



August 20, 2020

Attention WolfMart Users:

In order to best support the campus, W.B. Mason, our office supplies contractor, has resumed desktop delivery service for all orders placed in WolfMart 360 this week. Please make sure that someone will be available to accept your department's deliveries which are typically delivered within 1 - 2 business days. If W.B. Mason cannot make the delivery to the specified location then they will attempt to deliver to the department the next business day, and then to SBU Central Receiving, which will result in a delay of the receipt of your order.

There are significant transactional cost savings when purchasing on a P-Card, instead of the traditional invoice process. Whenever possible, please use a P-Card for state-funded W.B. Mason purchases, and definitely for purchases less than \$500 (as stated in the NYS guidelines). Please see the attached instructions (or follow this [link](#)) on how to use your P-Card in WolfMart 360 when ordering from W.B. Mason.

Please email Wolfmart_help@stonybrook.edu for any questions.

SPECIAL NOTE: Due to supply chain challenges, we have centrally ordered the following PPE/COVID-19 supplies: disposable masks, disinfecting wipes and hand sanitizer. Please work with your building manager to coordinate delivery of these items.

Thank you.

Procurement Department