



Procurement Update

July 2016#

In this Update

FY16 Procurement Stats

Requisition Tip

Copy Equipment Reminder

Upcoming Training

Procurement Quick Links

[University Salvage Store](#)

[Demon Discounts](#)

[Procurement Services](#)



FY16 Procurement Stats

Here's a quick recap of what happened during Fiscal Year 2016, Procurement-wise:

Purchase Orders

2,135 Purchase Orders were issued.

\$165M was the total combined value of all POs.

Another 357 computers were ordered through the [PC Ordering Catalog](#).

Bid Compliance

450 Requisitions over \$25,000 were entered.

428 were Compliant.

22 were Non-Compliant.

95.2% Rate of Compliance – this is lower than the year before, let's aim to get back to 99%+ for FY17!

After-the-Fact Compliance

97.75% Rate of Compliance –slight increase from FY15.

ProCard Approvals

93% of ProCard transactions approved within 45 days – this is good, but let's try to get it closer to 100%!

ProCard Sales Tax

\$13,000 was spent on sales tax that shouldn't have been last year. Make sure to tell vendors that you are tax-exempt when making purchases on the ProCard!

Salvage

9,976 items were submitted to University Salvage - a 57% increase from FY15! Number of items submitted by campus:

- 6,403 LPC
- 3,091 Loop
- 481 Naperville

- 1 O'Hare

Salvage Store

389 Orders were placed via the [University Salvage Store](#).
533 Items were sold - an average of 1.37 items per order.
\$45k net Salvage Store sales – down from FY15, but July sales started off strong.



Requisition Tip

To ensure that the vendor name appears on every line in your requisition, use the "Multi Line Default" link. This step will spare you from having to reenter the vendor name and chart fields for every line of a multi-line requisition... and will help speed up the PO process by reducing approver adjustments!

 [Multi Line Default \(Set Chartfield & Vendor\)](#)



Reminder about Photocopiers

Document Services would like to remind the university community that their office is responsible for providing all campus copiers, defined as any device that has the ability to make a copy off the glass or through a document feeder. Through their competitive bid process, bulk buying, knowledge of industry standards, and centralized service & supply hubs, Document Services secures the best price on equipment, supplies, and maintenance services. If you feel your existing copier is not meeting your needs please contact their office at 312-362-6285 or documentservices@depaul.edu and they will do their best to accommodate your needs.



Upcoming Procurement Training

Procurement offers various training options throughout the year. Purchasing 101 sessions will be coming up soon (schedule pending) to provide an overview of purchasing policies and best practices.

Requisition Primer will take you through the steps on how to enter a requisition using PeopleSoft. Visit [Procurement Training](#) to register.



Procurement Quick Links

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

- The [Salvage Store](#) is constantly updating its inventory. From the ever-popular iMacs, to salad plates, and music CDs, we have eclectic offerings, perfect for bargain hunters. Check us out to see what's new!
- [Demon Discounts](#) has hundreds of deals with local and national partners. Follow us on [Facebook](#) or [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