Procurement Update
May 2016

In this Update

Upcoming Year-End Purchasing Deadlines

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Friday, May 27th</td>
<td>Last day to purchase computers on the PC Catalog and enter furniture requisitions in PeopleSoft</td>
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<tr>
<td>Friday, June 17th</td>
<td>Last day to enter all other requisitions in PeopleSoft</td>
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<td>Wednesday, July 6th</td>
<td>ProCard close date; all chart field edits and approvals must be completed</td>
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<tr>
<td>Friday, July 15th</td>
<td>Purchase order corrections must be completed</td>
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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

As a reminder: contract review is initiated by Procurement in the context of a requisition. If you are entering a requisition, you need not submit related contracts directly to the Office of the General Counsel for review. Simply upload the contract and the contract review submission form (if not using an OGC preapproved contract) with the requisition backup, and Procurement will forward it to OGC.
Welcome Stacie and Jacob!

We are excited to add Stacie Ge and Jacob Dorochenko to the Procurement team! Stacie is our new Demon Discount Coordinator, and Jacob takes over as Salvage Program Assistant. They are already off to a great start learning the ropes, and we hope you get the chance to welcome them aboard.

Amazon: Tax-free Account

Amazon.com began collecting sales tax for purchases made on its site in 2015.

As a non-profit institution, DePaul is exempt from paying sales tax, but we've noticed that some university purchases through Amazon have had sales tax applied.

ProCard holders are advised to set up tax-exempt business accounts with Amazon to avoid future sales tax expense. For instructions, please see the Amazon.com Tax Exempt Process on the Procurement website.

Warehouse Direct Lunch & Learn

There’s still time to register for the Warehouse Direct Lunch & Learn on May 18th! Reps, Rob MacKenzie and Laurie Iacono will be on site (55 East Jackson, Suite 801) on Wednesday at noon to talk about all the latest and greatest promotional items for 2016. Warehouse Direct is one of the university’s Preferred Promotional Materials suppliers. From t-shirts to pens, and everything in between, Warehouse Direct has it all, and they are local!

If you are interested in attending, please contact Natalie Max at nmax@depaul.edu. Registration is required.

Microsoft Surface Pro 4

After extensive testing, Information Services has decided to make the Microsoft Surface Pro 4 available as a computing option for DePaul
business purposes. Be aware, however, that IS remains concerned about some persistent problems with the device.

Namely, the Surface Pro 4 may not reliably return from sleep mode (necessitating a full hardware reboot), and the device may experience abnormally high battery drain.

Microsoft continues to issue firmware updates, but so far performance results have been mixed. Faculty and staff wishing to purchase the Surface Pro 4 may do so using the PC Catalog website.

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### February FedEx Chargeback Errors

We have been investigating a slew of February FedEx charges that were charged back to departments incorrectly or not at all, and we only recently got it sorted out. The corrections have been submitted to the Controller’s Office and we expect them to post to Mobius soon.

Please check your department’s FedEx charges carefully to ensure that chargebacks have been applied correctly. Contact Procurement if there are any questions or problems.

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### Intellilink No Longer Supporting IE8

Visa Intellilink, the website through which to access ProCard transaction data, is no longer supporting Internet Explorer 8. While users are able to access Intellilink with IE8, not all functions are available. If you are using Internet Explorer, make sure you have upgraded to a newer version, or use an alternative browser, such as Mozilla Firefox or Google Chrome.

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### B&H Photo Online Portal

If you’re looking for photo/video equipment from B&H Photo, DePaul’s preferred vendor, there is an online system to make ordering easier. Visit our B&H vendor page for additional info.

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### 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](http://procurement.depaul.edu)
Email: procurement@depaul.edu
Phone: (312) 362-7510
Fax: (312) 362-7547