Procurement Update
April 2016

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Computer and Furniture Purchases

The end of the fiscal year is approaching fast! Please bear in mind that the deadline for computer purchases charged to FY16 is May 27th. Orders must be placed using the PC Catalog.

Due to the longer turn-around time to fill furniture orders, please try to place orders at least six weeks before the fiscal year end to allow ample time for delivery. We recommend ordering by mid-May, so that products may be delivered by the June 30th deadline to be counted as FY16.

Warehouse Direct Lunch & Learn

Warehouse Direct and Procurement Services are teaming up to host a “Lunch and Learn” at the Loop Campus! Come meet reps, Rob MacKenzie and Laurie Lacono. They will be on site (55 East Jackson, Suite 801) on Wednesday, May 18th at noon to talk about all the latest and greatest promotional items for 2016. Warehouse Direct is one of the university’s Preferred Promotional Materials suppliers. From t-shirts to pens, and everything in between, Warehouse Direct has it all, and they are local!

If you are interested in attending, please contact Natalie Max at nmax@depaul.edu. Registration is necessary.

Goodbye, Anna and Bruce!

Two very important members of the Procurement Team, our student workers, Anna and Bruce, are leaving the department for new endeavors. We are grateful for their service and wish them the best for the future!

Anna has been our receptionist since August of 2015, serving as the front-line face and voice of Procurement, while assisting in myriad administrative tasks. She leaves to take a marketing internship at a dental cosmetics firm.
Bruce has run the salvage store since March of 2015, almost single-handedly arranging the pickups, preparation, and posting of items to our online Salvage Store. He moves over to a position with Information Services.

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ProCard Training

Don’t let the name fool you. Just because we call it “New ProCard Training” doesn’t mean the sessions aren’t open to anyone interested. Whether you are new to ProCard, have questions about the details of the process, or would simply like a refresher on how to use Intellilink, you are welcome to attend! See available sessions and sign up on our ProCard Training Registration website.

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Additional Upcoming Training

Procurement offers many training modules throughout the year. Visit Procurement Training to explore the options and register. The Requisition Primer may be of special interest if you missed our sessions introducing the upgrades to PeopleSoft.

- Requisition Primer – Wednesday, April 27
- Purchasing 101 – Tuesday, May 17
- Vendor Selection & Bidding – Tuesday, June 21

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New Demon Discount

Uprising Wood Fired Pizza

948 W. Armitage Avenue
10% off in-store food purchase with valid DePaul ID, available to Faculty, Staff, and Students

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Procurement Quick Links

A few resources to keep in mind for your personal spend:
The Salvage Store is constantly updating its inventory. In addition to serviceable computers available at bargain prices, there are also furniture and office items. Check us out to see what’s new!

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