

## **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](#). Here you will find information on job aids, instructor-led sessions, drop-in sessions, and much more.
- When purchasing copier paper, remember to use **Cost Center CC1360**.
- Always double-check your shipping address! If it's incorrect, simply cancel the auto-populated address and select the correct one.

### **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!

### **Inn at Middletown staffing update**

Introducing Alex Bentley as the new sales manager at the Inn! He is our main point of contact. To reach him, email [sales@middletown.com](mailto:sales@middletown.com) or call 860-854-6312.

### **WB Mason for personal use**

Wesleyan offers a special program for cost savings on personal purchases through WB Mason.

To sign up:

1. Email Danielle Spinali ([Danielle.spinali@wbmason.com](mailto:Danielle.spinali@wbmason.com)) and request access to the Wesleyan/WB Mason personal purchase account (C1163326).
2. Provide your Wesleyan shipping address, personal email (not your Wesleyan email), and cell number. Orders are delivered to campus and must be paid with a personal credit card.
3. Once set up, you'll receive a welcome email and can start ordering. Deliveries follow Wesleyan's schedule.

### **Vendor Spotlight!**



[Barker Specialty](#) is our preferred promotional products supplier. They offer competitive pricing, quality products, and no hassle on-time delivery. They also have a large selection of sustainable products and are located in Connecticut!

They are also a leading distributor of promotional products based in the USA and have earned the [EcoVadis Bronze Medal](#).

Our Sales rep: Roger Luchnick 203-271-8978 or 800-227-5372 x228, [roger@barkerspecialty.com](mailto:roger@barkerspecialty.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

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

#### **Catherine Kost**

Assoc Director of Purchasing

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

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

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Buy green!