



# Procurement Update

June 2009

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## Updated Purchasing Policies

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 will become 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](mailto:areising@depaul.edu).



## R4 Services : Storage and Shredding Vendor



As of July 1st DePaul will no longer be using Iron Mountain for off-site storage and shredding. Instead, we will be using R4 Services

([www.r4services.com](http://www.r4services.com)). They are a local company with an excellent track record of customer service, flexibility, security and storage and shredding options.

If you are currently using Iron Mountain for any off-site storage, your boxes will be moved from Iron Mountain's storage facilities to R4's in the next few weeks. No fees will be assessed for this transfer.

If you currently have a standing, regularly serviced Iron Mountain shred console it will be replaced with an R4 console. The only monetary impact to you will be that the new bins are \$10.00 whereas the old bins were \$9.25.

If you area isn't currently using the services of a Storage or Shredding vendor but would be interested please contact Erin Vandenberg, Director of Records Management. There are many benefits to using an off-site storage or shredding vendor and the cost is more reasonable than you would expect.

Finally, if you are currently using Iron Mountain, you should have been contact by Erin Vandenberg. If you have not been contacted, please reach out to Erin so she can help switch you to R4.

Erin Vandenberg  
(312) 362-7941  
[evanden3@depaul.edu](mailto:evanden3@depaul.edu)



## Travel Leaders : Travel Management Vendor



Travel Leaders was recently selected as the winner of the Travel Management Services RFP. Travel Leaders ([www.travelleaders.com](http://www.travelleaders.com)) will be the new preferred vendor for booking airfare, hotel, and car rentals. A few of the many benefits offered by Travel Leaders are:

- Easy to use online system
- Ability to track travelers (in case of emergency)
- Low fare guarantees
- Syncs directly with Outlook calendars
- Group travel coordination
- Passport, medical, visa, concierge, emergency support
- Low service fees

- Some institutional support
- Personal travel discounts & promotions

More information, including training programs, will be announced in the next few months.



## End of Fiscal Year : Important Dates Reminder

The current fiscal year ends on June 30, 2009. Here are some important dates to be aware of:

<b>Thursday, June 4<sup>th</sup></b>	Last day to enter technology and furniture requisitions in PeopleSoft
<b>Friday, June 19<sup>th</sup></b>	Last day to enter all requisitions in PeopleSoft
<b>Thursday, July 2<sup>nd</sup></b>	All invoices should be submitted to Accounts Payable
<b>Thursday, July 2<sup>nd</sup></b>	All requests for employee and travel reimbursements should be submitted to Accounts Payable or the Cashier's Office
<b>Monday, July 6<sup>th</sup></b>	ProCard close date, all chartfield edits must be completed

### ProCard:

Please be sure that all charges made in FY09 post in the same fiscal year. There is usually a few days lag between when a transaction takes place and when it posts. If a purchase is made that needs to be accrued or prepaid, please use the [ProCard Prepaid Form](#) located on the Procurement website.

### Purchase Orders:

Remember, any goods or services ordered for FY09 must be delivered or performed before June 30, 2009. Any goods or services that are delivered or performed after June 30, 2009 will need to be paid using FY10 funds. Please contact Procurement Services with any questions.

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](mailto:procurement@depaul.edu)

Phone: (312) 362-7510

Fax: (312) 362-7547

- Procurement Services