



## Employee Purchases through W.B. Mason

**Worcester State University employees are being offered the opportunity to purchase office supplies for personal use from W.B. Mason at the discounted University cost.**

To take advantage of this program:

- Go to [www.wbmason.com](http://www.wbmason.com).
- Enter the user ID (email address): **WSU\_Personal**  
[you do not need "@worchester.edu"]
- Enter the password: **lancers**

You will be required to enter your name in the attention field and your credit card number to complete the order.

All orders will be delivered to Central Receiving at the University. Most orders are delivered the next day.

If you place an order, please check with Central Receiving the next day to see if your order has been received. If so, you may go to Central Receiving to pick it up; *these items will not be delivered to employee offices*. If an order is not picked up within three days, Central Receiving will contact the person who placed the order.