

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

We hope everyone is setting in with the new system. Your patience is appreciated as we are still working through the transition as new scenarios present themselves.

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!

Ricoh Contact Information

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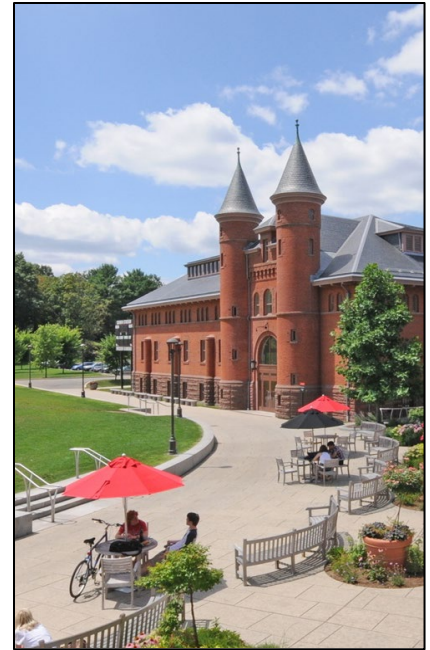
Click [here](#) for more information

Vendor Spotlight!



Medline, a trusted medical supply manufacturer, is available in OneSource! Place your order by 1 p.m. for next-day delivery.

For assistance, reach out to our Medline representative:
Allison Cameron: ACameron@medline.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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Help our environment!
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