



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

There are many resources available to you:

- [Job Aids](#) for a quick reference
- [Various Drop-in Sessions](#) for immediate support
- [OneSource Training](#) (Instructor led sessions)
- [Schedule a one-on-one](#) meeting with Catherine Kost

Quick Tips:

- 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. [Click here for step-by-step instructions](#). Completing this step is critical delays in receiving could result in delayed vendor payments. Thank you for your attention to this!

Processing returns

Please click [here](#) for instructions.

The Inn at Middletown

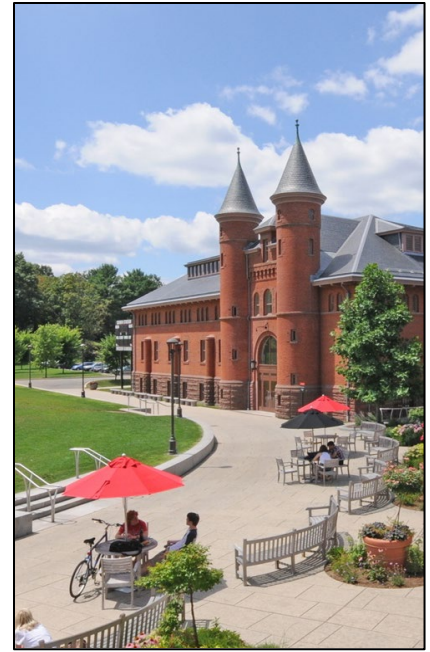
- Click [here](#) to see the current rate sheet
- **For 5 or more guests**, click [here](#) for the reservation form Email to frontdesk@innatmiddletown.com.
- **Group blocks/meeting space**, email frontdesk@innatmiddletown.com
- **NEW** – The Inn will take payment from outside guests, P-cards do not have to be used.

Vendor Spotlight!



Did you know WB Mason sells coffee, snacks, furniture, office supplies, and safety equipment (plus much more!!)? Check them out in OneSource to see all their product offerings! Deliveries to campus are on **Mondays and Wednesdays**

Order Issues	Danielle Spinali	danielle.spinali@wbmason.com	508-436-1692
Account Manager	Julie Bunce	julie.bunce@wbmason.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

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

Catherine Kost

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55 High Street
Middletown, CT 06459



Help our environment!
Buy green!