In this Update

2016 Mileage Rate changes

Beginning on Jan. 1, 2016, the standard mileage reimbursement rates for the use of a car (also vans, pickups or panel trucks) will be:

- 54 cents per mile for business miles driven, down from 57.5 cents for 2015

You can see the entire announcement from the IRS [here](#). Reimbursement forms have already been updated to reflect this change.

ProCard Reminders

A few ProCard reminders as we start the new year:

- ProCard holders and approvers should review, submit and approve transactions in a timely manner. To keep transactions from building up, this is best done as the reminder emails are received. Ensure all transactions have proper chart fields, a business purpose (including dates and attendees for travel/entertainment) and legible receipts are attached.

- Approving officials have the ability to look up transactions that have not been submitted by their cardholders. Simply run the “Employee Unapproved Transactions” report on the [Intellilink](#) home page.

- ProCards are for DePaul University purchases only. If a personal purchase is inadvertently charged to your ProCard, the cardholder must fill out the “Personal Purchase Reimbursement” form, which must be reviewed and signed by the employee’s approving official. In addition, the notes for the transaction in Intellilink should begin with “Personal Purchase Reimbursement” to mark the transaction as such.
Windows 10 computers will include Office 2016 pre-installed, whereas beginning January 13th, Information Services is making Windows 10 available as a supported operating system choice for new computers. Windows 7 devices will continue to come with Office 2013.

Please note that a self-service Windows 10 upgrade for your current computer is forthcoming, but not yet available.

Information Services will offer a variety of online and training resources to help faculty and staff learn about Windows 10 and Office 2016. For information about available training resources and additional details about Windows 10, click here.

For information about ordering a new computer, please visit: http://financialaffairs.depaul.edu/procurement/howtobuy/computers.html

Microsoft Surface Pro 4 and Surface Book Software Problems

DePaul is not yet placing orders for Microsoft Surface Pro 4 and Surface Book devices due to “freezing” and other software problems that have emerged since these items’ release last Fall. We hope to begin purchasing both devices on behalf of the university community if and when we are satisfied Microsoft has resolved the issues. To read more about the software problems, please see this article in Digital Trends.

Welcome Ben Walters to Procurement!

Procurement Services is pleased to announce the addition of Ben Walters to our team. Ben joins us from Facility Operations, Lincoln Park, where he was the Senior Accounting Assistant. Ben fills the position previously held by Angela Shahjahan as the Buyer for facility services and equipment, vehicles, and furniture. In addition, he will be conducting Procurement training sessions and performing other duties.

Please contact him at x26992 or bwalter3@depaul.edu.

Welcome!

Welcome Back, Natalie Max!!
Procurement Services is again fully staffed!! Not only did Ben Walters join our group, but Natalie returned from maternity leave. She resumes her role as the Supplies Buyer. This includes purchases of office supplies, science supplies and equipment, print and promotional materials, Apple/tablet computers and stationery orders.

Please contact her at x25967 or nmax@depaul.edu.

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**Toner Scam Alert!**

Prior to Winter break, we learned of departments receiving phone calls regarding toner cartridges. These callers are aware we partner with Staples Advantage but claim they can offer lower pricing or free samples. The caller may even mention the names of co-workers, making it seem as if we have done business with them in the past or that they are partnered with our current approved vendors.

**These calls are scams.** Do not share with them your printer model, mailing address, ProCard numbers or any other information. In some cases they will ship you products which will be followed by a large invoice. Either hang up on these callers or inform them they must work with Procurement Services, which will usually result in their ending the call. Unfortunately we cannot prevent these calls from coming in so please be on guard throughout the year.

If you do receive any product from one of these companies, contact Procurement at x2-7510 so we can assist in resolving it.

For more information on toner and other scams see the [scams](#) page on the Procurement Website.

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### Procurement Training Dates

Upcoming Procurement Services classroom training:

- Purchasing 101 – January 28th
- Purchasing 101 – February 24th

All course descriptions, session dates and registration information can be found at [Procurement Training](#). If you are interested in setting up a personalized training for yourself or your department, please contact Procurement Services at x2-7510 or [procurement@depaul.edu](mailto:procurement@depaul.edu).
New Demon Discounts

249 South State
10% discount (in-store only) with valid DePaul ID, available to Faculty, Staff, and Students

2156 N Clybourn Ave
10% discount off order with valid DePaul ID, available to Faculty, Staff, and Students

3037 N. Clark St.
10% discount with valid DePaul ID, available to Faculty, Staff, and Students

734 W Fullerton Ave
10% discount with valid DePaul ID, available to Faculty, Staff, and Students

Procurement Quick Links

A few resources to keep in mind for your personal spend:

- The Salvage Store offers many serviceable items at great bargains. Inexpensive computers are great for people who only use them to check email or the internet.

- Demon Discounts has hundreds of deals with local and national partners! Follow us on Facebook or Twitter to stay on top of special deals.

If you have any questions about the above or any purchasing items, feel free to contact the Procurement Services team at:

Website:  http://procurement.depaul.edu
Email:  procurement@depaul.edu
Phone:  (312) 362-7510
Fax:  (312) 362-7547