

## Purchasing and Procurement News

We're here to support the Wesleyan community through expert negotiations and contract management. Need help? Contact us anytime!

- Olga Bookas: [obookas@wesleyan.edu](mailto:obookas@wesleyan.edu) | (860) 940-8716
- 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**.

### \*\*\*Receiving your items\*\*\*

We are getting closer to the end of the academic year! Please properly receive your items in Workday. Thank you for your attention to this!

### Local Restaurant Ordering Coming Soon to OneSource!

Soon, you'll be able to order meals from your favorite local restaurants for pickup or delivery — all through OneSource! We'd love your input as we build our list. Please share which restaurants you'd like to see included by completing this short [form](#).

Ordering will be quick and easy, with no P-Card reconciliation required. You'll also have the option to add tips and special instructions. Invoicing will function the same as with any other OneSource supplier.

### RJ Julia Swag Catalog + Discount!

Did you know you can receive a **20% discount** on department orders for Wesleyan-branded merchandise through the Wesleyan RJ Julia Bookstore? This is a fantastic opportunity for departments to enhance their meetings, events, and gift-giving. We offer a great selection of items, including pens, notebooks, water bottles, and more, to suit your needs. To streamline your ordering process, we've created a dedicated page on our website showcasing our most popular gear. Explore the options and make your next event even more special!

When you order online, please enter code DEPARTMENT20 at checkout. You can also call the bookstore directly 860-685-3939 to place an order. Please see page 2 for more information.

### WB Mason – Sustainable Swap option is LIVE!

The Sustainability and Purchasing Offices have worked together to offer you an eco-friendly product swap in WB Mason!

When you search for office supplies, you may see an option to switch to a more sustainable alternative – helping you make greener choices with ease.



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

Assoc Director of Purchasing

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

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