Procurement Update
July 2006

Welcome to the July 2006 Procurement Update. This month’s topics include:
* Supplier preference program now in place
* Vehicle purchase guidelines
* Gift card purchasing information
* Prepaid ProCard form available

Supplier preference program now in place
-----------------------------------------------------------------------------------------------------------------
The eProcurement portion of PeopleSoft was recently updated to allow budget managers to search for vendors by preference programs, including preferred pricing, minority-owned and women-owned. Users can now search these preference programs when entering a requisition or can view the lists by visiting the Preferred Suppliers page of the Procurement Services website at http://www.depaul.edu/~procure

Vendors are currently being led through a re-certification process that includes asking them to self-certify if they fall into one of those programs. As this process continues, additional vendors will be added to the programs. If you know of a vendor that is not listed in these programs, please contact Accounts Payable or Procurement Services to have a vendor information form resent.

For details on how to lookup these vendors, see the attached document.

Vehicle purchase guidelines
-----------------------------------------------------------------------------------------------------------------
When considering the purchase or lease of a new vehicle, Procurement Services must always be notified. These requests must be initiated by Procurement due to special legal and financial requirements. Procurement will ensure that appropriate financial terms are met, proper accounting procedures are followed and insurance is obtained.

For complete information on vehicle acquisitions, review the university policy at http://policies.depaul.edu/policy/policy.aspx?pid=96

Gift card purchasing information
-----------------------------------------------------------------------------------------------------------------
TCF Bank is now offering gift card purchases with no transaction fees added on. Departments should now utilize this option when purchasing gift cards for raffles, rewards or other uses. Other providers generally charge a percentage of the total or a flat-fee in addition to the price of the card.

Information on TCF Bank locations or questions can be answered by calling TCF at (773) 248-4270. As a reminder, all gift card purchases must be approved by Accounts Payable BEFORE making the purchase. AP can be contacted at x2-5336.

Prepaid ProCard Form Available
-----------------------------------------------------------------------------------------------------------------
The prepaid ProCard form is now available online at http://www.depaul.edu/~procure. This form is to be used whenever a purchase is made with the ProCard in the current fiscal year where items are to be delivered or services rendered in the next fiscal year. This allows departments to make purchases early and receive discounts but still properly account for the transaction.

Procurement Services
-----------------------------------------------------------------------------------------------------------------
If you have any questions about the above or any purchasing items, feel free to contact the Procurement Services team at:

w: http://www.depaul.edu/~procure
Procurement Update
August 2006
Welcome to the August 2006 Procurement Update. This month’s topics include:

* ProCard and Pathway Handbook now available
* Orbitz for Business named as a preferred vendor
* Southwest Airlines named as a preferred vendor

ProCard and Pathway Handbook now available
-----------------------------------------------------------------------------
Procurement Services has released a comprehensive handbook relating to the use of the university ProCard and the Pathway system. It provides in-depth information on:

- Enrollment in the ProCard program
- Rules & restrictions relating to the card
- Cardholder/approving official roles & responsibilities
- Use of the ProCard
- Pathway instructions
- Pathway reporting tools
- Best practices
- Audit programs

The handbook is attached and is available online at http://condor.depaul.edu/~procure/procurement/procard.htm

Orbitz for Business named a preferred vendor
-----------------------------------------------------------------------------
DePaul University has recently signed on Orbitz for Business as a new travel agency. Orbitz for Business is a full service booking tool that offers numerous features and conveniences for travelers including the ability to make reservations 24 hours a day/7 days a week and Care Alerts, proactive messages sent to any device (i.e. email, mobile phone, pager, etc.) of your choice notifying you of flight changes and departure gates.

To begin using Orbitz for Business fill out the registration form at the link below. You will receive an email with your username and password within two weeks.

Additionally, Orbitz for Business is offering two training sessions on their services and how to use the website. Please RSVP to procurement@depaul.edu if you plan to attend one.

Loop: August 30, 2006 | 2pm - 3pm | CNA 406
Lincoln Park: August 31, 2006 | 10am - 11am | Student Center 314

For more information and to create an account with Orbitz for Business, visit http://condor.depaul.edu/~procure/procurement/suppliers.htm

Southwest (SWABIZ) named a preferred vendor
-----------------------------------------------------------------------------
DePaul University also recently signed SWABIZ (Southwest for Business) for travel service. SWABIZ is an online tool that allows business travelers to plan, book, and purchase a Ticketless Travel on Southwest Airlines; a simple and efficient method to obtain low fares and Rapid Rewards credit. The
The airline provides non-stop flights to over 200 locations in the US.

Additionally during the first year that DePaul is a member of SWABIZ, Rapid Rewards points are doubled (i.e. it only takes 4 round-trip purchases to earn a free ticket).

To begin using SWABIZ simply sign-up for an account at their website using Company ID# 99858684. To book reservations without using a SWABIZ account:
http://www.swabiz.com/cgi-bin/buildItinerary2?cid=99858684

To book reservations with a SWABIZ or Southwest account:
https://www.swabiz.com/cgi-bin/travelerAccountLogin

Additionally, SWABIZ is offering two training sessions on their services and how to use the website. Please RSVP to procurement@depaul.edu if you plan to attend one.

Loop: August 30, 2006 | 3pm - 4pm | CNA 406
Lincoln Park: August 31, 2006 | 11am - 12pm | Student Center 314

For more information on SWABIZ, visit http://condor.depaul.edu/~procure/procurement/suppliers.htm

The Southwest arrangement also provides for personal discounts to faculty, staff, alumni and students. For information on these programs visit http://condor.depaul.edu/~procure/otherservices/discounts.htm

**Procurement Services**

If you have any questions about the above or any purchasing items, feel free to contact the Procurement Services team at:

w: http://www.depaul.edu/~procure

e: procurement@depaul.edu

p: (312) 362-7510

f: (312) 362-7547
Welcome to the September 2006 Procurement Update. This month's topics include:

- University Vendor Fair coming Friday, October 27
- International payment guidelines now available online

**University Vendor Fair coming Friday, October 27**

The 2006 University Vendor Fair gives faculty and staff a valuable chance to meet directly with DePaul's preferred vendors. This opportunity will allow you to meet with our representatives, ask questions, sample new products and learn about their services.

Vendors will also be holding short information sessions throughout the day, providing in-depth information. For a listing of these topics and complete vendor fair information, visit [http://www.depaul.edu/~procure/vendorfair](http://www.depaul.edu/~procure/vendorfair).

The fair will take place on Friday, October 27th, 2006 from 10am - 2pm in the Lincoln Park Student Center MPR.

Additionally, all vendors were required to donate give-a-way items or raffle prizes, which so far include:

- iPod Nano
- Canon PowerShot digital camera
- Southwest airline gift certificates
- Free hotel accommodations
- Television set
- Harry Carey gift certificates
- Food and drink samples
- Office product samples
- Tape measures
- T-Shirts, pens, stress balls, post-it notes, frisbees and more!

Vendors participating include:

- 3M
- Apple
- Barnes & Noble
- CDW-G
- Club Quarters
- Crowne Plaza Hotel
- Dell
- DePaul Career Center/Student Employment Services
- DePaul Catering/Dining Services
- DePaul Publications Group
- DePaul Web Media Services
- Enterprise Rent-A-Car
- Fairfield Inn
- FedEx
- Hotel Indigo (Gold Coast)
- InterCall
- Interiors for Business
- KI
- Grainger
- Northbridge Staffing
International payment guidelines now available online

Two important new documents were recently added to the website relating to payments for international visitors and employees. The documents provide basic information on the steps required in making payments to international visitors and employees. They are meant to provide useful information that will assist in making correct decisions concerning tax implications of payments made to international visitors. To view them visit the Professional Services page at http://www.depaul.edu/~procure/payment/profservices.htm

Procurement Services

If you have any questions about the above or any purchasing items, feel free to contact the Procurement Services team at:
w: http://www.depaul.edu/~procure
e: procurement@depaul.edu
p: (312) 362-7510
f: (312) 362-7547
Procurement Update  
October 2006

Welcome to the October 2006 Procurement Update. This month's topics include:

- Next University Salvage Auction to kick off Thursday, October 26
- University Vendor Fair coming Friday, October 27
- Vendor Fair prizes announced (iPod, hotel stays, cash gift cards and more!)
- Fourteen information sessions to be held at Vendor Fair

Next University Salvage Auction to kick off Thursday, October 26
-----------------------------------------------------------------------------------------------
The first university salvage auction of the academic year will start on Thursday, October 26th at 10am. The auction will feature poker sets, computers, laptops, monitors, furniture, printers, scanners, software, typewriters and much more.

For more information, visit the auction website at http://www.universitysalvage.com. You can view the latest products available as well as create an account or register to hear about future auctions.

University Vendor Fair coming Friday, October 27
--------------------------------------------------------------------------------------------------------
The 2006 University Vendor Fair will give faculty and staff a valuable chance to meet directly with DePaul's preferred vendors (and win great prizes... see the story below). This opportunity will allow you to meet with our representatives, ask questions, sample new products and learn more about their many services.

University Vendor Fair  
Friday, October 27th, 2006  
10am - 2pm  
Lincoln Park Student Center MPR

Full information on the event is located online at http://www.depaul.edu/~procure/vendorfair

Some of the vendors participating include:
- 3M
- Adobe
- Apple
- Barnes & Noble
- CDW-G
- Club Quarters
- Crowne Plaza Hotel
- Dell
- DePaul Career Center/Student Employment Services
- DePaul Catering/Dining Services
- DePaul Distribution Services
- DePaul Publications Group & Web Media Services
- Enterprise Rent-A-Car
- Fairfield Inn
- FedEx
- Hewlett Packard
- Hotel Indigo (Gold Coast)
- InterCall
- Interiors for Business
- KI
Vendor Fair prizes announced!

All vendors participating in the fair were required to have prizes for a raffle or give-a-ways. These prizes include:

- iPod Nano
- Canon PowerShot digital camera
- Southwest airline gift certificates
- Free hotel accommodations
- $200 Visa gift card
- Harry Carey restaurant gift certificates
- Lettuce Entertain You gift certificates
- Office chairs (the Task Chair and the Leap Chair)
- 20in Television/DVD combination set
- DePaul merchandise
- Food and drink samples
- Smoothie samples
- Office product samples
- Tape measures
- T-Shirts, pens, stress balls, post-it notes, frisbees and more!

To enter your name into the raffle, just show up at the Vendor Fair - Friday, October 27, 2006 from 10am to 2pm in the Lincoln Park Student Center. All attendees will receive a ticket when they enter the event.

Fourteen information sessions to be held at Vendor Fair

Eight vendors will be hosting fourteen information sessions in rooms 312 and 313 during the Vendor Fair on their products and services. These topics include:

- TCF Campus Card Benefits
- Southwest SWABIZ benefits
- Options for Running Windows on Apple Hardware
- Grainger.com
- How to utilize the Enterprise Rent-A-Car Account
- Web Conferencing with InterCall
- Dell Computers
- Furniture Procurement & Corporate Capabilities

To view specific times and locations, visit the web site at http://www.depaul.edu/~procure/vendorfair.

Procurement Services

-----------------------------------
If you have any questions about the above or any purchasing items, feel free to contact the Procurement Services team at:

w:  http://www.depaul.edu/~procure
e:  procurement@depaul.edu
p:  (312) 362-7510
f:  (312) 362-7547
Welcome to the November 2006 Procurement Update. This month's topics include:

- ProCard information for employees on leave
- Vendor fair photos and raffle winners online
- Avis and Budget offer free music downloads and coffee

ProCard information for employees on leave

Procurement Services recently updated the ProCard handbook with guidelines for approving officials when a ProCard holder goes on leave (maternity, FLMA, military, etc). The approving official should notify Procurement Services at x2-5272 or procurement@depaul.edu so that the card can be temporarily suspended. Once the cardholder returns, the card will be restored to its normal privileges.

If charges occurred on the card prior to the leave, but before the cycle closes, Procurement Services will submit statements on the cardholder's behalf so the approving official can enter comments and approve the statement. The full handbook can be found online at http://www.depaul.edu/~procure/procurement/procard.htm.

Vendor fair photos and raffle winners online

The university vendor fair was held on October 27th, 2006 and was a great success. Over 200 faculty and staff attended the event and met with preferred vendors to learn more about their products and services.

Attendees received dozens of free give-a-ways, including food, smoothies, t-shirts, pens, sticky notes, tape measures, stress balls, shoulder bags, pens, UPS trucks, office products and more. They were also entered into a raffle to win an iPod, digital camera, photo printer, hotel stays and many other products. To view pictures, raffle winners and other information visit the online recap at http://www.depaul.edu/~procure/vendorfair/2006recap.htm.

Avis and Budget offer free music downloads and coffee

Two of DePaul University's rental car companies are now offering special promotions for personal rentals. Avis is offering up to 10 free song downloads through iTunes through September 2007 while Budget is offering free Dunkin Donuts coffee through December 15, 2006. For more information visit the University Discounts page at http://www.depaul.edu/~procure/otherservices/discounts.htm

Procurement Services

If you have any questions about the above or any purchasing items, feel free to contact the Procurement Services team at:

w: http://www.depaul.edu/~procure

e: procurement@depaul.edu

p: (312) 362-7510

f: (312) 362-7547
Procurement Update
December 2006
Welcome to the December 2006 Procurement Update. This month's topics include:
• Last day to order technology for 2006 is December 12
• Preferred vendor discounts for the holidays
• Working Advantage program added to university discounts program

Last day to order technology for 2006 is December 12
All orders for technology (computers, monitors, printers, etc.) items must be entered into eProcurement by December 12th in order to ensure delivery before the university closes for winter break. Any requisitions placed after this date will be ordered and delivered in the new year. If you have any questions, please contact Vish Vass (for purchases) or Natalie Max (for leases) at x2-7510.

Preferred vendor discounts for the holidays
Don't forget that many of DePaul's vendors offer discounts to our employees, students and alumni. These vendors include Dell, Apple, Barnes and Noble, Southwest, Cingular, and many others through our relationship with Working Advantage (see story below!).

In addition, Staples is offering a special discount as part of their customer appreciation from December 10 - December 23.

Staples customer appreciation weeks - December 10-23
Since the holidays are just around the corner, we thought you deserved a special gift from us. So, as a "thank-you" for being such a great customer, we're giving you 12% off your in-store personal purchases from December 10 through December 23, 2006.

That means you can save 12% on just about everything* including the new MailMateT shredder (Staples No. 649935). Just bring the attached card with you, along with your shopping list, and let us show our appreciation.

For details and a complete list visit the discount page at http://www.depaul.edu/~procure/otherservices/discounts.htm

Working Advantage program added to university discounts program
Procurement Services recently added a new vendor to our discount pages - Working Advantage. Faculty, staff and alumni now have access to discounts for movie theatres, movie rentals, theme parks, ski tickets, Broadway theatre, special family events, online shopping and much more.

To register, simply go to the Working Advantage website at http://www.workingadvantage.com and click on "Register". Using the DePaul University Member ID*, you may complete your one-time registration for free and create your own personal account with a password of your choice. Once you have registered, you can order either online or by phone at 1-800-565-3712 Monday through Friday 8am - 6pm EST or Saturdays 9am - 5pm EST.

Some of the discount offers include up to 50% on popular attractions such as Universal Studios, Sea World, Loews Cineplex Theatres, AMC Theatres, Blockbuster, sporting events and some of the hottest shows on Broadway! If you have any questions about any discounts, please contact Working Advantage at 1-800-565-3712.

*For Member ID, please contact us.
Procurement Services
-----------------------------------
If you have any questions about the above or any purchasing items, feel free to contact the Procurement Services team at:
w:  http://www.depaul.edu/~procure
e:  procurement@depaul.edu
p:  (312) 362-7510
f:  (312) 362-7547
Welcome to the January 2007 Procurement Update. This month’s topics include:

- Standard PC models now online
- New Cingular account representative
- Change to mileage reimbursement rate
- Vehicle purchase/lease procedures

**Standard PC models now online**

Procurement Services recently added models and specifications for standard computers/laptops purchased by the university to our website. These models meet DePaul's technology standards and ensure that they will be compatible with existing technology and future upgrades made by the university.

These models can be viewed on the [Purchasing page](http://www.depaul.edu/~procure) of the Procurement Services website.

**New Cingular account representative**

Cingular has recently assigned a new account representative, Jeff Kyle, to DePaul University for all ordering and billing questions. Jeff can be contacted for any issues regarding new orders, billing problems or personal discounts. For more information on DePaul University’s program with Cingular, visit the [Cingular page](http://www.depaul.edu/~procure) on the Procurement Services website.

**Cingular Account Representative:**

Jeff Kyle  
Campus Sales Representative  
University Sales & Solutions  
[jeff.kyle@cingular.com](mailto:jeff.kyle@cingular.com)  
Mobile - (773) 612-6364

**Change to mileage reimbursement rate**

The IRS has recently increased the mileage reimbursement rate to 48.5 cents per mile, effective January 1, 2007. This new rate should be used for reimbursements for expenses taking place after January 1.

Any mileage expenses prior to January 1, 2007 is to be reimbursed at the previous rate of 44.5 cents per mile.

**Vehicle purchase/lease procedures**

If your department is considering the purchase or lease of a vehicle, please remember to contact Procurement Services early in the process. All vehicle requests must be initiated by Procurement due to special legal and financial requirements. Procurement will ensure that appropriate financial terms are met, proper accounting procedures followed, and insurance is obtained.


**Procurement Services**

If you have any questions about the above or any purchasing items, feel free to contact the Procurement Services team at:

w: [http://www.depaul.edu/~procure](http://www.depaul.edu/~procure)  
e: procurement@depaul.edu
p: (312) 362-7510
f: (312) 362-7547
Procurement Update
March 2007
Welcome to the March 2007 Procurement Update. This month’s topics include:
- How to open Mobious reports directory into Excel
- Gift purchases via the ProCard
- Purchase Order guidelines

How to Open Mobious Reports Directly into Excel
---------------------------------------------------------------------
To help you review your mobious reports, a short document is attached with instructions on how to open Mobious and other spreadsheets from the internet directly into Excel.

This will allow you to avoid having the document open in Internet Explorer, which may be small or otherwise difficult to read. For more training and other tips, visit us online at http://condor.depaul.edu/~procure/otherservices/training.htm

Gift Purchases via the ProCard
---------------------------------
Please remember that all gift card and other potentially taxable expenses (e.g. parking passes, club memberships, gifts, raffle prizes, research participant awards, etc.) must be approved by the Director of Accounts Payable prior to purchase. These types of purchases may have tax implications according to IRS regulations.

Contact the AP office at x2-8489 to receive permission to utilize the ProCard for these types of purchases.

Purchase Order Guidelines
----------------------------
As a reminder, purchases over $2,500 require a requisition be opened by departments so that Procurement Services can generate a purchase order (PO) to the vendor. Technology orders over $500 also require one. When creating a requisition, departments are reminded to keep the following guidelines in mind:

Requisitions should be entered before work begins
Once a requisition is submitted and approved, a purchase order is transferred to the vendor, creating a legally binding contract between the university and the vendor. Until the PO is sent to the vendor, the university is not legally obligated to pay for their services.

Additionally, entering the requisition before work begins allows for funds to be properly encumbered and the vendor to be created in the system, which will help with making payment by the appropriate deadlines.

Requisitions should be for full contract/project amount
All requisitions should be for the full amount of the contract/project, not for the amount of an invoice. This includes all payments, reimbursable expenses, and other fees. This allows Procurement to properly route the order for review and ensures we are looking at a complete order.

If the contract crosses fiscal years, also contact Laurie Krauel at lkrauel@depaul.edu so it can be properly adjusted.

Requisitions should provide detailed information
Any requisition should include appropriate information to ensure that Procurement and the vendor will understand the order. This includes a detailed description of the products/services being provided, dates of service, and quote or proposal numbers.

Multiple lines and the notes fields can be utilized for complex requisitions to help organize descriptions.
Additionally, any supporting documentation should be sent to Procurement to assist with the review. These can be faxed (x2-7547) or emailed to the appropriate buyer.

Don't forget about the contract review process
If the total amount is over $25,000, the contract will require legal review. Contact the Office of the General Counsel for information regarding this process.

If you have any questions regarding purchasing or requisitions, feel free to contact Procurement Services at x2-7510 or procurement@depaul.edu

Additional Information:
http://condor.depaul.edu/~procure/procurement/purchasing.htm

Online ePro Training:
http://condor.depaul.edu/~procure/otherservices/training/eprocurement.htm

Contract Review Policy:
http://policies.depaul.edu/policy/policy.aspx?pid=81

Procurement Services
-----------------------------------------------------------------------------------------------
If you have any questions about the above or any purchasing items, feel free to contact the Procurement Services team at:

w: http://www.depaul.edu/~procure
e: procurement@depaul.edu
p: (312) 362-7510
f: (312) 362-7547
Procurement Update
April 2007

Welcome to the April 2007 Procurement Update. This month's topics include:
- Upcoming Changes to the ProCard/Pathway System
- New Discounts for Enterprise and Orbitz
- Plum Benefits Added to Personal Discount List
- Updates to the Procurement Services & Accounts Payable Website

Upcoming Changes to the ProCard/Pathway System
-------------------------------------------------------------------------------------------------------------------
Two changes have been made recently in regards to ProCard statements and the Pathway system:

Paper Statements
JP Morgan Chase will be discontinuing the monthly paper statements associated with your ProCard. These changes should take effect immediately, although you may still receive one for the April cycle. A copy of cycle transactions can still be run through the container status in Pathway and kept with original receipts.

Security Features in Pathway Net
JP Morgan Chase will begin implementing additional security measures within the Pathway system starting on May 19th, 2007, where users will be required to set up security questions. Upon entering your user name and password on the login screen, the user will be directed to another page titled, "Additional Security Information." Users will be required to choose 4 personal security questions and provide answers to those questions. In subsequent logins, users may periodically be prompted to answer their security questions.

Additional information on this change can be found at http://www.jpmorganchase.com/visit/securityquestion

New Discounts for Enterprise and Orbitz
---------------------------------------------------------------
Both Enterprise and Orbitz recently announced special limited-time discounts on their services, for personal or business use. Complete conditions are online at http://condor.depaul.edu/~procure/news/2006-2007/Apr07-Ent&Orb.htm

Enterprise
Enterprise is offering free double upgrades, single upgrades and 50% off weekend special coupons. The coupon codes are:

ESA7DU2 for the Free Double Upgrade (rental must end by 5/23/07)
ESA7DU3 for the Free Single Upgrade (rental must end by 5/23/07)
ESA7DU4 for the 50% off Weekend Special (available through 6/27/07)

Orbitz
Orbitz is offering discounts on hotel and flight packages. You can save an extra $50 or $100 off any hotel booking or hotel + flight vacation package of 3+ or 5+ days at Orbitz. Trips must be booked by April 30 to save with these specials.

For trips of 3 or 4 days, enter promotion code: MEGA50
For trips of 5+ days enter: MEGA100

Plum Benefits Added to Personal Discount List
-------------------------------------------------------------------------------------------------------------------
Procurement Services recently added Plum Benefits to the list of personal discounts available. Plum Benefits offers entertainment tickets at a discounted price in the Chicagoland and New York areas. The program is available to any member of the DePaul Community with an "@depaul.edu" or "@students.depaul.edu" email address.

For more information on Plum Benefits and all personal discounts visit [http://condor.depaul.edu/~procure/otherservices/discounts.htm](http://condor.depaul.edu/~procure/otherservices/discounts.htm)

**Updates to the Procurement Services & Accounts Payable Website**

Several updates were made to the Procurement Services & Accounts Payable website recently, including:

- Information on International Payments is now available from a link under the "Accounts Payable" section
- A link to past news and Procurement Updates has been added to the top of each page
- The calendar has been updated to include future Budget Manager training courses
- The form for any requisition over $25,000 has been added to the forms sections
- A search box was added to each page

If you haven't been to the site recently, we encourage you to stop by at [http://www.depaul.edu/~procure](http://www.depaul.edu/~procure)

**Procurement Services**

If you have any questions about the above or any purchasing items, feel free to contact the Procurement Services team at:

w: [http://www.depaul.edu/~procure](http://www.depaul.edu/~procure)
e: procurement@depaul.edu
p: (312) 362-7510
f: (312) 362-7547
Procurement Update
May 2007
Welcome to the May 2007 Procurement Update. This month's topics include:

- Purchase Order Guidelines
- Security Changes to Pathway Net
- Year End Information
- Alex Nejad joins Procurement Services
- Free Phone Offer from Cingular

Purchase Order Guidelines

As a reminder, all purchases over $2,500 require a requisition (req) be opened by departments so that Procurement Services can generate a purchase order (PO) to the vendor. Technology orders over $500 also require a req. When creating a req, departments are reminded to keep the following guidelines in mind:

Requisitions should be entered before work begins

Once a req is submitted and approved, a purchase order is transferred to the vendor, creating a legally binding contract between the university and the vendor. Until the PO is sent to the vendor, the university is not legally obligated to pay for their services.

Additionally, entering the req before work begins allows for funds to be properly encumbered and the vendor to be created in the system, which will help with making payment by the appropriate deadlines. Backup documentation is required for all requisitions.

All reqs should have some back up documentation to support the order. This typically includes a contract, quote, spec sheet, proposal or an internal document that justifies pricing information. This documentation should be emailed to the appropriate buyer or faxed to x2-7547 so it can be reviewed.

Requisitions should be for full contract/project amount

All reqs should be for the full amount of the contract/project, not for the amount of an invoice. This includes all payments, reimbursable expenses, and other fees. This allows Procurement to properly route the order for review and ensures we are looking at a complete order.

If the contract crosses fiscal years, also contact Laurie Krauel at lkrauel@depaul.edu so it can be properly accounted.

Requisitions should provide detailed information

Any req should include appropriate detailed information to ensure that Procurement and the vendor will understand the order. This includes a detailed description of the products/services being provided, dates of service, and quote or proposal numbers.

Multiple lines and the notes fields can be utilized for complex reqs to help organize descriptions.

Reqs over $25,000

For reqs over $25,000 some special policies may apply. If a contract is involved, the Office of the General Counsel must review and approve it. Additionally, purchases over this amount require that documentation of competitive bids - or - the basis for vendor/contractor selection and justification for the purchase price and lack of competition, when competitive bids are not obtained.

To ensure compliance with these policies, the attached "Requisitions - Greater than $25,000" form was developed. This form is required for all purchases over $25,000 and should be sent to Procurement Services with the backup documentation.
If you have any questions regarding purchasing or requisitions, feel free to contact Procurement Services at x2-7510 or procurement@depaul.edu.

Additional Information:
http://condor.depaul.edu/~procure/procurement/purchasing.htm

Online eProcurement Training:
http://condor.depaul.edu/~procure/otherservices/training/eprocurement.htm

Purchase Requisitions, Purchase Orders & Change Orders policy:
http://policies.depaul.edu/policy/policy.aspx?pid=80

Contract Review Policy:
http://policies.depaul.edu/policy/policy.aspx?pid=81

Bids, Quotes and Requests for Proposal (RFPs) policy:
http://policies.depaul.edu/policy/policy.aspx?pid=21

**Security Changes to Pathway Net**

As announced last month, JP Morgan Chase recently began implementing additional security measures within the Pathway system, where users will be required to set up security questions. Upon entering your user name and password on the login screen, the user will be directed to another page titled, "Additional Security Information." Users will be required to choose 4 personal security questions and provide answers to those questions. In subsequent logins, users may periodically be prompted to answer their security questions.

Additional information on this change can be found at http://www.jpmorganchase.com/visit/securityquestion

**Year End Information**

Fiscal year 2007 is quickly coming to a close and as a reminder there are some important deadlines relating to purchasing and payment:

- **June 8th** - Technology requisitions are due
- **June 22nd** - All requisitions are due / eProcurement closes
- **June 29th** - Employee reimbursements (<$100) due to the Cashier's Office
- **July 3rd** - Invoices are due to Accounts Payable
- **July 3rd** - Employee reimbursements (>=$100) are due to Accounts Payable
- **July 3rd** - Travel reimbursement forms are due to Procurement Services
- **July 5th** - ProCard edits and approvals (May 16 - June 30) are due
- **July 17th** - Outstanding Purchase order encumbrance issues are due

Please note that any items ordered must be delivered by June 30th to count towards the 2007 fiscal year. Items delivered as well as any work conducted after June 30th will be allocated from FY08 budgets. The original email from Financial Accounting, which contains the complete schedule and important forms is also attached.

**Alex Nejad joins Procurement Services**

Alex Nejad recently joined Procurement Services as an Assistant Buyer, ProCard auditing. Alex is a Junior in the College of Commerce, majoring in Finance and Accounting. He will primarily be reviewing ProCard transactions for compliance with university policy and the "two sets of eyes" guideline.

Alex replaces Jessie Vazquez, who recently accepted a full-time position with the Loft Right residence
hall in Lincoln Park. Jessie had been in the position for two years and helped develop many of the ProCard auditing processes and reports.

**Free Phone Offer from Cingular**

Cingular recently announced a limited offer where DePaul employees can choose a free Treo 750, Cingular 8525, Broadband Aircard and more with new activation. The email is attached with more information.

SIGN UP FOR A VOICE PLAN OF $39.99+ and ANY MEDIA MAX BUNDLE AND CHOOSE FROM:
- LG CU400
- LG CU500V
- Motorola MotoRAZR V3XX

SIGN UP FOR A VOICE PLAN OF $39.99+ and ANY DATA PLAN OF $21.99+ AND CHOOSE FROM:
- Treo 750
- Cingular 8525
- Cingular 8500

SIGN UP FOR ANY DATA PLAN OF $21.99+ AND CHOOSE FROM:
- Option GT Max 3.6
- Option GT Max 3.6 Express
- Sierra Wireless AC 875
- Sierra Wireless AC 875U

Information on all of DePaul’s personal discounts is available at [http://www.depaul.edu/~procure/otherservices/discounts.htm](http://www.depaul.edu/~procure/otherservices/discounts.htm)

**Procurement Services**

If you have any questions about the above or any purchasing items, feel free to contact the Procurement Services team at:

w: [http://www.depaul.edu/~procure](http://www.depaul.edu/~procure)
e: procurement@depaul.edu
p: (312) 362-7510
f: (312) 362-7547
Procurement Update
Welcome to the June 2007 Procurement Update. This month's topics include:

- Dell named sole preferred vendor for PCs/Laptops
- Last day for technology requisition is June 8th
- New Procurement Services & Accounts Payable web address
- Plum Benefits offers White Sox ticket raffle

Dell Named Sole Preferred Vendor for PCs/Laptops
-----------------------------------------------------------------------------------------------------------
Procurement Services is pleased to announce that Dell has been named as the sole preferred vendor for university computers. Dell offers many benefits to the university including heavily discounted pricing on standard models, training and support for the Help Desk operations, high levels of quality and fast shipping options.

As part of this change, DePaul's preferred supplier relationship with Lenovo has been discontinued.

Ordering Process
1) Review the university standard computers at:
http://financialaffairs.depaul.edu/procurement/procurement/purchasing/standardpc.htm

2) Select the model that best meets your department's needs

3) Email the model name, chartfields and shipping information to:
For purchases, Vish Vass at vvass@depaul.edu
For leases, Natalie Max at nmax@depaul.edu

Personal Discounts
Dell also offers discounts to students, faculty, staff and alumni of up to 12% off, based on system price and warranty, through http://www.dell.com/depaul. This discount is available on most Dell products, including notebooks, desktops, monitors, printers, televisions, electronics and accessories.

Last day for technology requisition is June 8th
-----------------------------------------------------------------------------------------------------------
Fiscal year 2007 is quickly coming to a close and as a reminder there are some important deadlines relating to purchasing and payment:

June 8th - Technology requisitions due (THIS FRIDAY)
June 22nd - All requisitions due / eProcurement closes
June 29th - Employee reimbursements (<$100) due to the Cashier's Office
July 3rd - Invoices are due to Accounts Payable
July 3rd - Employee reimbursements (>=$100) are due to Accounts Payable
July 3rd - Travel reimbursement forms are due to Procurement Services
July 5th - ProCard edits and approvals (May 16 - June 30) are due
July 17th - Outstanding Purchase order encumbrance issues are due

Please note that any items ordered must be delivered by June 30th to count towards the 2007 fiscal year. Items delivered as well as any work conducted after June 30th will be allocated from FY08 budgets.

The original email from Financial Accounting, which contains the complete schedule and important forms, is also attached.

New Procurement Services & Accounts Payable web address
-----------------------------------------------------------------------------------------------------------
The Procurement Services & Accounts Payable website has a new home. The site can now be found at http://financialaffairs.depaul.edu/procurement/. The site contains information on:

- Purchasing/leasing processes and ProCards
- Preferred Vendors
- Salvage Program
- Payment processes
- Travel and Employee reimbursements
- University Discounts Program
- Training Information
- Archived news and past Procurement Updates
- Forms, Policies and Links

Plum Benefits offers White Sox ticket raffle

Plum Benefits, which offers discounts to DePaul employees for theater, dance, comedy, sports and other events, has added an exclusive discount offer for tickets to select Chicago White Sox games.

In order to take advantage of the Chicago White Sox offer and stay up-to-date on all Plum Benefits offers as they become available, you must sign up to view your entertainment benefits online. Sign-up is cost-free and takes just a few moments. Simply visit www.plumbenefits.com/signup and enter your individual work email address. Sign up between now and June 15th, and we’ll enter you in a raffle for one free pair of White Sox tickets to the game of your choice!*

Complete details and terms are located in the attached email from Plum Benefits.

Procurement Services

If you have any questions about the above or any purchasing items, feel free to contact the Procurement Services team at:

w: http://financialaffairs.depaul.edu/procurement/
e: procurement@depaul.edu
p: (312) 362-7510
f: (312) 362-7547