

## 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**.
- To clarify some information:
  - Shipping addresses originate from the header level of the requisition NOT the line level (next to the items you are ordering)

### \*\*\*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!

### Service vs Goods Purchase Order

When creating a non-OneSource purchase requisition, consider how invoicing will work. A “service” requisition offers flexibility, allowing you to receive and invoice based on the total dollar amount and submit multiple invoices. In contrast, “goods” requisitions are limited to the number of line items in the order, which can cause issues if the supplier sends additional invoices. Service requisitions are often a more convenient option. For more information, please contact Catherine or Olga.

### Quote Feature in OneSource!

Need to order from a OneSource supplier, but the item isn't listed on their website? After working with the sales rep, request they upload the quote to OneSource. Then, from Workday/OneSource, you will locate the quote, add to cart, and process like any other requisition/PO in OneSource! Contact us for more information.

### Vendor Spotlight!

## Adorama

[Adorama](#) is a leading retailer of photography, video, audio, and electronics gear. Founded in 1974, it serves both hobbyists and professionals with products, rentals, trade-ins, along with educational resources and support. Please see page 2 for more information.

Our sales rep:

**Richard Lewis**  
Sr. Account Manager – Higher Education  
646-466-3222 | [rlewis@adorama.com](mailto:rlewis@adorama.com)

**\*\*Richard will work with you to find what you need at the lowest price\*\***



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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