



Procurement Update

August 2016#

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ProCard Reminders

As we enter FY17, Procurement Services wants to remind all cardholders and approving officials of some rules associated with the ProCard Program. The items listed below are common findings in QARs and other compliance reviews, but are easily correctable:

- **Receipts** – Itemized receipts are required for all purchases, including food. Scans or photos of the receipt must be legible when uploaded to [Intellilink](#). The missing receipt form is only to be used if it is not possible to obtain a duplicate copy from the vendor when the original is lost. Excessive missing receipts can lead to non-compliance findings.
- **Timeliness** – ProCard transactions must be approved in a timely fashion. While the majority of transactions are, we still see too many transactions that take over six weeks to be approved! Automated emails from IntelliLink are distributed twice weekly with a list of all outstanding transactions.
- **Personal Charges** – Personal charges are not allowed on the ProCard. Please use the sticker provided to help differentiate the card from your personal cards, and take care when purchasing online to ensure the correct card is used. If a personal charge does occur, you must reimburse DePaul immediately.
- **Sales Taxes** – DePaul is tax-exempt in most cases (food, travel, utilities and out of state purchases may be taxable). The university spent roughly \$13,000 on unnecessary sales tax in the past year. Please remind vendors we are tax-exempt and show them the number on the card if needed.
- **Ride Sharing Services** - Please be mindful about charge settings when using ride sharing services, such as Uber or Lyft. A vast majority of mistaken ProCard purchases lately have been attributable to users forgetting to switch payment

settings off the ProCard for personal travel. It is a simple mistake to make, but we hope this gentle reminder will spare some ProCard holders (and Procurement staff) additional paperwork!

If you have any questions, feel free to reach out to us or visit one of the following resources:

- Procurement Card Program - <http://financialaffairs.depaul.edu/procard/procard.htm>
- Procurement Card Policy - <http://policies.depaul.edu/policy/policy.aspx?pid=69>



Salvage Store Sale!

The [Salvage Store](#) is offering a “back to school” discount from August 15 – September 6, 2016. Use the promo code **bluedemon10** at checkout to receive a 10% discount on all items available on the website.



CDW-G Pricing

Our contract with CDW-G has recently changed for the better. As a member institution in the National Joint Power Alliance ([NJPA](#)), DePaul is eligible for even more favorable discounts on many items than we received under our previous contract. If you have a CDW-G account, you should automatically get the new, lower pricing. Please see our Preferred Vendor page for more information about [CDW-G](#) and their relationship to DePaul.



Salvage Program Reminder

Some of the items we have received through the [Salvage Program](#) lately require special means of disposal, or consist of items that can simply be thrown out. As a reminder, the DePaul Salvage Program is designed to facilitate the disposal of university-owned assets, particularly:

- Art work
- Audio/video equipment
- Telephones
- Computers and other technology
- Furniture and appliances (contact Facility Operations first to see if reallocation is an option)
- Vehicles

Items that should not be disposed of through the Salvage Program include:

- Office supplies (including binders, staplers, desktop organizers, etc.)
- Large furniture
- Hazardous materials
- Cleaning products

If you have any questions about asset disposal and what constitutes a salvageable item, please contact us at procurement@depaul.edu or x27510. Please do not send items to Procurement for disposal that are not listed on the [Salvage Form](#). The [Salvage Policy](#) is available for reference on the Policy and Procedures webpage.



Upcoming Procurement Training

Please consider attending one (or more) of our upcoming training sessions, listed below. Visit [Procurement Training](#) to register.



- Requisition Primer – August 16
- Procurement 101 – August 22
- Requisition Primer – September 20
- Contracts in Procurement – September 22
- Ethics in Purchasing – September 27



Procurement Quick Links

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

- The [Salvage Store](#) gets new items all the time. Check out the store during this month's promotion to see what's available!
- [Demon Discounts](#) has hundreds of deals with local and national partners. Follow us on [Facebook](#) and [Twitter](#) to stay on top of special deals, and look for our new brochure around campus!

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