Procurement Update
July 2012

In this Update

Updated Procurement Services Website

Procurement Services recently updated its website to make it easier to quickly find purchasing related information and documents. The new site features an expanded navigation menu, quick links on all pages to other related information, expanded vendor information pages, a new vendor feedback form and details on training and other resources available to the university.

Please take a moment to view the new site at http://procurement.depaul.edu, and let us know any feedback. As always, we are here via phone, email or in-person to assist!

Procurement Services
procurement@depaul.edu
x2-7510

New Procurement Training Sessions Offered

Procurement Services is launching a new series of training programs designed to help budget managers and interested staff develop their skills in both evaluating potential purchases as well as the processing and policy requirements. Courses are offered throughout the year on topics such as:

- Contracts in Procurement
- Ethics in Procurement
- Green Purchasing
- ProCard Reviewer Tips
- Procurement Brown-Bag
- Purchasing 101
- Requisition Process

New Demon Discount:
Luxury Eyesight

Procurement Quick Links

Forms
Preferred Vendors
PC Buying Guide
Cell Phone Buying Guide

Demon Discounts
University Salvage Store
• Vendor Selection

Course descriptions and session dates can be found online at: http://financialaffairs.depaul.edu/procurement/training.html.

To Register for any of these session simply log into Campus Connect at https://campusconnect.depaul.edu and follow these directions:

> Navigate to "For Employees" on Left Side
> Select Employee Self Service
> Select Learning and Development
> Select Request Training Enrollment
> Search by Course Number
> Select Session
> Select Continue
> Select "Submit"

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ProCard Policy Changes

The Purchasing Card Requirements policy was recently updated to clarify the role of the approving official in reviewing transactions and statements. Specifically, approving officials are responsible for reviewing and approving of all transactions made by cardholders for whom they serve as an approver.

Additionally, approvers should understand the nature of cardholder’s transactions, and that the transactions are for a valid university business purpose and represent appropriate use of university resources.

A variety of other smaller changes were made throughout the policy as well. For more information see the Purchasing Card Requirements policy online.

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Renaissance Blackstone Hotel Tour

Friday, August 3, 2012
Meet: 55 E Jackson, 801  
Tour: 636 S. Michigan Avenue  
11:00AM-12:00PM

The Renaissance Blackstone Chicago will be hosting a tour, including rooms, meeting spaces and common areas. Tour participants should meet at 55 E Jackson, Suite 801 at 11AM. The group will then walk to the Blackstone to begin the tour.

If you are interested in attending this tour, please send an RSVP email to procurement@depaul.edu by Friday, July 27th. An RSVP is required as the tour size is limited.

New Demon Discount: Luxury Eyesight

Company Description
Luxury Eyesight is a family owned eyewear boutique and showroom in the heart of Chicago’s Lakeview neighborhood. Our showroom-style boutique is our unique version of a fashionably fun eyewear dispensary, unlike any other.

Discount Information
Students, faculty, staff, alumni, parents and retirees receive a 25% discount in store sales only, on non-prescription products.

Visit the Luxury Eyesight Demon Discount page to view more discount information

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

- Procurement Services