

## **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](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**.
- New to Wesleyan? Need help? Stuck? Feel free to book a meeting with [Catherine Kost](#).

### **Quick Purchasing Reminders**

- Need office supplies? Start with **WB Mason!** They offer office essentials, breakroom and cleaning supplies, furniture, and much more. They delivery Mondays and Wednesdays only. Find them in **OneSource!**
- Receiving matters! Once your goods or services arrive, remember to receive your PO. Receiving helps keep invoices and supplier payments moving.

### **Workday Requisition Visibility Issue**

I have received reports that some users are unable to see their requisitions after successfully submitting them. This issue appears to be affecting individuals who are both Wesleyan employees and students.

ITS is actively investigating the issue and working toward a permanent solution. In the meantime, if you are experiencing this problem, please reach out to me. I can provide a few workarounds to help you access your requisitions while the issue is being resolved.

### **Next Shredding Dates**

- Friday, October 2, 2026
- Friday, October 30, 2026

If your office will **not** be available on a scheduled shredding date, please contact:

#### **Customer Care Agent**

**Monica Woodberry**

(M) 901-318-4794 | [mwoodberry@vitalshred.com](mailto:mwoodberry@vitalshred.com)

#### **Operations Manager**

**Mathew Hennessey**

(M) 203-303-8500 Ext. 2143 | [mhennessey@vitalshred.com](mailto:mhennessey@vitalshred.com)

### **Vendor Update**

Please see the attached updated rate/informational sheet from the Inn at Middletown.



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

Phone: (860) 685-2131

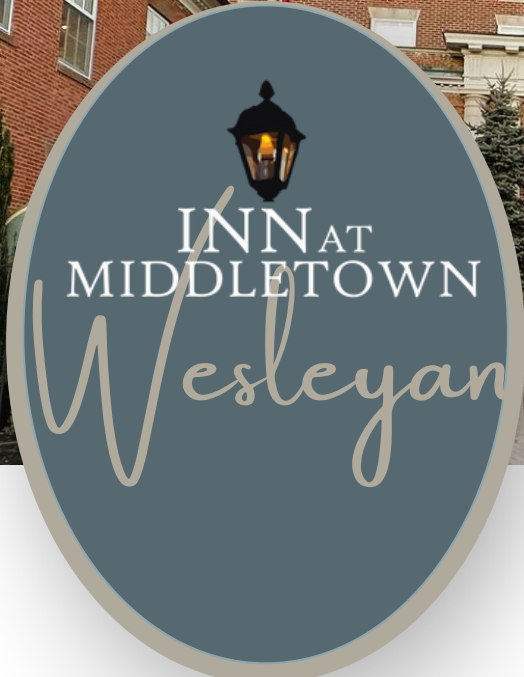
[ckost@wesleyan.edu](mailto:ckost@wesleyan.edu)

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

55 High Street  
Middletown, CT 06459



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INN AT  
MIDDLETOWN

Wesleyan

## 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 and up to 35 rooms:
  - May, June, July: \$239/night
  - August: \$259/night
  - September, October, November: \$269/night

### INDIVIDUAL RESERVATIONS

#### **1-9 Rooms**

Reservations under 10 rooms can be booked directly on our webpage: [www.innatmiddletown.com](http://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 all information you deemed necessary for your guest's booking and note **"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
- **Christopher Ford** | Front Office Manager |  
christopher.ford@innatmiddletown.com |  
(860) 854 6304
- **Camille Cahill** | General Manager |  
camille.cahill@innatmiddletown.com |  
(860) 689 4994

Not valid for Graduation or Homecoming weekends.

Rates apply to 2026 arrivals +\$5 increase for 2027 arrivals

**Subject to availability at time of request.**

For Friday or Saturday nights bookings, please call us to confirm as we may be able to offer other rates.