

Procurement Update

May 2009

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Demon Discount & Diversity Vendors Showcase

The 2009 Demon Discount and Diversity Vendor Showcase was a success! A big thank you to the 290+ staff and faculty members who attended and the 21 vendors who participated. We hope you found the event to be helpful.

[Click to see details, pictures and raffle prize winners of this year's Vendor Showcase!](#)



Fiscal Year End - Important Dates!

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

Thursday, June 4th	Last day to enter technology and furniture requisitions in PeopleSoft
Friday, June 19th	Last day to enter all requisitions in PeopleSoft
Thursday, July 2nd	All invoices should be submitted to Accounts Payable
Thursday, July 2nd	All requests for travel reimbursement Should be submitted to Accounts Payable & All employee reimbursements should be submitted to the Cashier's Office
Monday, July 6th	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.

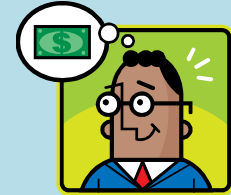
Purchase Orders:

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.



General Reimbursement Form

A new form has been created for general reimbursements. This form helps Budget Managers to meet IRS documentation requirements. There is also more space to allow for documentation of business purpose, business attendees, organization affiliations and entertainment expense justifications. The form will also automatically determine the correct mileage reimbursement rate.



[General Reimbursement Form](#)

For questions regarding this form or any questions regarding employee reimbursements contact Accounts Payable at 312-362-5337 or accountspayable@depaul.edu.



Staples – HP Printer Specials



This month, Staples is celebrating the silver anniversary of the HP LaserJet series. This celebration makes it a great time to take advantage of special price incentives on HP printers. The online Staples Printer Guide has a full listing of HP LaserJet offered as well as pricing information. Take a look today as these limited-time prices expire on 5/30/09.

View the [Staples HP Guide](#) online today!

 **RFP Updates**

R4 Services was recently selected as the winner of the Document Storage and Shredding Services RFP. R4 will be the preferred provider for off-site file storage, shred bins, and general shredding services. More information and introduction meetings will take place soon, with official partner roll-out taking place around July 1, 2009.

Procurement Services expects decisions on the Cellular Services and Travel Management Services RFPs to be made in the next few weeks. More information will be provided once a decision is made.

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