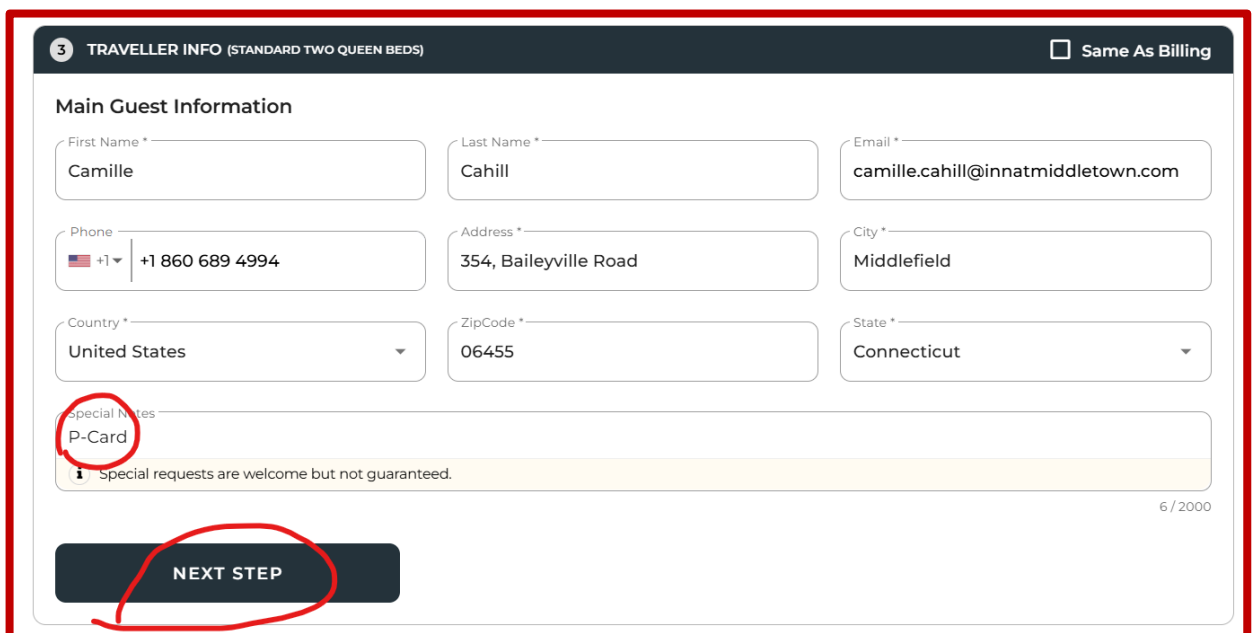
Note: At minimum, please enter the guest’s Last name and first name. For other fields, you can input your own admin’s information (if you do not have the details of your guest).



The screenshot shows a form titled "TRAVELLER INFO (STANDARD TWO QUEEN BEDS)". In the top right corner, there is a checkbox labeled "Same As Billing" which is checked and circled in red. Below this, the "Main Guest Information" section contains several empty input fields: "First Name *", "Last Name *", "Email *", "Phone" (with a country code dropdown), "Address *", "City *", "Country *", and "ZipCode *". There is also a "Special Notes" text area with a character count of "0 / 2000". At the bottom left, there is a grey button labeled "NEXT STEP".

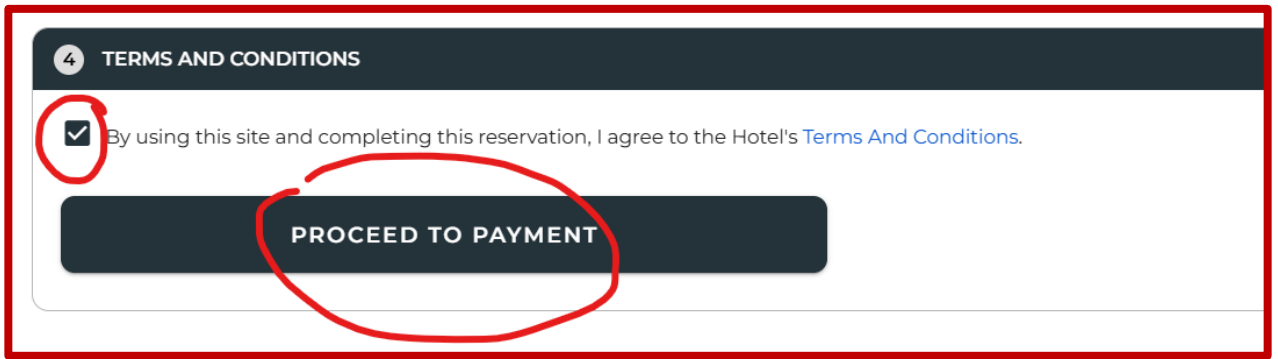
11. Write in the Traveller’s note “P-Card” as well as any highlight regarding your guest’s preferences that you would like us to pay attention to. The Front Desk Team at the hotel will review all Wesleyan’s booking and ensure the bookings are Tax Exempt when they see “P-Card” note.

12. And then Click “Next Step”.



The screenshot shows the same "TRAVELLER INFO" form, but now with data entered. The "Same As Billing" checkbox is still checked and circled in red. The input fields are filled with: "First Name *": Camille, "Last Name *": Cahill, "Email *": camille.cahill@innatmiddletown.com, "Phone": +1 860 689 4994, "Address *": 354, Baileyville Road, "City *": Middlefield, "Country *": United States, "ZipCode *": 06455, and "State *": Connecticut. The "Special Notes" field contains "P-Card" and is circled in red. Below the text area, there is a yellow warning banner that says "Special requests are welcome but not guaranteed." At the bottom left, the "NEXT STEP" button is now dark blue and is circled in red. The character count for "Special Notes" is now "6 / 2000".

13. Input your payment information and click “Pay”

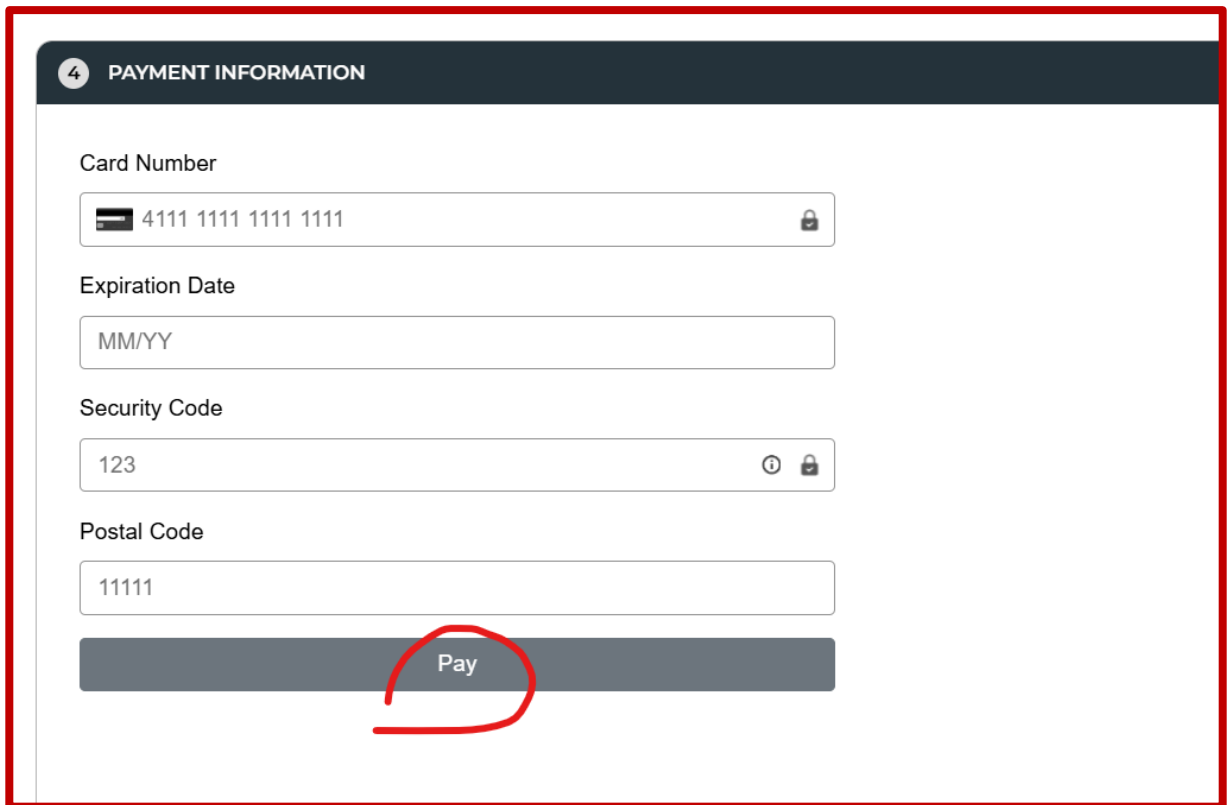


4 TERMS AND CONDITIONS

By using this site and completing this reservation, I agree to the Hotel's [Terms And Conditions](#).

PROCEED TO PAYMENT

14. Input your payment information and click “Pay”



4 PAYMENT INFORMATION

Card Number
4111 1111 1111 1111

Expiration Date
MM/YY

Security Code
123

Postal Code
11111

Pay

After confirming everything, you will receive a confirmation e-mail right away.