



Procurement Update

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2009 IRS Mileage Reimbursement Rate

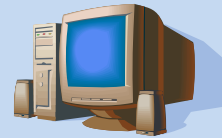
Beginning January 1, 2009 the standard mileage rate for the use of a vehicle will be 55 cents per mile. In  addition, only vehicles owned by DePaul should have fuel charges reimbursed. Personal vehicle fuel expenses are covered in the reimbursement rate.

For more information visit the IRS website at www.irs.gov.



Salvage Program: Dispose of items your department no longer needs?

Do you have old electronic equipment or furniture in your area that you no longer need or use? Procurement Services is here to help! Procurement Services acts as the universities clearinghouse for evaluating an item's worth and ultimate disposition when it is no longer needed by a department. Departments should fill out an [Asset Disposal Form](#) detailing the items they wish to dispose of. This form is then sent to Procurement Services for review.



For more information on the Salvage Program visit us online: [Salvage Program](#) or contact **Natalie Max : x2-7510**.



December Technology Purchases

All technology purchases will stop on Friday, December 12th to ensure products ordered can be delivered to campus before the winter break. Departments are still able to enter requisitions into eProcurement, but technology orders will not be placed until the university re-opens in January.



Please contact **Derek Moon at x2-7510** with any questions.

→ Special Holiday Demon Discounts

Check out these great holiday discounts for members of the DePaul University community!



Apple: Take advantage of your education discount on Macs, iPods and Apple software. Visit the [Apple Online Store for DePaul University](#) for information and pricing.

AT&T: Visit any AT&T store or authorized dealer during the holiday season to take advantage of discounts of up to 10%! [Click here to view discount offers.](#)

Dell: Get a Price Break over Winter Break on popular desktop and laptop models! [Click here to view discounts.](#)

Staples: Save 10% on almost everything in-store between December 7th–13th. [Click here to print the coupon.](#)

Working Advantage: Save money on everything from restaurants to resorts with your *free* membership to Working Advantage. Registering is easy, simply go to [Working Advantage](#) and click on "Register". Using DePaul's Member ID: 99010549, create your own account, then log-in as often as you like to shop for the latest deals!

Uncle Dan's: Save \$5, \$15 or \$40 on winter apparel! [Click here to print the coupon.](#)

University Salvage Store: Great prices on gifts for this holiday season. From desktops to monitors to area rugs and Jimmy Hendrix tickets the Salvage Store has something for everyone! Visit the store online at www.universitysalvage.com.

To view all discount partners visit the [Demon Discounts](#) website!

If you have any questions about the information listed above or any purchasing inquiries, feel free to contact the Procurement team at:

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

Email: procurement@depaul.edu

Phone: (312) 362-7510

Fax: (312) 362-7547

- Procurement Services