



Procurement Update

January 2017#

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New Mileage Reimbursement Rate for 2017

Beginning on January 1, 2017, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) is:

- 53.5 cents per mile for business miles driven, down from 54 cents for 2016

The change will be reflected in employee reimbursements for automobile miles traveled. More information about employee reimbursements may be found on the [Accounts Payable webpage](#).



Purchasing Checklist

To start the new year, Procurement would like to remind everyone about a resource document that some might find useful when making purchases on behalf of the university.

The [Purchasing Checklist](#) provides a summary of purchasing procedures and provides links to related policies and guides. The checklist may be especially helpful for newer employees that are uncertain about such items as dollar thresholds and contract rules.



Commodity Councils

Procurement recently hosted the first meetings of several Commodity Councils, designed to bring a variety of people from around the university together to discuss a category. Instead of a preset agenda, the councils asked questions like “who do you buy from,” “what works,” “what doesn’t work,” “what could be better?” as a starting point for discussion. The hope is to find new ways of doing business that save money, make ordering/billing simpler or otherwise help everyone benefit. Council themes include:

- Mission-related Vendors
- Promotional Items
- Reallocate/Reuse/Recycle
- Technology
- Travel

If you would like more information about Commodity Councils, contact procurement@depaul.edu.



Ask Lauren: Personal Ride Share on ProCard

We are introducing a new feature in this issue of Procurement Update. "Ask Lauren" (aka Lauren Jeffries, Compliance Coordinator) will answer some of the frequently asked compliance questions that we in Procurement often hear.

Dear Lauren,

I accidentally used my ProCard to pay for a ride sharing service for transportation unrelated to work. What should I do? Am I a wicked person?

Sincerely,
IOU DePaul

Dear IOU,

You are certainly not a wicked person; and to rectify the ride sharing issue, you will want to fill out the [ProCard Personal Purchase Form](#) and send it to procurement@depaul.edu, as well as reimburse the institution, preferably within two weeks of the charge. This can be done at one of the Cashier's Offices, located at both the Loop and Lincoln Park Campuses. You can take some comfort in the fact that you are not alone. Many DePaul employees have made the same mistake.

Though common in nature, this issue can create a lot of extra work for ProCard holders, approving officials, budget managers, the Cashier's Office and yours truly! The mistake is an easy one to make, but the best way to prevent a recurrence is to make a conscious effort to switch the payment settings on your ride sharing account back to your personal credit card immediately after you have taken a reimbursable trip on DePaul business. This may sound like a hassle, but if you can get in the habit of doing so, it will save you a headache or two down the road.

And last but not least, Procurement keeps track of personal purchases and other ProCard misuses. Multiple offenses can lead to compliance findings and action taken, so charge with care!

Best!
-Lauren



Salvage Pickup Schedule - LPC

January is the last month for which there will only be only one Salvage pickup from Lincoln Park. The pickup date will be **January 19**, so there is still time to place a last-minute request before the deadline.

Beginning in February pickups from Lincoln Park will resume their previous schedule, occurring on the Thursday before each payday.

As always, the submission deadline is noon on the Wednesday before the pickup date. Further information about the Salvage Program may be found [here](#).



Upcoming Procurement Training

Purchasing 101 is now scheduled to coincide with Budget Manager II training, so you can complete both modules in one sitting. Visit our [training page](#) for more information and instructions on how to register. The room location has yet to be finalized for some of the sessions below, but you will receive a calendar appointment with the building and room number at least a week in advance of the training date.



- **Purchasing 101 – January 24 (LPC)**
- **Requisition Primer – January 25 (Loop)**
- **Purchasing 101 – February 20 (Loop)**
- **Vendor Selection & Bidding – February 21 (LPC)**



Procurement Quick Links

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

- Keep an eye on our [Salvage Store](#), as we are constantly replenishing our inventory with quality, used items at bargain prices.
- Check out the new look of our [Demon Discounts](#) website, and browse the many attractive deals with local and national

partners. You can also follow us on [Facebook](#) and [Twitter](#) for news about the latest discounts.

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