



Procurement Update

June 2016#

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Upcoming Year-End Purchasing Deadlines

The fiscal year ends on June 30, 2016. Here are some important purchasing dates to be aware of:

Friday, June 17th Last day to enter requisitions in PeopleSoft

Wednesday, July 6th ProCard close date; all chart field edits and approvals must be completed

Friday, July 15th Purchase order corrections must be submitted

ProCard:

All ProCard charges made for FY16 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 Year-End Form, available on the Financial Affairs [forms page](#).

Purchase Orders:

Any goods or services ordered for FY16 must be delivered or performed before June 30, 2016. Any goods or services that are delivered or performed after June 30, 2016 will need to be paid using FY17 funds. Please contact Procurement Services with any questions.



Contract Review Policy Reminder

The Office of the General Counsel (OGC) and Procurement Services have revised the Contract Requirements and Procedures policy to make it even easier for departments to purchase certain services and to manage their contracts.

Off-campus events are typically deemed "special risk," but the revised policy now excludes from the category all contracts for domestic hotel, lodging, catering, restaurant, meeting space and individual car rentals -- even if these contracts fall into another

“special risk” category, for example, if they require DePaul to provide proof of insurance. Departments no longer need to submit these types of contracts to the OGC for legal review.

In addition, the revised policy now makes clear that departments should forward only copies of the contracts that underwent legal review to OGC. This clarification should stop the unnecessary saving of duplicate copies of many agreements. Departments should continue to maintain copies of all of their signed contracts in accordance with the university’s Records Management policy. If you have any questions about these changes, please contact contractreview@depaul.edu. For the full policy, please see: “[Contract Requirements and Procedures](#)”.



Welcome Lauren!

We are pleased to welcome Lauren Jeffries to Procurement. Lauren moved over to our area from Compliance & Risk Management at the start of June. As part of the Procurement team, Lauren will continue to monitor ProCard compliance, investigate potential spending fraud, and take part in Procurement reporting and analysis.



Refunds from Taxi Companies

We recently became aware that some ProCard holders have had fifty-cent refunds from taxi cab companies appear on their transaction statements. We have not been able to confirm, but we believe the refunds have to do with the surcharges some drivers in the City of Chicago were assessing for transactions involving a credit card. Our theory is based on this [Chicago Tribune story](#) from February. If possible, affected card holders should attach a copy of the original cab ride receipt to the refund transaction in [Intellilink](#). Otherwise, please use the [ProCard Missing Receipt Form](#).



Special Discount from the Salvage Store!

The [Salvage Store](#) is running a special discount offer between June 15 and July 15, 2016. If you purchase any item from our website during that time, enter the promo code “depaulrocks10” at checkout to receive 10% off your entire order.



Upcoming Procurement Training

Procurement offers various training options throughout the year. The module below is currently available... and check back after the start of the fiscal year for the new schedule. Visit [Procurement Training](#) to register.



- **Vendor Selection & Bidding – June 21**



Procurement Quick Links

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

- The [Salvage Store](#) is constantly updating its inventory. In addition to serviceable computers available at bargain prices, there are also furniture and office items. 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.

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