#### **Purchasing & Procurement Department** Weslevan University, October 2025



#### **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 | (860) 685-2122 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.

#### **Receiving your items**

Don't forget to properly receive your items in Workday. Completing this step is critical delays in receiving could result in delayed vendor payments. Thank you for your attention to this!

#### **Ordering Books?**

Or swag? Please consider ordering your back-to-school supplies from RJ Julia! Please see following pages for additional information.

#### Inn at Middletown Contact:

Please see the following pages for some amazing discounts! If you need anything, please don't hesitate to reach out to our contact:

#### **Ashley Morgan**

Director of Sales (860) 854-6316

ashley.morgan@innatmiddletown.com

#### Vendor Spotlight & Webinar! Enterprise Mobility™



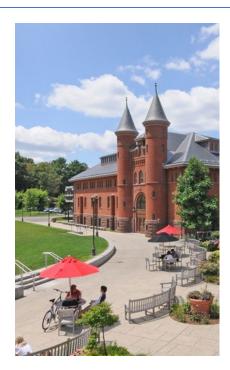
Enterprise offers convenient rentals for university-related travel at negotiated rates—available for both business and leisure. Reserve early for the best availability! The booking link is now in WesPortal under Community.

Webinar: Wednesday, Nov. 12 at 11 a.m. Meeting Link

Hosted by our rep, Zach Pietras, covering reservations, Emerald Club signup, program benefits, billing, Q&A and much more!

#### **Zach Pietras**

Account Manager, Business Rental - Team New England (416) 374-0297 zachary.f.pietras@ehi.com



The Finance Office has authority for the Purchasing functions Procurement 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 Phone: (860) 685-2122 obookas@wesleyan.edu Click here to book a meeting.

#### **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!



#### Wesleyan RJ Julia Independent College Bookstore

Proudly serving the Wesleyan and Middletown communities

#### **Your Independent Bookstore Experience**

At Wesleyan RJ Julia Bookstore, we are committed to creating an inclusive and welcoming environment for all. Our goal is to enrich our community by offering a diverse collection of books, gifts, and kids' merchandise that reflect the unique interests of our customers. We invite you to discover the hidden gems we love to share!

#### A Tradition of Excellence

Managed by RJ Julia Booksellers, one of the nation's premier independent bookstores, our mission is to create a space where words matter. Founded in 1990 by Roxanne Coady, RJ Julia fosters a welcoming atmosphere that encourages exploration and connection between writers and readers.

During our 2017 ribbon-cutting ceremony, Roxanne shared: "The opportunity that we have [at Wesleyan RJ Julia Bookstore] is to set a new standard for college bookstores. Books can change lives. Studies show that communities with bookstores experience higher literacy rates, increased reading habits, and greater empathy."

#### Visit Us Today!

- Explore a wide variety of Wesleyan-licensed merchandise
- Browse bestselling books and Staff Suggestions
- Enjoy a delicious coffee from Story and Soil Café

#### **Faculty & Staff Orders**

Any faculty or staff member can order books for:

- Personal use
- Classroom instruction
- Special events and guest speakers

#### **Course Materials:**

Must be ordered through Chris DeSena <u>cdesena@wesleyan.edu</u>, our Course Materials Manager.

#### **All Other Book Orders:**

Can be sent directly to Kate Mosquera kmosquera@wesleyan.edu.

#### **Benefits for Departmental Orders:**

- 20% discount on non-course materials
- Tax exemption on purchases
- Flexible payment options: Currently via department "P-card" over the phone or in-person at Main St.
- Two-week lead time preferred for book orders
- One-week turnaround on most in-stock titles
- Expedited options available in case of urgency

#### **Pickup & Delivery Options:**

- Main Street Bookstore
- Campus Store
- Large orders can be arranged for department drop-off

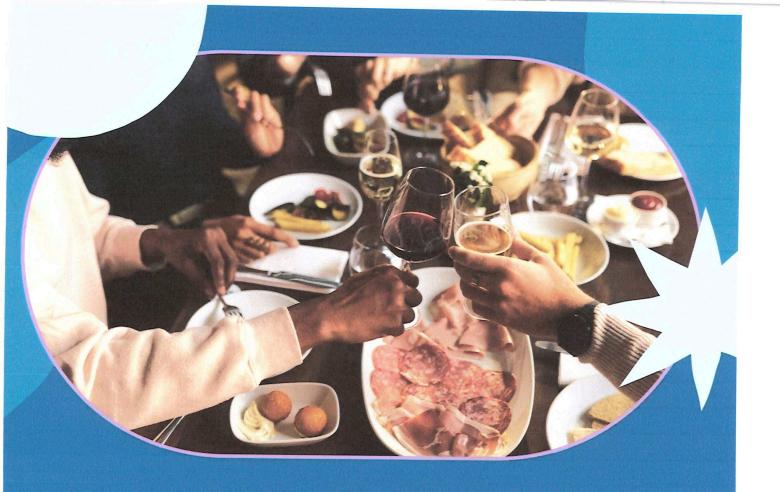
#### **Looking for Branded Merchandise?**

We offer a **Swag Catalog** for departments looking to purchase licensed items for events or giveaways!

#### **View the Catalog**

For inquiries, reach out to the General Manager, Kate Mosquera <u>kmosquera@wesleyan.edu</u> or contact our general email at <u>books@wesleyan.edu</u>.

#### **Happy Reading!**



# INDUSTRY NIGHT: COME HUNGRY. LEAVE CONNECTED

Fuel your midweek with flavor & connection every

Wednesday

Enjoy 30% OFF for corporate travelers and locals

Just drop your business card to redeem and connect with others in any industry!



Tavern At The Armory 70 Main Street, Middletown, CT 06459

### Join Us for Neighborhood Night Every Thursday!

#### **ENJOY GREAT VIBES WITH LOCAL DISCOUNTS**

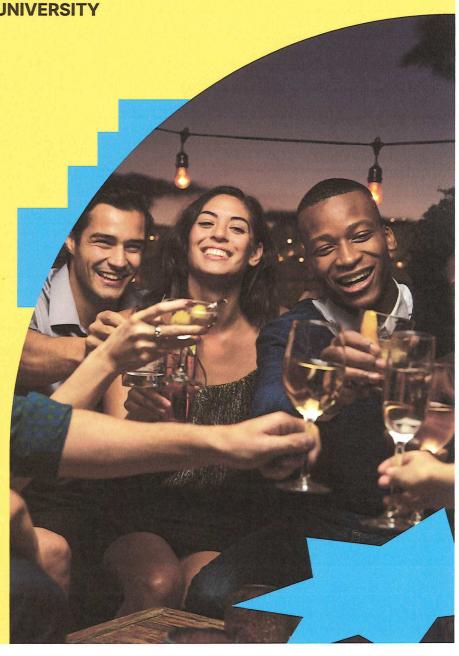
Because locals deserve the **VIP treatment** and fantastic food.

SPECIAL DISCOUNTS FOR MIDDLETOWN RESIDENTS AND WESLEYAN UNIVERSITY

15% OFF for Middletown residents & Wesleyan University! Just show your student/staff ID or proof of residence. Bring your friends, bring your appetite, and enjoy the friendly atmosphere with familiar faces.



Tavern At The Armory 70 Main Street, Middletown, CT 06459



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Our Special Package Includes:

- -Exclusive guestroom rate
- -Exclusive pricing on event space
- -Flexible Check-In (Based on Availability)
- -Flexible Late-Check out (Based on Availability)
- -\$20 Dining Credit (Subject to inquire)
- -1 complimentary Valet parking

EVENT CONTACT: NICOLE SANTIAGO 860-854-6312 NICOLE.SANTIAGO@INNATMIDDLETOWN.COM

