



Procurement Update

August 2009

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Vendor Fair : Save the Date

Save the date for the 2009 Vendor Fair. Come for the opportunity to meet DePaul's preferred vendor representatives and learn more about their products and services. All attendees will be able to sign up for a chance to win great raffle prizes! This year's vendor fairs will take place on:

Loop Campus - October 1, 2009

55 East Jackson, 406A & 406B
10:00am – 2:00pm

Lincoln Park Campus – October 2, 2009

Student Center, Room 120
10:00am – 2:00pm

Some of this year's vendors and raffle prizes include:

Vendors:

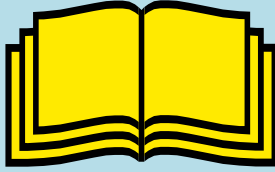
Corrigan Moving Systems
 Dell
 Fairfield Inn
 Fischer Scientific
 Grainger / Milwaukee Tools
 Hotel Cass
 Hotel Indigo
 Interiors for Business
 R4 Services
 Staples
 Student Temporary Services
 Document Services
Many more to come!

Raffle Prizes:

Hotel Stays
 Tool Bag / Milwaukee Tools
 Visa Gift Cards
 Desk Chairs
 Bulls Tickets
 Best Buy Gift Cards
 Spa Baskets
Many more to come!



Scam Alert : Yellow Pages Scam



Many businesses across the country have recently received what appear to be phone solicitations or invoices for ad space in the familiar, locally distributed, yellow pages directories.

The Better Business Bureau warns that these calls and invoices are actually solicitations for listings in alternative business directories that differ from the well-known yellow pages. In fact, the alternative directories may not be that widely distributed, can be of little or no value to advertisers, or may never be published at all.

If your department has received a similar invoice please contact Procurement Services or Accounts Payable. Also, be on the look-out for other disguised solicitations and carefully check suspicious bills from companies with which you don't normally do business.

For more information on this scam please visit the [Better Business Bureau](#) website. For other additional scams, please view our [Scam Warnings](#) page.



Travel Leaders : On-Campus Training



Travel Leaders, the University's new preferred vendor for travel services, will be conducting on-campus training sessions on their online booking tool, Reardon. Information about all travel services offered will be discussed during these sessions as well. The following are dates/times that training sessions will be offered:

Loop – 14 East Jackson Room 602

Wednesday, August 26 @ 10:00 AM

Wednesday, August 26 @ 1:00 PM

Wednesday, August 26 @ 2:30 PM (*Group Travel Session*)

Lincoln Park – Student Center Room 313

Thursday, August 27 @ 10:00 AM

Thursday, August 27 @ 1:00 PM

Thursday, August 27 @ 2:30 PM (*Group Travel Session*)

Procurement Services strongly suggests you take the time to join one of these training sessions to be well informed as to how the online tool operates. You will not be able to book any travel with Travel Leaders until you have built your profile in the tool and this will be demonstrated during the training sessions.

If you already participated in one of the online sessions earlier this Summer, you may already be familiar with the tool and do not need to attend an in-person session.

For more information on Travel Leaders visit their [Preferred Vendor Page](#).



ProCard Expiration Date : Final Reminder!

A final reminder that Procurement Cards (ProCard) will expire on August 31, 2009. New cards are currently being issued.

If you have not picked up your new ProCard, please contact Laurie Krauel at x2-5272 or lkrauel@depaul.edu to set up a pick-up time.



New Discount : Card & Party Giant



Company Information:

Card & Party Giant is Chicago's largest party store and features party supplies, decorations and balloons of all kinds for all occasions. From costumes and costume accessories, to helium tanks and on-site balloon decorating, to custom imprinted banners, Card & Party Giant has everything you need to make your event a GIANT success.

Discount Information:

Students, faculty, staff, alumni and retirees receive a 10% discount on any purchase.

**This discount does not apply to balloon decorating and cannot be combined with any other offer.*

Getting the Discount:

Simply show your DePaul ID or business card to receive the discount.

Address: 1880 West Fullerton, Chicago, IL 60614

Website: www.cardandpartygiant.com or

<http://discounts.depaul.edu/retail/cardpartygiant.html>



New Discount : Allerton Hotel Chicago



THE ALLERTON HOTEL CHICAGO

Company Information:

The Allerton Hotel Chicago, located on Michigan Avenue right in the heart of downtown Chicago's Magnificent Mile, completed a multi-million dollar renovation in Spring 2008 which included all 443 guest rooms and suites, the brand new and stylish M Avenue Restaurant and Lounge, lobby, meeting rooms and a brand new fitness center with state-of-the-art equipment. The new design throughout the hotel reflects a contemporary and elegant yet residential feel.

Discount Information:

Any affiliate of DePaul University can receive the preferred rate of \$139.00.

Getting the Discount:

For reservations, call 312-254-8244 and request the DePaul University preferred rate.

Address: 701 N. Michigan Avenue, Chicago, IL 60611

Website: www.theallertonhotel.com

If you have any questions about the above or any purchasing items, feel

free to contact the Procurement Services team at:

Website: <http://financialaffairs.depaul.edu/procurement/>

Email: procurement@depaul.edu

Phone: (312) 362-7510

Fax: (312) 362-7547

- Procurement Services