

If you cannot view this email please [click here](#)



Procurement Update

July 2009

In this Update

[Updated Purchasing Category Codes](#)

[ProCard Expiration Date](#)

[Travel Leaders : Online Booking Tool Training](#)

[Made by Entrepreneurs Program](#)

[Staples : Print Solutions](#)

[Updated Purchasing Policies](#)

Procurement Quick Links

[Forms](#)
[Preferred Vendors](#)
[Demon Discounts](#)
[University Salvage Store](#)
[PC Buying Guide](#)



Updated Purchasing Category Codes

Beginning on July 1, 2009 Purchasing Category Codes have been reduced from 280+ different codes down to 90. This reduction in Category Codes should make it easier and faster to find the correct category that corresponds with the goods/service you are ordering. These categories help the university to track spend and ensure accurate reporting.

Click to view the full list of updated [Purchasing Category Codes](#) and corresponding buyer.



ProCard Expiration Date

Procurement Cards (ProCard) are set to expire on August 31, 2009. New cards will be issued soon, and more details will be sent regarding pick-up dates/times.



If you have any questions regarding your ProCard, please contact Laurie Krauel at x2-5272 or lkrauel@depaul.edu.



Travel Leaders : Online Booking Tool Training



Travel Leaders, the University's new preferred vendor for travel services, will be conducting web-based training sessions on their online booking tool, Reardon. Information about all travel services offered will be discussed during these sessions as well. The following are dates/times that training sessions will be offered:

[MONDAY JULY 20 @ 2:00 PM CDT](#)

[TUESDAY JULY 21 @ 10:00 AM CDT](#)

[WEDNESDAY JULY 22 @ 3:00 PM CDT](#)

[THURSDAY JULY 23 @ 10:00 AM CDT](#)

[THURSDAY JULY 23 @ 2:00 PM CDT](#)

***To access the audio portion of the conference please call **1-888-813-8477**, and use pass-code **964017**.

Procurement Services strongly suggests you take the time to join one of these training sessions to be well informed as to how the online tool operates. You will not be able to book any travel with Travel Leaders until you have built your profile in the tool and this will be demonstrated during the training sessions.

For more information on Travel Leaders visit their [Preferred Vendor Page](#).



Made by Entrepreneurs Program

Procurement Services and the Coleman Entrepreneurship Center are pleased to announce a new type of vendor classification for small businesses. The **Made by Entrepreneurs** is Coleman's membership directory and features small businesses and ventures around Chicago, including many DePaul alumni and student-owned ventures.



For more information on the program visit the [Vendor Relationships](#) page or the [Made by Entrepreneurs](#) page.



Staples : Print Solutions



Getting digital copy & print has never been easier, now that you can order it on the same site as the rest of your supplies. Just look for the new "Print Services" tab at the top of the [Staples Link](#)

[Page.](#)

Benefits of using Staples Print Solutions include:

- Order digital copy & print online, anytime, anywhere
- Document upload and configuration capabilities
- Easy-to-use order screens
- Online tracking, proofing and previewing of documents

Click to view a demo of the [Print Solutions](#) offered!



Updated Purchasing Policies

As a reminder, Procurement Services recently completed a comprehensive review of all university purchasing policies, and made numerous revisions around three goals:

1. Ensure purchasing processes are as efficient as possible for budget managers;
2. Promote sound use of financial resources; and
3. Develop appropriate compliance protections.

The primary changes are related to the enforcement of bidding procedures and ending the practice of 'after-the-fact' requisitions. However, most policies were rewritten to ensure they were consistent with each other and other university policies and procedures.

These changes became effective on July 1, 2009. For more information see the following documents:

- [Presentation given to Academic Affairs Budget Managers on May 28, 2009](#)
- [Summary sheet of policy changes](#)
- [Complete text of all purchasing policies](#)

If your department would like to receive an overview and training on these new policies, please contact Abe Reising at areising@depaul.edu.

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

©2009 [DePaul University](#), 1 E. Jackson, Chicago, IL 60604 | 312-362-7510 | [Disclaimer](#) | [Webmaster](#)