Procurement Update
Welcome to the July 2007 Procurement Update. This month's topics include:

- ProCard renewal information
- New personal discounts now available

ProCard Renewal Information

All university Procards are set to expire August 31, 2007. Pickups for new Procards will take place at the following times/locations:

Lincoln Park Campus
Thursday, August 9, 2007
Student Center 220
9am – 3pm

Tuesday, August 21, 2007
Student Center 220
9am – 2pm

Loop Campus
Wednesday, August 8, 2007
CNA 19th Floor – Procurement Services
9am – 4pm

Thursday, August 16, 2007
CNA 19th Floor – Procurement Services
9am – 4pm

In order to pickup your card you must complete the attached agreement form with all signatures. Please bring it with you when you come to one of the pickup locations. If you are unable to make these pickup times, please let contact Laurie Krauel at lkrauel@depaul.edu to make other arrangements.

New personal discounts

Several new personal discounts are now available for the university community, including:

Working Advantage
Working Advantage offers discount tickets for movie theaters, theme parks, Broadway theater, ski resorts and more. Current specials include (see attached for more information):

July
All members entered to win 4 Universal Studios Hollywood tickets!
Great Pricing on City Booklets!
Save on your favorite water parks nationwide!
August
Back to School Supplies on Sale Now!
End your summer right – serve up Omaha Steaks!
Save up to 40% on AMC, Regal, Pacific, Clearview and more!

Plum Benefits
Plum Benefits offers discounted to entertainment events in the Chicago and New York areas. July's event of the month is the Chicago White Sox with other offers including The Best of Second City, Cirque Shanghai, Finding Nemo on Ice and Lookingglass Alice. More information is in the attached file.

Flowers by America
Recently added to the discount list, Flowers Across America features flowers for every occasion including birthdays, weddings, anniversaries, and more. Brands include flowers by FTD and an extensive network of florists allows us to offer same day delivery to nearly all of the United States and Canada.

All orders are discounted by $10 by calling the company at (877) 265-1735 or using discount code SCHOOL at the website http://www.flowersacrossamerica.com/.

**Sports Memorabilia**
Recently added to the discount list, students, faculty and staff receive 10% off their order. Enter “Save10” at checkout, which is good on all orders over $100. SportsMemorabilia has a selection of 35,000 products across 11 sports, including a rare collection of golf memorabilia.

Orders are made online at http://www.sportsmemorabilia.com/.

**All Personal Discounts**
Don't forget personal discounts are also available for many other vendors, including Dell, Apple, TCF Bank, Southwest, Enterprise, AT&T Mobility, Allied Vans and others. The complete list can be found online at: http://financialaffairs.depaul.edu/procurement/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://financialaffairs.depaul.edu/procurement/
e: procurement@depaul.edu
p: (312) 362-7510
f: (312) 362-7547
Procurement Update
Welcome to the August 2007 Procurement Update. This month’s topics include:

- Staples now offering promotional products and printing services
- 2007 University Vendor Fair and Diversity Showcase announced
- Plum Benefits and Procurement Services raffling tickets for Ragtime at the Apollo
- ProCard pickups reminder
- Derek Moon joins Procurement Services

Staples now offering promotional products and printing services

Staples recently expanded its services to include promotional products (e.g., t-shirts, key rings, pens) and digital copy services. These new services offer discounted pricing, fast delivery times, online ordering and more.

Staples will also be on hand for training sessions starting next week to explain the new services. Information on these services is below and online at http://financialaffairs.depaul.edu/procurement/procurement/suppliers.htm.

StaplesPromo.com
StaplesPromo offers a full range of specialty promotional items, including over 800 in the print catalog, 1,600 online and 75,000 through the Customer Service Group. This includes apparel, bags, buttons, magnets, recognition items, stickers, umbrellas and much more. To view products, pricing and obtain a quote, visit http://www.staplespromo.com.

You can also contact DePaul's Staples account teams at:

Staples Account Manager
Jackie VanZant, vanzantJ@staples.com
(312) 208-8147

Dedicated Customer Care Associates
Lisa Wallace, lisa.wallace@staplespromo.com
Jessica Finch, jessica.finch@staplespromo.com
(800) 791-6458

StaplesPrintSolutions.com
Staples Business Print Solutions offers a wide range of digital copy services including printing, binding, pickup and delivery, online ordering, electronic file submission, consolidated billing with StaplesLink and other online services.

To begin using the services, visit http://www.staplesprintsolutions.com. Your login will not be available until August 22nd and will be given at the Staples training sessions (see below). A StaplesLink account is required for this site, if you do not have one, contact Natalie Max at procurement@depaul.edu with your name, phone number, email, delivery address and chart fields.

You can also contact our Staples account teams at:

Staples Account Manager
Jackie VanZant, vanzantJ@staples.com
(312) 208-8147

Print Solutions Program Manager
Deana Paddack, deana.paddack@staples.com
(224) 688-7999
Training Sessions
Staples will be on-site to offer an overview and in-depth training at the dates listed below:

Loop Campus
Wednesday, August 22nd
CNA 406
11:00am - 12:00pm
Tuesday, August 28th
CNA 406
2:00pm - 3:00pm

Lincoln Park Campus
Wednesday, August 22nd
Student Center 220
2:00pm - 3:00pm
Wednesday, August 29th
Student Center 314B
10:00 - 11:00

While not required, an RSVP to procurement@depaul.edu is strongly encouraged so we can ensure enough handouts and materials are on-hand.

2007 University Vendor Fair and Diversity Showcase announced

The Vendor Fair is back and now on both the Lincoln Park and Loop Campuses! This year's fairs will give you a valuable opportunity to meet with many of the university's preferred vendors to ask questions, view samples and learn about their services.

Each campus will hold a raffle drawing at the end of the fair for various prizes from the vendors. The list of available prizes and participating vendors will be available soon at http://financialaffairs.depaul.edu/procurement/vendorfair/2007/. Prizes from last year included a television, digital camera, photo printer, gift cards, airline tickets, office chairs, hotel stays, an iPod and much more!

Loop Campus
Thursday, September 27, 2007
10:00am - 2:00pm
55 East Jackson Boulevard
Rooms 406 and 406a

Lincoln Park Campus
Friday, September 28, 2007
10:00am - 2:00pm
2250 North Sheffield Avenue
Student Center Multi-Purpose Room

Also, mark your calendars for the first Diversity Showcase! This event will feature minority and women owned businesses who have previously done business with the university. The event will take place on Tuesday, October 23rd in the Student Center Multi-Purpose Room from 10am - 2pm.

Plum Benefits and Procurement Services raffling tickets for Ragtime at the Apollo

Win Tickets to Ragtime at the Apollo!
Open only to DePaul employees, Plum Benefits and Procurement Services are raffling off two tickets to Ragtime at the Apollo (for Thursdays/Fridays in August). To enter simply visit www.plumbenefits.com and create an account or login to an existing account. You must do so between August 15th and Monday, August 20th (ending at 12:00pm).

The ticket voucher must be redeemed by August 24th and can only be used on any Thursday or Friday in August. The winning entry will receive the voucher no later than Tuesday, August 21st.

**Win Tickets to any Event Plum Benefits offers!**

Open to all Chicagoland companies using Plum Benefits, Plum Benefits is offering a raffle for any event they offer - including Finding Nemo, Chicago White Sox, Blue Man Group and Ragtime. To enter simply visit www.plumbenefits.com and create an account or login to an existing account. You must do so by Friday, August 17th to be eligible.

For complete details on both programs, see the attached flyer.

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**ProCard pickups reminder**

As a reminder, all university Procards are set to expire August 31, 2007. Pickups for new Procards are still taking place at the following dates/times:

**Loop Campus**
Thursday, August 16, 2007
CNA 19th Floor – Procurement Services
9am – 4pm

**Lincoln Park Campus**
Tuesday, August 21, 2007
Student Center 220
9am – 2pm

In order to pickup your card you must complete the Agreement to Accept form with all signatures. Please bring it with you when you come to one of the pickup locations. If you are unable to make these pickup times, please contact Laurie Krauel at lkrauel@depaul.edu to make other arrangements.

The Agreement to Accept form is available online at http://financialaffairs.depaul.edu/procurement/otherservices/forms.htm.

**Derek Moon joins Procurement Services**

Derek Moon recently joined the Procurement Services team as an Assistant Buyer. He will be responsible for building and maintaining the office’s technology initiatives, including http://financialaffairs.depaul.edu/procurement and http://www.universitysalvage.com. Derek is a graduate student working towards a degree in Business Information Technology.

Many thanks also go to Noor Syed who held the position previously. Noor recently accepted a position with the Chicago Mercantile Exchange.

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**Procurement Services**

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w: http://financialaffairs.depaul.edu/procurement/
e: procurement@depaul.edu
p: (312) 362-7510
f: (312) 362-7547
Procurement Update
Welcome to the September 2007 Procurement Update. This month's topics include:
* Staffing Changes in Procurement Services
* DePaul Affinity Credit Card Launched
* 2007 University Vendor Fair Information
* Direct Deposit Reimbursements Now Available

Staffing Changes in Procurement Services

Recently, several staffing changes took place in Procurement Services:

Mark Titzer was named Associate Vice President, Office of the EVP & the Budget Office. In his new role, Mark will oversee the annual budgeting process, operations of the EVP office, and Procurement Services. He previously served as the Associate Vice President in Financial Affairs, overseeing the Procurement Services and Financial Systems departments.

Jeff Bromberek was named Acting Director of Procurement Services. In his new role, he will oversee the functions of the procurement office, including vendor relationships and contracts, purchase orders, procards, leasing and salvage. Jeff previously served as the Assistant Director in Procurement.

DePaul affinity credit card launched

Alumni Relations, DePaul Athletics and Procurement Services recently teamed up with Bank of America to begin offering a new DePaul affinity credit card for personal use. The new card gives DePaul WorldPoints credit cardholders WorldPoints redeemable for cash, merchandise and travel rewards through Bank of America's WorldPoints program. Cardholders earn one point for every dollar spent on the card.

Additionally, every time the card is used for a purchase, Bank of America makes a contribution to DePaul University at no additional cost.

The DePaul University WorldPoints credit card is available as either a Visa or MasterCard credit card and you can select either a Blue Demon logo or Tree of Wisdom logo design. To apply or for more information, call Bank of America at (800) 438-6262 and mention priority code FABIJ4.

2007 University Vendor Fair Information

The Vendor Fair is back and on both the Lincoln Park and Loop Campuses! This year's fairs will give you a valuable opportunity to meet with many of the university's preferred vendors to ask questions, view samples and learn more about their services.

This year's vendor fairs will take place in late September:

Loop Campus
Thursday, September 27, 2007
10:00am - 2:00pm
55 East Jackson Boulevard
Rooms 406 and 406a

Lincoln Park Campus
Friday, September 28, 2007
10:00am - 2:00pm
2250 North Sheffield Avenue
Student Center Multi-Purpose Room

Raffle Prizes
Each campus will hold a raffle at the end of that day’s fair for prizes from the vendors, which so far include a Blackberry Curve, Southwest airline vouchers, digital cameras, Lettuce Entertain You gift cards, a television, radio, gift boxes, furniture items and hotel stays.

Additionally, a grand prize of a Dell Inspiron laptop will be raffled off to all attendees of both fairs at the end of the Lincoln Park fair.

Give A Way Items
Vendors will also have many give-a-way items on hand for all participants. This includes food, Pepsi products, pens, highlighters, catalogs, jotters, squeeze balls, magnets, markers, tape measures, calculators and frisbees.

Participating Vendors
Vendors who are participating in this event include: 3M, Adobe, Allerton Hotel, Apple, AT&T Mobility, Blackberry, CDW-G, Chartwells, Club Quarters, DePaul Doperations of the EVP office, the istitution Services, DePaul Student Temporary Services, Dell, Fairfield Inn, Grainger, HP, Hotel Indigo, Interiors for Business, Iron Mountain, KI, OEC, Sanford, Silversmith Hotel, Southwest Airlines, Staples, Staples Print & Promo, TCF Bank and the UCC.

Staff Council - Vincentian Clothing Drive
In the spirit of St. Vincent Week, Staff Council will have a table available at both vendor fairs for donations of food and clothing for the Marillac House. Clothing, toiletries, and non-perishable food items are needed. For more information on the drive visit the Staff Council website at http://staffcouncil.depaul.edu/.

Diversity Showcase
Also, mark your calendars for the first Diversity Showcase! This event will feature minority and women owned business who have previously done business with the university. The event will take place on Tuesday, October 23rd in the Student Center Multi-Purpose Room from 10am-2pm.

For complete information on the event and more information on vendors and prizes please visit http://financialaffairs.depaul.edu/procurement/vendorfair/2007/.

Direct Deposit Reimbursements Now Available
To better accommodate all employees with business related expenses, the Accounts Payable Department has added an additional payment option known as Automated Clearing House (ACH), Direct Deposit to facilitate your reimbursements. This opportunity will allow the funds to be directly deposited into either a checking or savings account of your choice regardless of the dollar amount being reimbursed. The form is located online at http://financialaffairs.depaul.edu/forms.html.

1. Complete and sign the Employee ACH Payment Enrollment form
2. Attach a copy of a voided check (Deposit Slips not accepted).
3. Return to the mailing address or email address indicated on the form.

**NOTE:** Accounts Payable and the Payroll Department are two separate functions and separate paperwork is needed for ACH set-up in Accounts Payable.

Please read the instruction page while completing the form and if you should have any questions or concerns, contact Juan Gonzalez, Accounts Payable Analyst at (312) 362-5335 or send your questions via email to AP_ACH@DePaul.edu

Procurement Services

If you have any questions about the above or any purchasing items, feel free to contact the Procurement Services team at:
Procurement Update
Welcome to the October 2007 Procurement Update. This month's topics include:
* Diversity Vendors Showcase Details!
* Staffing Changes in Accounts Payable and Procurement Services
* 2007 University Vendor Fair Raffle Winners and Pictures
* Revised ProCard Policy and Documents

Diversity Vendors Showcase Details!

The inaugural Diversity Showcase is quickly approaching. This event will provide faculty and staff with the opportunity to visit with and learn more about DePaul’s women and minority owned vendors.

The event will take place on:

Tuesday, October 23rd
Lincoln Park Student Center
Multi-Purpose Room
10am - 2pm

Participating vendors include:
- Chicago Chinese Cultural Institute
- Chicago Communications
- The Chocolate Rx
- Handmade Traditions
- Go Promotions Inc.
- Lidia Varesco Design
- School Health Corporation
- Stauber Design Studio Inc.
- Sunrise Hitek Service
- Taylor Business Equipment

Each participating vendor was required to provide either a give-a-way item or raffle prize. Some of these items so far include:
- 8GB iPod Touch
- Guided Chinatown tour for up to 35 people
- Waterman pen
- Project consultation services
- Original painting
- Gift cards
- Desk shredders
- Gift baskets

For more information, visit us online at http://financialaffairs.depaul.edu/procurement/

Staffing Changes in Accounts Payable and Procurement Services

Recently, several staffing changes took place in Accounts Payable:
- Cheryl Einsele, previously Director of Accounts Payable, was named Assistant Vice President in Academic Affairs Fiscal Administration
- Sheri Sidler, Assistant Controller, now oversees the Accounts Payable office
- Gail Gottner was named Manager of Accounts Payable. Gail previously served as Supervisor
- Marisol Torres was named Accounts Payable Tax Supervisor
- Juan Gonzales was named Accounts Payable Supervisor (Operations)
Meanwhile in Procurement Services, Vish Vass, Technology Buyer, recently accepted a position with an outside consulting company. We wish Vish the best of luck in his new role.

2007 University Vendor Fair Raffle Winners and Pictures

The 2007 university vendor fair was a great success! Nearly 500 faculty and staff from both the Loop and Lincoln Park campuses 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, office products and more. Over 50 attendees won raffle prizes, including a Dell laptop, Southwest vouchers, Blackberry Curves, Gift Cards and much more.

Pictures from the event and a listing of raffle winners are now online at http://financialaffairs.depaul.edu/procurement/vendorfair/2007/.

Revised ProCard Policy and Documents

Recently the Procurement Card (ProCard) policy was revised to bring it up to date with current business practices and better organize its information. All card holders should review the new policy, located online at http://policies.depaul.edu/policy/policy.aspx?pid=69.

Also with the changes, the ProCard Handbook and forms were updated. These items can be found at the Procurement Services website: http://financialaffairs.depaul.edu/procurement/procurement/procard.htm.

Procurement Services

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

Procurement Update

Welcome to the November 2007 Procurement Update. This month's topics include:
* University Salvage Auction ends November 15th!
* Derek Moon promoted to Technology Buyer
* Changes made by Southwest SWABIZ
* Diversity Showcase raffle winners and pictures
* TCF Promotion, Working Advantage Benefits & Plum Benefits raffle

University Salvage Auction ends November 15th!

The University Salvage Auction kicked off on November 8th and ends this Thursday, November 15th at 10am. Items available for sale include:

* 2005 Ford 500 Sedan - Valued at $16-$17,000 and currently only bid to $11,000!
* 1998 Ford Crown Victora - Only 60,000 miles!
* 4 Bar Stools - In practically brand new condition!
* Pentium 4 computers
* Flat screen and CRT monitors
* A drafting table

Visit http://www.universitysalvage.com to place your bids!

Derek Moon promoted to Technology Buyer
Derek Moon was recently promoted from an Assistant Buyer to Technology Buyer in Procurement Services. Derek will now be responsible for all technology orders, including computers, printers, servers, software and cell phones. Additionally, he will receive requisitions relating to construction and other materials.

Derek joined Procurement Services over the summer to develop and maintain the financialaffairs.depaul.edu/procurement and www.universitysalvage.com websites. He is currently working towards his master's degree in Business Information Technology. Vish Vass, who previously held the Technology Buyer position, recently accepted a new job with an outside consulting company. We wish Vish the best of luck in his new role.

Changes made by Southwest SWABIZ

Southwest SWABIZ recently announced some changes geared towards business travelers to its service in the areas of fare choices, gates areas, boarding and rapid rewards. See the attached email for details on these changes.

Diversity Showcase raffle winners and pictures

The first Diversity Showcase was held on October 23rd in Lincoln Park, and attended by over 70 faculty and staff. They were able to meet with ten women or minority-owned vendors who offer artwork, food products, promotional items, communications programs, consulting and more. All attendees were entered into a raffle to win prizes including an iPod Touch, gift certificates and Chinatown tour.

For a listing of raffle winners, prizes and pictures visit us online at http://financialaffairs.depaul.edu/procurement/vendorfair/2007/diversitypics.html.

TCF Promotion Working Advantage Benefits & Plum Benefits raffle for a trip to New York City

TCF is currently offering a new camcorder when you open new TCF Faculty & Staff checking and savings accounts, with an automatic transfer from checking to savings. See the attached flyer for more information.

Working Advantage recently distributed its Fall Update, highlighting discounts from FTD, Target and Omaha Steaks, not to mention the many other products and services available from their website. Visit http://www.workingadvantage.com or see the attached email for more information.

Plum Benefits is raffling a 2-night trip to New York, including air fare for two, hotel stay, tickets to Mary Poppins and Chicago, lunch, dinner and Citypass books. All you have to do to enter the contest is play How Well Do You Know Plum:
2. Answer five easy Plum Benefits trivia questions (All answers can be easily found when you log in at www.plumbenefits.com)
3. Click “Submit” at the end of the quiz, and you’ll be entered in the contest to win!
Complete details on the contest are available in the attached email. And don’t forget to check out all the university discounts at http://discounts.depaul.edu.

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
Procurement Update
Welcome to the December 2007 Procurement Update. This month's topic includes:
* Mileage Reimbursement Rates for 2008

Mileage Reimbursement Rates for 2008

The Internal Revenue Service has issued the 2008 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning Jan. 1, 2008, the standard mileage rates for the use of a car (including vans, pickups or panel trucks) will be:

- 50.5 cents per mile for business miles driven

The new rate for business miles compares to a rate of 48.5 cents per mile for 2007.

Procurement Services

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w http://financialaffairs.depaul.edu/procurement/
  e: procurement@depaul.edu
  p:  (312) 362-7510
  f:  (312) 362-7547
Procurement Update
Welcome to the January 2008 Procurement Update. This month's topics include:

* New Contract Requirements & Procedures Policy
* 2008 Mileage Reimbursement Rates
* New Staff Join Procurement Services
* Staples Blue Books Price Reduction
* Changes to the Toner Recycling Program

New Contract Requirements & Procedures Policy

The Office of the General Counsel recently updated the Approval of Contracts policy, renaming it Contract Requirements & Procedures. Changes include:

- increasing dollar figures as regards to the authority to negotiate and sign contracts
- adding provisions about when written contracts are required
- adding a category of contracts called "special risk contracts" for which legal review is required
- clarifying procedures for review and approval of contracts

The policy can be found online at [http://policies.depaul.edu/policy/policy.aspx?pid=81](http://policies.depaul.edu/policy/policy.aspx?pid=81). If you have questions about the policy, please contact Nate Hammons in the Office of the General Counsel at nhammons@depaul.edu or 312-362-7164.

2008 Mileage Reimbursement Rates

The Internal Revenue Service has issued the 2008 standard mileage rates used to calculate the deductible costs of operating an automobile for business purposes. Beginning Jan. 1, 2008, the standard mileage rates for the use of a car (including vans, pickups or panel trucks) will be:

- 50.5 cents per mile

The new rate for business miles compares to a rate of 48.5 cents per mile for 2007. Any reimbursement for mileage expenses prior to January 1, 2008 should use the 2007 rate.

New Staff Join Procurement Services

Eesha Masrani and Jason Zeigler recently joined the Procurement Services team as Assistant Buyers.

Eesha replaces Alex Nejad (who took a full-time position with an outside firm) as Assistant Buyer for ProCard Auditing. She is a graduate student working towards her MS in Finance. In this role she will review ProCard transactions for compliance with university policy and the “two sets of eyes” principle.

Jason replaces Derek Moon (who was recently promoted to Technology Buyer) as Assistant Buyer for Technology Development. Jason is a graduate student in the school of CTI, working towards a degree in Information Security. In his role, he will maintain the Procurement Services, Discounts and University Salvage websites as well as develop new procurement systems.

Staples Blue Books - Price Reduction

Staples Business Advantage is the university’s provider of blue books, which are used by professors during testing periods. Blue books are branded with the DePaul University name and are available through the Staples Business website.

Staples is currently trying to reduce its inventory of books on-hand and has reduced the cost by over 15% to the university. A 1,000 pack is now only $160.
With this new pricing, now would be a great time to stock up on blue books for the coming terms. As always, there is no shipping charge from Staples for any order over $25.

**Changes to the Toner Recycling Program**

Procurement Services recently made a change to the toner recycling program regarding the disbursement of funds. Rather than disburse funds to departments participating in the program, they will now go to the General Scholarship Fund.

Most departments received under $10 per year from their toner recycling. However, when the funds are combined under a scholarship program it can provide up to $2,000 to a need-based student each year.

The process for submitting toner to the program remains the same as before:

- Place your used cartridge in the container that your new cartridge arrived in
- Interoffice it to "Toner Recycling / Distribution Services - Loop Campus"

If you have any questions about the program, feel free to contact Procurement Services at 312-362-7510.

**Procurement Services**

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- **w:** [http://financialaffairs.depaul.edu/procurement/](http://financialaffairs.depaul.edu/procurement/)
- **e:** procurement@depaul.edu
- **p:** (312) 362-7510
- **f:** (312) 362-7547
Procurement Update
Welcome to the February 2008 Procurement Update. This month's topics include:
* Grainger Announces Largest Product Expansion in Company History

Grainger Announces Largest Product Expansion in Company History

New catalog launches today with 183,000 products

CHICAGO, Feb. 4 - North America's leading distributor of facilities maintenance supplies, today announced the release of its 2008 catalog featuring more than 183,000 facilities maintenance products. The new catalog includes an increase of 44,000 items over last year's offering.

"Our customers count on us to be the one-stop shop for all their facilities maintenance supplies and we bolstered our offering this year in several key categories including power transmission, raw material, and fleet maintenance products to help ensure that when they have a need, we are ready to offer solutions," said Y.C. Chen, President, Grainger Industrial Supply. "By providing easy access to a broad array of maintenance, repair and operating (MRO) products, Grainger helps customers be more productive in maintaining facilities."

Customer feedback drove the addition of more than:

4,000 power transmission products such as bearings, couplings, linear motion products and belts; 9,000 raw materials products such as metal, plastic, rubber and felt; 4,200 fleet maintenance products such as lift equipment, battery chargers and accessories; as well as 30,000 gap fill products across all major product categories including plumbing, electrical, tools and material handling.

In addition, the company launched Tough Guy(TM), a private label professional cleaning supplies brand designed to offer customers a quality, single-source facilities cleaning solution. The product category includes products such as degreasers, disinfectants, foam and lotion soaps and dispensers and polyethylene trash containers.

In order to drive down the high costs associated with procuring unplanned MRO items, customers including facilities managers, contractors and purchasing professionals need quick access to a wide array of facilities maintenance supplies across multiple product categories. Easy access to product helps provide businesses and institutions the opportunity to consolidate their MRO spending and drive efficiency in their businesses.

Grainger's expanded product offering is featured in the company's new 2008 catalog and on the company Web site at http://www.grainger.com/news. With more than 3,900 pages of product and technical information, this year's catalog offers enhanced search and selection tools to help customers quickly find the products they need to keep their facilities running smoothly. The product line expansion is part of a multi-year program to create a comprehensive offering across MRO categories. In 2007, the product line expansion program accounted for approximately 2 percentage points of revenue growth in the branch-based segment.

"Our newly expanded product offering combined with dedicated professionals with the tools and desire to exceed customer expectations puts us in a unique position in the industry," said Robert Cocks, vice president of merchandising. "We will continue to listen carefully to our customers and enhance our products and services so they have no reason to go elsewhere for MRO products."

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e: procurement@depaul.edu
p: (312) 362-7510
f: (312) 362-7547
Procurement Update
Welcome to the March 2008 Procurement Update. This month's topics include:

* Plum Benefits Coming Monday, March 17th!
* Procurement Process Review
* Fisher Scientific Added to Preferred Vendor List
* Chartfield Reminder
* Procurement Services Director Named

Plum Benefits Coming Monday, March 17th!

Procurement Services is excited to announce a special visit from Plum Benefits, an entertainment-focused service that provides exclusive benefits for our faculty and staff. Plum Benefits offers discounted pricing on entertainment events such as arts, theatre, attractions, family events, music, restaurants, sporting events, and more!

We will be holding a short session at both campuses, discussing the benefits that Plum Benefits has to offer. Guests may bring their lunches, and will also be included in a raffle giveaway of numerous free tickets!

If you plan to attend, please RSVP to sleon2@depaul.edu. (not required, but strongly encouraged)

These sessions will take place:

**Lincoln Park Campus**
March 17th, 2008
12:00-12:30
Student Center Room 314A

**Loop Campus**
March 17th, 2008
1:00-1:30
DePaul Center Room 11013

A flyer with additional details from Plum Benefits is attached. You can also find more information about Plum Benefits at [http://discounts.depaul.edu](http://discounts.depaul.edu).

Procurement Process Review

Procurement Services is in the very beginning stages of looking at its purchasing processes to find ways to make it more efficient and easier for end-users. Some of the areas we're looking at include:

- Requisitions, purchase orders and change order proccessing
- Requisition approval processes
- Backup requirements (contracts, quotes, etc)
- Bidding requirements
- Interaction with other offices

We'd like to hear from you any comments and suggestions that can help us as we start this review. Is there specific training you want to see? Are there policies that aren't clear? Are there things we do now that don't make sense? What do you want to see on the web? What can we do to make purchasing easier for you?

If you'd like to provide your thoughts, please send an email Jeff Bromberek at j bromber@depaul.edu
**Fisher Scientific Added to Preferred Vendor List**

Fisher Scientific was recently named a preferred vendor for science equipment and supplies. Fisher offers a wide array of products, including chemicals, glassware, furniture fixtures, instruments, chromatography and much more.

Fisher provides many benefits to DePaul including support of the Science II building, discounted pricing on most products, free shipping and offers a new lab startup program.

For more information about Fisher or to start ordering visit the [Preferred Suppliers page](#).

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**Chartfield Reminders**

As a reminder, the use of 400980 (other revenue) and 554600 (miscellaneous expenses) are intended for use when no other viable options are available to classify a transaction. Please contact Financial Accounting at if you need assistance in determining the appropriate account to classify a transaction.

Additionally, you can refer to the [Departmental Account Codes listing](http://financialaffairs.depaul.edu/forms/account_definitions.pdf) for alternative accounts, which is online at [http://financialaffairs.depaul.edu/forms/account_definitions.pdf](http://financialaffairs.depaul.edu/forms/account_definitions.pdf).

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**Procurement Services Director Named**

Jeff Bromberek was recently named director of Procurement Services. Jeff had been acting director since September and assistant director prior to that. In this role, Jeff will oversee the operations of the Procurement Services office, which include vendor relationships, requisition processing, leasing, the procurement card program and salvage.

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**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/](http://financialaffairs.depaul.edu/procurement/)
e:  procurement@depaul.edu
p:  (312) 362-7510
f:  (312) 362-7547
Procurement Update
Welcome to the May 2008 Procurement Update. This month’s topics include:

* Year End Information
* New Discounts Website Launched
* Procurement Services Assistant Director
* Staples Blue Books

Year End Information
The end of the 2008 fiscal year is coming up quickly. Here are few important deadlines to keep in mind with regards to purchasing and payment:

**Purchasing and Requisitions**
June 5th - All furniture and technology requisitions are due
June 20th - All requisitions are due / eProcurement closes
July 17th - All outstanding purchase order encumbrance issues are due

Please note that any goods ordered must be delivered by June 30th to count towards the 2008 fiscal year. Goods delivered and any work conducted after June 30th will be allocated from FY09 budgets. Please contact either Procurement Services or the vendor directly to ensure delivery dates.

**ProCard**
July 7th - ProCard edits for the May 16 - June 30 period are due

Please be sure that all charges made in FY08 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 online.

**Invoices & Reimbursements**
June 30th - Reimbursements <$100 due to the Cashier's Office
July 3rd - All invoices and reimbursements due to Accounts Payable

For a complete schedule of year-end dates, please see the attached email.

New Discounts Website Launched
Earlier this week Procurement Services re-launched the discounts website. Featuring a new design and nine new vendors the site now provides more information about participating companies, discounts offered and the company's partnerships with DePaul University.

The new vendors include:
- Chicago Cubs
- Domino's Pizza
- Exchequer Restaurant and Pub
- I-GO Car Sharing
- Kerasotes Theatres
- Microsoft DreamSpark
- Moving Day Boxes
- Staples
- Subway

Be sure to check out the new site at [http://discounts.depaul.edu](http://discounts.depaul.edu). And watch for additional vendors coming in the future!
Procurement Services Assistant Director

Procurement Services recently hired Abe Reising as assistant director. Abe previously worked in DePaul's Housing Services office as Housing Facility Manager. Prior to that, he was an Account Manager with CDW.

In his new role, Abe will assist with vendor manager and office operations while overseeing communications, training, procard auditing and reporting. He will start in the office on May 19th.

Staples Blue Books

Staples Business Advantage is the university's provider of blue books, which are used by professors during testing periods. Blue books are branded with the DePaul University name and are available through the Staples Business website.

Staples is currently trying to reduce its inventory of books on-hand and has reduced the cost by over 15% to the university. Prices are now:

- 100 pack - $21.50 (Item #674640)
- 250 pack - $45.00 (Item #674641)
- 1,000 pack - $160 (Item #662225)

With this new pricing, now would be a great time to stock up on blue books for the coming terms. As always, there is no shipping charge from Staples for any order over $25. For more information on DePaul's account with Staples visit:

- [http://financialaffairs.depaul.edu/procurement/procurement/suppliers/staples.htm](http://financialaffairs.depaul.edu/procurement/procurement/suppliers/staples.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://financialaffairs.depaul.edu/procurement/](http://financialaffairs.depaul.edu/procurement/)
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For a complete schedule of year-end dates, please see the attached email.

New/Featured Discounts
Procurement Services is excited to announce several new personal discounts and current promotions:

Discount Information
Faculty, staff, alumni and retirees receive 10% off all purchase made from any of Sam's Wines & Spirits locations.

Getting the Discount
Simply show your employee or alumni ID card at one of the locations below to receive your discount.

Current Promotions from Working Advantage:
• AT&T Wireless — FREE Blackberry Curve Titanium plus $25 cash back
• DirecTV — Save over $280
• Overstock — Save up to an additional $46
• FTD — Save 20% on Father's Day gifts
• Lenovo — Save up to 36%

DePaul's ID # is 99010549.

Current Promotions from Apple:
Buy a qualifying Mac and iPod with your Apple education discount from June 3, 2008, through September 15, 2008, and receive a rebate of up to $299. Click here for full details.

For a listing of all vendors and discounts be sure to check out the site at http://discounts.depaul.edu