



Purchasing News ~ September 2017



Welcome back! Fall semester has started and the Purchasing Office has new updates on our suppliers and sustainability achievements:

Purchasing & Procurement Website Update

Throughout the summer, Purchasing Office updated its Purchasing and Procurement website. Please check out our [preferred supplier list](#), which is organized by type of commodity and can be found under the Finance Department website. The list includes contact information of each supplier, website link, and recommended steps for purchasing certain products.

Our University has established a number of long-term partnership with competitive suppliers and negotiated university-wide discount pricing agreements. To ensure that the University maximizes every dollar amount of spend, faculty/staff and departments are highly encouraged to use our preferred suppliers whenever possible.

Sustainable Purchasing News ~ ProShred

Since 2008, Wesleyan University has been using *ProShred Security* to service on-site destruction of confidential documents and proprietary materials. As of August 2017, thanks to the participation of over 40 departments, the following resources have been conserved: 2,045 trees, 4, 5704 gallons of oil, 841,908 gallons of water, 577,308-kilowatt hours of energy, and 12,027 cubic yards of landfill space. If your department is interested in participating in this service, please visit [this link](#) to receive more information on the service and pricing.

W.B. Mason ~ Office Supplies, User Account, and Grounds to Grow On Reminders

All office supplies should be purchased through W.B. Mason, our single sourced supplier on contract. Please do not use outside suppliers such as Staples and Amazon. If you find that an outside supplier has a better pricing than W.B. Mason for a particular product, please contact Olga Bookas at obookas@wesleyan.edu to request W.B. Mason to match their pricing.

When you need to make changes to your W.B. Mason account, please contact **Jerry Ranando** and **copy Julie Bunce** and provide the following information: full name, department, phone number, ship to address, and smartkey. **You do not need to involve Purchasing in any of these changes.** By reaching out to W.B. Mason directly your changes will be addressed immediately.

Jerry Ranando - jerry.ranando@wbmason.com

Julie Bunce - Julie.bunce@wbmason.com

Since June, Wesleyan University has been participating in a K-cup recycling program called *Grounds to Grow On*. Thanks to the collaborative effort of W.B. Mason, Purchasing Department and Sustainability Office, over 15 departments have placed a **FREE** K-cup collecting bin in their kitchens. If your department does not have a collecting bin yet, and would like to help our campus kitchen spaces be more sustainable, please see [attached](#) document for instruction on how to receive a **FREE** collecting bin.

Enterprise ~ New Branch Manager

Brandon Conti has moved on to a new position at Enterprise. Sal Sapia is now the new Branch Manager at the Middletown Enterprise Rent-A-Car. Sal comes from Bristol operation and has been with Enterprise for many years. He can be reached via email at Salvator.P.Sapia@ehi.com or via phone at [860-346-8454 X 4](tel:860-346-8454). Sal will be working with Dakota Sobiech the Assistant Manager at Middletown Branch and Dan Wilson the Sales Representative. Wesleyan welcomes Sal to his new position and look forward to working with him soon.

Ricoh ~ Copier Inquiry Guidelines

For all inquiries regarding purchase, lease, downgrade/upgrade, or relocation of Ricoh copiers/printers, the Purchasing Department must be involved. Please contact Max Maximino (alan.maximino@ricoh-usa.com) and copy Olga Bookas (obookas@wesleyan.edu) **at least 6 weeks in advance** in order to ensure timely delivery of machine and services of your departmental need. Please see [attachment](#) for a list of information to include in your inquiry email.

Dupli Envelope and Graphics

Dupli Envelope and Graphics is our preferred supplier for business cards, letterhead, envelopes, and other stationary needs. They also supply promotional items such as sticky notes, calendar, and removable wall stickers. [Dupli's website](#) may be accessed via a link from Wesleyan's Purchasing website. For any inquiries regarding stationeries and promotional items not listed on the website, please contact Brent Dufour via email at bdufour@duplionline.com or via phone at (203) 913-2276.

If you need assistance with your Dupli online account or your order, please contact Shannon Adams, our Customer Service Representative via email at sadams@duplionline.com. She can also be reached by her phone at [315-234-7227](tel:315-234-7227).

