

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 | (860) 940-8716
- Catherine Kost: 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 or call 860-854-6312.

Wesleyan RJ Julia Bookstore

RJJ is a welcoming space offering a diverse selection of books, gifts, and kids' merchandise that reflect our vibrant community. Managed by RJ Julia Booksellers, they provide faculty and staff with a 20% discount and tax exemption on non-course book orders, with most in-stock books arriving within a week. Orders can be picked up at Main Street or the Campus Store, with delivery options for larger quantities. For branded merchandise, check out our [Swag Catalog](#), and for inquiries, contact books@wesleyan.edu.

Please see pages 2- 3 for more information

Vendor Spotlight!



B&H With nearly half a million items in stock, their selection is legendary which has made them a trusted resource for photographers, musicians and creative professionals around the world for decades. Their customer service is exceptional. Check out this [video](#) on their 52 year history!

Our Sales rep:

Nicholas Roman
212-239-7500 x4359
nroman@BandH.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.

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

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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!