



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 sign-up, 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 & 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

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 BOOKSTORE

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 cdesena@wesleyan.edu, 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 kmosquera@wesleyan.edu or contact our general email at books@wesleyan.edu.

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**



HONORING LOVED ONES

CELEBRATION OF LIFE



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

