



Procurement Update

February 2009

In this Update

[Lunch and Learn –
Corrigan Moving System](#)

[Contract Training with
OGC & Procurement](#)

[Avoiding Scams](#)

[ProCard Commenting
Best Practices](#)

[New Staff Member –
Greg Oladipo](#)

Procurement Quick Links

[Forms](#)
[Preferred Suppliers](#)
[Demon Discounts](#)
[University Salvage Store](#)



Lunch & Learn – Corrigan Moving Systems



Please join us for a Lunch & Learn session where you can hear about the services and solutions offered by Corrigan Moving Systems, and have a chance to meet DePaul's dedicated account representative.

In addition to a short presentation and time for questions and answers, lunch will be provided!

When:

Friday, February 13th
12:00 – 1:00pm

Where (UPDATED):

55 East Jackson,
406A – Meeting Room

RSVP by 2/11 via email to:

procurement@depaul.edu

*Not required, but encouraged so we have food for everyone!



Contract Training with OGC & Procurement

Procurement Services and the Office of the General Counsel are combining forces to help you better understand contracting for goods and services at DePaul. The joint presentation will cover contract law basics, opening requisitions, competitive bidding, purchase order essentials, signature authority, legal review of contracts, helpful tips for negotiating contracts, and more. Whether you're new to contracting or a seasoned expert looking for new tips and techniques, we invite you to join us:

Lincoln Park

Wednesday, Feb. 25th
Student Center 324
10:00-11:30am

Loop

Thursday, Feb. 26th
CNA 406
2:00-3:30pm



Avoiding Scams

With the economic downturn organizations can expect to see more scam attempts. The Federal Trade Commission has a website providing information on common types of scams, and how to avoid becoming a victim.



The typical office supply scam involves goods or services that you routinely order: copier paper, toner and maintenance supplies, equipment maintenance contracts, or classified advertising. When fraudulent telemarketers call, they often lie to get you to pay for items you didn't order, or to get you to pay more than you agreed to. How? The caller may falsely claim to be your "regular supplier" or to tell you that the offer is "special" or "good for a limited time only." Con artists take advantage of holes in your organization's purchasing procedures or of unsuspecting employees who may not be aware of office practices. What's worse, the office supplies peddled by these bogus firms often are overpriced and of poor quality; the services usually are worthless.

Know your rights. If you receive supplies or bills for services you didn't order, don't pay! Don't return the unordered merchandise, either. Treat any unordered merchandise you receive as a gift. It's illegal for a seller to send you bills or dunning notices for merchandise you didn't order or ask you to send back the merchandise — even if the seller offers to pay the shipping costs. What's more, if the seller sends you items that are different from your order in brand, type, quantity, size, or quality — and hasn't gotten your approval first — you may treat the substitutions as unordered merchandise. Treat unordered services the same way. At the same time, you should consider the possibility that the seller has made an honest mistake.

For complete information on common scam and how to prevent scams, visit the [Federal Trade Commission](#) or some additional tips at the [Procurement Services Website](#).



ProCard Commenting Best Practices

Procurement Services has recently created a ProCard Commenting Best Practices guide. This guide gives transaction note examples for many common purchases.

The Best Practices Guide is located in the resource section of the [ProCard Webpage](#) and on page 21 of the [ProCard/Pathway Handbook](#). A copy of the handbook has also been attached to this email.



New Staff Member – Greg Oladipo

Procurement Services is happy to welcome a new member to our team. Greg Oladipo is a new part-time staff member responsible for technology development and website administration – including the Salvage Store, Demon Discounts and Procurement Services websites.

Greg is originally from Houston, Texas and he has a B.S. in Computer Graphics and Animation from DePaul.

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