# Procurement Update

**June 2015**

## In this Update

- Upcoming Year-End Purchasing Deadlines
- Staples Advantage - Fast Furniture Program
- End of Year Cleaning? – Salvage!
- New Demon Discounts Vendors

## Procurement Quick Links

- Forms
- Preferred Vendors
- Demon Discounts
- University Salvage Store

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### Upcoming Year-End Purchasing Deadlines

The current fiscal year ends on June 30, 2015. Here are some important purchasing dates to be aware of:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td><strong>Friday, June 19th</strong></td>
<td>Last day to enter all other requisitions in PeopleSoft</td>
</tr>
<tr>
<td><strong>Monday, July 6th</strong></td>
<td>ProCard close date; all chartfield edits and approvals must be completed</td>
</tr>
<tr>
<td><strong>Monday, July 13th</strong></td>
<td>Purchase order corrections must be completed</td>
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**ProCard:**

All ProCard charges made for FY15 must post before June 30th. It typically takes a few days from purchase for the transaction to post, so if a purchase needs to be accrued or prepaid (travel, conference fees, etc.), please complete the [ProCard Prepaid Form](#).

Remember that you are able to submit each transactions individually. So, as we approach the end of the fiscal year, be sure to check for (and submit) new transactions often.

**Purchase Orders:**

*Any goods or services ordered for FY15 must be delivered or performed before June 30, 2015.* Any goods or services that are delivered or performed after June 30, 2015 will need to be paid using FY16 funds. Please contact Procurement Services with any questions.

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### Staples Advantage - Fast Furniture Program

There is still time to order furniture through the Staples Advantage - Fast Furniture Program. DePaul has partnered with Staples Advantage to offer a selection of HON’s top-selling office chairs and other items;
all items delivered within 7 business days. Orders may be placed online through the Staples Advantage Site.

Fast Furniture Shopping Lists have been created to make it easy to find items included in this program. You can also view a PDF of All Staples Fast Furniture Items. Fast Furniture orders placed by June 19th will be delivered and invoiced no later than June 30th.

If you have any questions, please contact Angela Shahjahan at ashahjah@depaul.edu or x2-6992. Questions regarding furniture options and delivery may be directed to Deborah Beccasio of Staples Advantage at Deborah.Beccasio@Staples.com or (773) 677-4235.

End of Year Cleaning? – Salvage!

Are you beginning to clean out old items from this past academic/fiscal year? Be sure to remember that items no longer needed are evaluated by Procurement Services to determine the appropriate method of disposal through the Salvage Program. Typical items that may be disposed of through this program include:

- Artwork
- Audio/Video Equipment
- Cell Phones
- Computers and other technology
- Vehicles
- Other Items

To submit items for salvage, simply complete the online request form.

Once received, Procurement will review the items and determine the appropriate method of disposal based on the item's nature, condition, and estimated value. Common methods of disposal include:

- Reallocation to another department within the university
- Sale via the online University Salvage Store
- Donation to an appropriate non-profit charity
Discard or recycled in a manner consistent with local, state and federal guidelines.

New Demon Discounts Vendors

Alt-Cycle Shop

Big City Bikes

enterprise CarShare

(used to be iGo)

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