



Procurement Update

September 2016#

In this Update

LPC Salvage Pickups

Tableau Software Discount

Southwest Airlines Discount

Sales Tax Reimbursement
on Apple Accessories

Revised Toner Recycling
Process

Upcoming Training

Art Institute – DePaul Night

CAPAG Discount

New Demon Discounts

Procurement Quick Links

[University Salvage Store](#)

[Demon Discounts](#)

[Procurement Services](#)



Salvage Pickup Schedule - LPC

Due to the lower volume of salvage requests around the holidays, New City Moving pickups from Lincoln Park will be scaled back to **one per month from November through January**. The updated schedule is listed below. If you expect to dispose of salvage items during these months, please plan your requests accordingly.

The submission deadline is noon on the Wednesday before the pickup date. Further information about the Salvage Program may be found [here](#).

- **November 17**
- **December 15**
- **January 19**



Tableau Software Discount

DePaul faculty and staff are eligible for a substantial discount on Tableau Desktop licenses now until September 27th! Contact Senior Area Manager, Greg Lyons, at (206) 634-5561 or glyons@tableau.com to purchase individual software licenses for \$100 off, or bundles of three or more licenses for \$150 off per license.



Southwest Airlines SWABIZ® Discount

Southwest Airlines is currently offering a 10% promotional discount off all Business Select® and Anytime fares in all Southwest Airlines domestic markets! Fares must be booked through SWABIZ® (Southwest's online corporate booking tool) for travel between August 15th and November 30th. Please click the image below for more information about the promotion. For additional ordering information, including DePaul's SWABIZ company ID, visit the [Southwest Preferred Vendor](#) page.

10% off

Save 10% on Business Select and Anytime fares through SWABIZ.

Southwest
Corporate Travel

Learn more



Sales Tax Reimbursement on Apple Accessories

Unfortunately, Apple's online ordering site is not equipped to provide sales tax exemption at the point of sale. After placing the order, call Apple's customer service line at 1-800-692-7753 to request a sales tax refund, providing the order number and tax exemption number stamped on your ProCard.



Revised Toner Recycling Process

Spent cartridges may still be sent to the recycling program through interoffice mail, but instead of addressing the cartridge shipments to Distribution Services, they should be **addressed to Procurement Services**. As a reminder, please continue to mark that the shipments are for recycling.

For more details, please see our [Toner Recycling](#) page, or contact Procurement Services at procurement@depaul.edu or x27510.



Upcoming Procurement Training

Please consider attending one (or more) of our upcoming training sessions, listed below. Visit [Procurement Training](#) to register. Note that Purchasing 101 is scheduled to coincide with Budget Manager II training, so you can complete both modules in one sitting.

- Purchasing 101 – September 19
- Requisition Primer – September 20
- Contracts in Procurement – September 22
- Ethics in Purchasing – September 27
- Purchasing 101 – October 20



DePaul Night at the Art Institute

The Art Institute of Chicago is hosting DePaul University Night on Thursday, September 22nd from 5:00 to 8:00 p.m. DePaul faculty, staff, students, and their guests may receive complimentary tickets by showing their DePaul IDs at the **Modern Wing entrance**. The evening will include music, lectures, and gallery talks. Please see the [event flyer](#) for more details.



CAPAG Discount

Recently, DePaul University joined the Chicago Area Public Affairs Group (CAPAG) at the Premier Sponsor level. CAPAG is a public affairs organization that hosts monthly meetings, featuring guest speakers from the leading ranks of government, public policy, civic engagement, media, and politics. The Premier Sponsorship allows DePaul University students, faculty, and staff to take advantage of incentives, including event admission at the reduced-cost “Sponsor” level.

Visit the [CAPAG website](#) to register for upcoming events. To enjoy the event discount, enter **DePaul University** as the company name on the registration page, and use the **Sponsors** dropdown to indicate the number of tickets requested at that admission rate. For more information on DePaul’s partnership with CAPAG, contact Julie Emms in the office of Community & Government Relations at jemms@depaul.edu.



New Demon Discounts



2264 N Lincoln Ave
1 free fountain drink with purchase of a sandwich, available to Faculty, Staff, and Students with DePaul ID

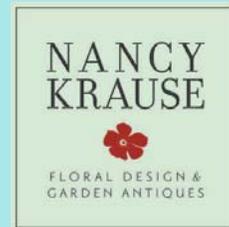


670 W Diversey Parkway, or
1500 N Clybourn Ave Suite C106
20% off orders (alcohol excluded) for Faculty, Staff, and Students with DePaul ID



200 W Monroe

Club membership fee waiver and discounted monthly rate for Faculty and Staff when registering with a DePaul work email



1101 W Webster

10% off orders \$45 or greater, and 15% off orders \$250 or greater for Faculty, Staff, and Students with DePaul ID



Procurement Quick Links

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

- Keep on top of the latest at our [Salvage Store](#) to find deals on used computer equipment and a variety of other offerings.
- [Demon Discounts](#) has hundreds of deals with local and national partners. Follow us on [Facebook](#) and [Twitter](#) for news about available discounts; and look for our new brochure around campus!

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