Procurement Update

April 2009

→ Lunch and Learn – Staples Promotional Products

Please join Procurement Services and Craig Omiski, our new dedicated representative from Staples Promotional, for a Lunch & Learn session to find out more about the products and services offered through Staples Promotional.

In addition to a short presentation, a chance to see many product samples, and time for questions, lunch will be provided!

Lincoln Park:
Monday, April 27th
12:00 – 1:00pm
Student Center, 314B

Loop:
Tuesday, April 28th
12:00 – 1:00pm
55 East Jackson (CNA), 406

RSVP by 4/24 via email to: procurement@depaul.edu (including location!)
*Not required, but encouraged so we have food for everyone!

→ Demon Discount & Diversity Vendors Showcase

Please join us for the 2nd Annual Demon Discount & Diversity Vendor Showcase. This event is similar to the Vendor Fair, but features Demon Discount vendors and Minority/Woman owned businesses. The Showcase will take place on:

Lincoln Park Campus
Thursday, April 30, 2009
10:00 am – 1:00 pm
Student Center - 314AB

Loop Campus
Friday, May 1, 2009
10:00 am – 1:00 pm
CNA - 406 & 406A

Vendors Include:
*Ashland Lock & Security *Lidia Varesco Design
*Castel Protective Operations *MaiChef Cuisine
Staples recently released its “2009 Green Guide”, filled with eco-friendly products and eco-tips customers. To see all products offered simply view the online Green Guide. It's easy to use and since it's paperless, it's also easy on the environment.

To order items from Staples, including all Green Guide items, simply log on to your Staples Link Account.

***Please Note: Pricing in the Green Guide may vary from pricing show on your Staples Link Account. If pricing is lower in the Green Guide simply contact our account manager, Jackie VanZant (vanzantj@staples.com), prior to placing your order to receive the lower price.
University Salvage – Exercise Equipment

Some great exercise equipment was recently added to the University Salvage Store. Treadmills, stationary bikes, and elliptical machines are still available for purchase. Not to mention a ping pong table, Jimi Hendrix tickets, computers, LCD monitors and more.

Take a look the exercise equipment and all other salvage items at: [www.universitysalvage.com](http://www.universitysalvage.com).

New Discount : Hotel Felix (Business & Personal)

**Company Information:**
Introducing the eco-friendly Hotel Felix, Chicago’s all-new boutique hotel downtown is filled with unexpected delights that will leave you feeling Happy-Naturally. Hotel Felix presents an upscale and intimate luxury boutique hotel that blends a comfortable elegance with inspiring natural elements. We are also a smoke free hotel, since we care about what we do to the environment.

**Location:**
111 W. Huron, Chicago, IL 60654

**Discount Rate:**
April 1 – December 31, 2009 : $119.00

**How to Receive the Discount:**
**Phone:** Guests may call our Reservations Department at 877-848-4040. Please request the DePaul University rate when making reservations.
**Online:** Visit [www.hotelfelixchicago.com](http://www.hotelfelixchicago.com) and select the Corporate Rate Tab and enter DEP09 when prompted.

*Rates based upon availability. No Blackout dates apply.*

http://financialaffairs.depaul.edu/procurement/vendors/hotelfelix.html

New Discount : Hotel Cass (Business & Personal)
Company Information:
The newest and hottest boutique in Downtown Chicago! After a $16 million remodel, Hotel Cass, a Holiday Inn Express, provides hip unique accommodations with plush bedding, oversize flat-screen TV, Complimentary Wired and Wireless Internet throughout the building, and Complimentary Full Fresh Start Breakfast.

Location:
640 N. Wabash Avenue, Chicago, IL 60611

Discount Rate:
April 1 – December 31, 2009 : $109.00

How to Receive the Discount:
Phone: Guests may call our Reservations Department at 800-465-4329. Please request the DePaul University rate when making reservations.

Online: Visit the Hotel Cass - Booking Website.
*Rates based upon availability. No Blackout dates apply.

http://financialaffairs.depaul.edu/procurement/vendors/hotelcass.html

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

Website: http://financialaffairs.depaul.edu/procurement/
Email: procurement@depaul.edu
Phone: (312) 362-7510
Fax: (312) 362-7547
- Procurement Services
Procurement Update

March 2009

⇒ New Website Launched!

DePaul University’s Financial Affairs has launched a new division-wide website. In this new website you’ll find information regarding all areas of Financial Affairs as well as Procurement Services.

The newly redesigned site features helpful information, such as:

- Guides/Resources (including the purchasing process, scam warnings, RFP/Quote templates, contract review and more)
- On-line and in-class training sessions as well as past training presentations
- Technology and Cell Phone buying guides
- Negotiation tips
- Preferred and Minority/Women-Owned Vendors
- Procurement Services and Financial Affairs news
- Forms

Please visit the site at your convenience and check back periodically for news and event updates.

http://financialaffairs.depaul.edu/procurement

⇒ Demon Discount & Diversity Vendors Showcase

Please mark your calendars for the upcoming Demon Discount & Diversity Vendor Showcase. This will be an event similar to the Vendor Fair, but for Demon Discount vendors and Minority/Woman owned businesses. The Showcase will take place on:

<table>
<thead>
<tr>
<th>Lincoln Park Campus</th>
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<tr>
<td>Thursday, April 30, 2009</td>
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</tr>
<tr>
<td>Student Center - 314AB</td>
<td>CNA - 406 &amp; 406A</td>
</tr>
</tbody>
</table>

Look for more information including vendors attending and
raffle prizes offered in next month’s Procurement Update!

Gifts to Employees Policy

This Gifts to Employees Policy was recently updated. This policy explains the basic guidelines and restrictions associated with (A) the purchase of gifts for employees using University funds, and (B) the acceptance of gifts offered by third parties to University employees and business units.

To read the full Gifts to Employees Policy click here.

Contract Training Presentation

We hope everyone interested was able to attend the recent contract training presentation. If you were unable to attend, but would like to access the presentation slides, you can download them from our website. Download Contract Training Presentation.

RFP Updates

Records Storage and Shredding Services RFP
Procurement Services recently put Records Storage and Shredding Services out to bid. The RFP was due back from vendors on Friday, March 13th.

Recently users of our current vendor, Iron Mountain, received an updated pricing schedule beginning on April 1, 2009. The fees outlined are significantly higher than currently contracted. We are aware of this increase and will look to work with Iron Mountain to extend the current pricing until the conclusion of the bid process.

Cell Phone RFP
Procurement Services recently put Cell Phone services out to bid. The RFP was due back from vendors on Friday, March 6th.

Procurement Services along with members of Information Services will be reviewing the RFPs over the next few weeks. As soon as a winning vendor is selected more information will be
sent regarding the new contract and any new discounts.

**Travel Management RFP**

Procurement Services recently put Travel Management services out to bid. The RFP was due back from vendors on Friday, March 6th.

Procurement Services will be reviewing the RFPs over the next few weeks. As soon as a winning vendor is selected more information will be sent regarding the new program, upcoming trainings, and personal discounts offered.

If you have any questions regarding a vendor please contact Procurement Services at procurement@depaul.edu or 2-7510.

> **New Discount : American Sightseeing / Gray Line**

**Company Information:**
American Sightseeing / Gray Line has a vast array of Sightseeing tours including Architecture, Cultural Attractions, and many sites of our city’s history. American Sightseeing / Gray Line have received many rewards of professionalism, including the U.S. Chamber of Commerce Blue Ribbon Award.

**Discount Information:**
Students, faculty, staff, and alumni receive 10% off charter and trolley needs & 20% off sightseeing services (not including partner services or packages that include partner services).

**More Information Available Online:**
American Sightseeing / Gray Line – Demon Discounts

**Getting the Discount:**
To take advantage of this discount please contact Chicago Sightseeing and let them know you are with DePaul University:
New Discount: Wrigley Done Right

Company Information:
Wrigley Done Right, the ultimate rooftop experience. Located just across Sheffield Avenue, above the bleachers in Right Field, Wrigley Done Right is a spacious, double-wide building with 5,000 square-feet worth of unobstructed views into legendary Wrigley Field.

Discount Information:
20% off event tickets to faculty, staff, students, and alumni.

***The Demon Discount and event tickets are subject to availability as Wrigley Done Right is booked on a first-come first-serve basis.

Getting the Discount:
Call Lee at 773-388-0500 and mention the Demon Discount when ordering tickets.

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

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

- Procurement Services
In this Update

Lunch and Learn – Corrigan Moving System

Contract Training with OGC & Procurement

Avoiding Scams

ProCard Commenting Best Practices

New Staff Member – Greg Oladipo

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Procurement Quick Links

Forms
Preferred Suppliers
Demon Discounts
University Salvage Store

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February 2009

Lunch & Learn – Corrigan Moving Systems

Please join us for a Lunch & Learn session where you can hear about the services and solutions offered by Corrigan Moving Systems, and have a chance to meet DePaul’s dedicated account representative.

In addition to a short presentation and time for questions and answers, lunch will be provided!

**When:**
Friday, February 13th
12:00 – 1:00pm

**Where (UPDATED):**
55 East Jackson,
406A – Meeting Room

**RSVP by 2/11 via email to:**
procurement@depaul.edu

*Not required, but encouraged so we have food for everyone!

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**Contract Training with OGC & Procurement**

Procurement Services and the Office of the General Counsel are combining forces to help you better understand contracting for goods and services at DePaul. The joint presentation will cover contract law basics, opening requisitions, competitive bidding, purchase order essentials, signature authority, legal review of contracts, helpful tips for negotiating contracts, and more. Whether you’re new to contracting or a seasoned expert looking for new tips and techniques, we invite you to join us:

**Lincoln Park**
Wednesday, Feb. 25th
Student Center 324
10:00-11:30am

**Loop**
Thursday, Feb. 26th
CNA 406
2:00-3:30pm
To attend please RSVP via email to:
rshoffne@depaul.edu

Avoiding Scams

With the economic downturn organizations can expect to see more scam attempts. The Federal Trade Commission has a website providing information on common types of scams, and how to avoid becoming a victim.

The typical office supply scam involves goods or services that you routinely order: copier paper, toner and maintenance supplies, equipment maintenance contracts, or classified advertising. When fraudulent telemarketers call, they often lie to get you to pay for items you didn’t order, or to get you to pay more than you agreed to. How? The caller may falsely claim to be your "regular supplier" or to tell you that the offer is "special" or "good for a limited time only." Con artists take advantage of holes in your organization’s purchasing procedures or of unsuspecting employees who may not be aware of office practices. What’s worse, the office supplies peddled by these bogus firms often are overpriced and of poor quality; the services usually are worthless.

Know your rights. If you receive supplies or bills for services you didn't order, don't pay! Don't return the unordered merchandise, either. Treat any unordered merchandise you receive as a gift. It's illegal for a seller to send you bills or dunning notices for merchandise you didn't order or ask you to send back the merchandise — even if the seller offers to pay the shipping costs. What's more, if the seller sends you items that are different from your order in brand, type, quantity, size, or quality — and hasn't gotten your approval first — you may treat the substitutions as unordered merchandise. Treat unordered services the same way. At the same time, you should consider the possibility that the seller has made an honest mistake.

For complete information on common scam and how to prevent scams, visit the Federal Trade Commission or some additional tips at the Procurement Services Website.

ProCard Commenting Best Practices
Procurement Services has recently created a ProCard Commenting Best Practices guide. This guide gives transaction note examples for many common purchases.

The Best Practices Guide is located in the resource section of the ProCard Webpage and on page 21 of the ProCard/Pathway Handbook. A copy of the handbook has also been attached to this email.

New Staff Member – Greg Oladipo

Procurement Services is happy to welcome a new member to our team. Greg Oladipo is a new part-time staff member responsible for technology development and website administration – including the Salvage Store, Demon Discounts and Procurement Services websites.

Greg is originally from Houston, Texas and he has a B.S. in Computer Graphics and Animation from DePaul.

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

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

- Procurement Services

©2009 DePaul University, 1 E. Jackson, Chicago, IL 60604 | 312-362-7510 | [Disclaimer](#) | [Webmaster](#)
New Standard Desktop/Laptop Models

The newest generation of standard desktop/laptop models have been released. These new Dell models offer a sleek new design, more processing power and additional configuration options.

**Laptops:**
- Dell Latitude E6400
- Dell Latitude E4200 (coming February!)

**Desktops:**
- Dell Optiplex 760 Mini Tower
- Dell Optiplex 760 Small Form Factor

For more information on these models please visit the [Standard PC Model Website](#).

To purchase contact Derek Moon at x2-8542 or dmoon3@depaul.edu
To lease contact Natalie Max at x2-5967 or nmax@depaul.edu

Christmas at DePaul – Sponsor Thank You

The 2008 Christmas at DePaul celebration was a success! Procurement Services would like to thank the following sponsors that donated to make this event possible:

- **ACE Coffee & Water**
- **Bank of America**
- **Best Western – River North**
- **Blue Fusion**
- **Chartwells**
- **Exchequer Resturant & Pub**
- **Go Promotions**
- **Interiors for Business**
- **Resolute Consulting**
- **TCF Bank**
- **Winthrop Leasing**

For additional information about Christmas at DePaul visit the [website](#).
**iPhone : Now available for personal discount!**

The iPhone is now available for **personal** purchase from AT&T Mobility. Here are rates for personal purchases:

**New users or user is available for upgrade**
- iPhone 8GB - $199
- iPhone 16GB - $299

**If user is not available for upgrade**
- iPhone 8GB - $399
- iPhone 16GB - $599

As always, personal (or individual responsibility users, IRUs) will also receive 10% off the wireless service contract. For more information or to place an order visit the online store at: [www.att.com/wireless/depaul](http://www.att.com/wireless/depaul).

*You must use your DePaul email address to receive the discount.*

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**New Discount : Corrigan Moving Systems**

**Company Information:**
Corrigan Moving Systems is a full-service transportation company providing relocation and moving services for businesses and families. Corrigan is based in the Midwest and has 12 warehouse centers. Corrigan also has transportation systems that provide moving and storage services throughout the world.

**Discount Information:**
- 17.5% Rate Reduction
- No Peak Season Rate Adjustment & No Summer Rate Hike
- Free Valuation up to $100,000
- 25% Discount on Storage-In-Transit
- Single Point of Contact
- Destination PC and Networking Setup
- Home Theatre Setup
- Destination Debris Pickup
- Additional Delay Payment
- CityPointe Program* - Get Cash Back For Your Move!

**Getting the Discount & Obtaining Additional Information:**
Contact: Karen Jordan  
Phone: 630-470-9524
New Discount : Broadway In Chicago

Company Information:
Broadway In Chicago is the source for terrific seats to the most exciting shows in Chicago's bustling Downtown Theater District. On the stages of the Ford Center for the Performing Arts/Oriental Theatre, the Cadillac Palace Theatre, the Bank of America Theatre, the Auditorium Theatre and the Drury Lane Theatre Water Tower Place you will discover theater productions direct from Broadway and world premieres of productions destined for Broadway.

Discount Information (Discounts Change Frequently):

**JERSEY BOYS**
Bank of America Theatre (18 W Monroe)
$45 Tickets*
Tuesday, Wednesday or Thursday performance from January 6 through January 12th
PROMO CODE: BICJB
*offer expires January 31, 2009, and is subject to availability. Not valid on previously purchased tickets. Normal ticket fees and other restrictions apply.

**SPAMALOT**
Auditorium Theatre (50 E Congress)
$45 Tickets*
Tuesday, Wednesday or Thursday performances from January 20 through January 29
PROMO CODE: LANCELOT
*offer expires on Thursday, January 29, 2009, and is subject to availability. Not valid on previously purchased tickets. Normal ticket fees and other restrictions apply.

More Information Available Online:
Broadway In Chicago–Demon Discounts

Getting the Discount:
Use the show’s promo code when purchasing your tickets today and
save!

- Phone: 312-902-1400
- In Person at a Broadway In Chicago Box Office:
  - Bank of America Theatre (18 W Monroe)
  - Ford Center/Oriental Theatre (24 W Randolph)
  - Cadillac Palace Theatre (151 W Randolph)

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

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

- Procurement Services
### 2009 IRS Mileage Reimbursement Rate

Beginning January 1, 2009 the standard mileage rate for the use of a vehicle will be 55 cents per mile. In addition, only vehicles owned by DePaul should have fuel charges reimbursed. Personal vehicle fuel expenses are covered in the reimbursement rate.

For more information visit the IRS website at [www.irs.gov](http://www.irs.gov).

### Salvage Program: Dispose of items your department no longer needs?

Do you have old electronic equipment or furniture in your area that you no longer need or use? Procurement Services is here to help! Procurement Services acts as the universities clearinghouse for evaluating an item's worth and ultimate disposition when it is no longer needed by a department. Departments should fill out an [Asset Disposal Form](#) detailing the items they wish to dispose of. This form is then sent to Procurement Services for review.

For more information on the Salvage Program visit us online: [Salvage Program](#) or contact Natalie Max: x2-7510.

### December Technology Purchases

All technology purchases will stop on Friday, December 12th to ensure products ordered can be delivered to campus before the winter break. Departments are still able to enter requisitions into eProcurement, but technology orders will not be placed until the university re-opens in January.

Please contact Derek Moon at x2-7510 with any questions.
Special Holiday Demon Discounts

Check out these great holiday discounts for members of the DePaul University community!

**Apple:** Take advantage of your education discount on Macs, iPods and Apple software. Visit the [Apple Online Store for DePaul University](http://www.apple.com) for information and pricing.

**AT&T:** Visit any AT&T store or authorized dealer during the holiday season to take advantage of discounts of up to 10%! [Click here to view discount offers.](http://www.att.com)

**Dell:** Get a Price Break over Winter Break on popular desktop and laptop models! [Click here to view discounts.](http://www.dell.com)

**Staples:** Save 10% on almost everything in-store between December 7th–13th. [Click here to print the coupon.](http://www.staples.com)

**Working Advantage:** Save money on everything from restaurants to resorts with your free membership to Working Advantage. Registering is easy, simply go to [Working Advantage](http://www.workingadvantage.com) and click on "Register". Using DePaul's Member ID: 99010549, create your own account, then log-in as often as you like to shop for the latest deals!

**Uncle Dan's:** Save $5, $15 or $40 on winter apparel! [Click here to print the coupon.](http://www.uncle dansk.com)

**University Salvage Store:** Great prices on gifts for this holiday season. From desktops to monitors to area rugs and Jimmy Hendrix tickets the Salvage Store has something for everyone! Visit the store online at [www.universitysalvage.com](http://www.universitysalvage.com).

To view all discount partners visit the [Demon Discounts](http://www.demondiscounts.dePaul.edu) website!

If you have any questions about the information listed above or any purchasing inquiries, feel free to contact the Procurement team at:

**Website:** [http://financialaffairs.depaul.edu/procurement](http://financialaffairs.depaul.edu/procurement)

**Email:** procurement@depaul.edu

**Phone:** (312) 362-7510

**Fax:** (312) 362-7547

- Procurement Services
InterCall Fees

InterCall, DePaul's preferred vendor for audio conferencing, is the largest dedicated conferencing service provider in the world.

After October 1, 2008, a Universal Service Fund (USF) charge will be applicable to all billed audio usage, regardless of the origination or destination countries of the attendees. This includes all associated audio conferencing feature usage and applicable service fees. Users will now see a new line item in the 'Detailed Version' of the standard invoice separating Federal, State, Local Taxes and Fees on your statements.

For more information about these charges click here.

Special BlackBerry Pricing

Special pricing is currently available for NEW DePaul customers (must be a new AT&T contract, excludes upgrades):

BlackBerry Bold - $149.99
BlackBerry Curve - Free

Plus special monthly service pricing on plans:

300 MINUTE VOICE, UNL DATA, UNL TEXT: $50.00
600 MINUTE VOICE, UNL DATA, UNL TEXT: $61.20
1000 MINUTE VOICE, UNL DATA, UNL TEXT: $74.80

If you are interested in placing an order or have additional questions contact Derek Moon (dmoon3@depaul.edu).

Featured Discount : Uncle Dan's
Company Information:
Uncle Dan's, the Great Outdoor Store, with two locations near the Lincoln Park Campus specializes in outdoor equipment and clothing for any adventure.

Discount Information:
All alumni, faculty, parents, retirees, staff and students receive 10% off all purchases in-store or online (use code: DEPAUL).

Locations:
2440 North Lincoln Avenue
Chicago, Il 60614
(773) 477-1918
&
3551 North Southport Avenue
Chicago, Il 60657
(773) 348-5800

More Information Available Online:
Uncle Dan's - Demon Discounts

University Salvage Store

Check out great deals for the upcoming holiday season. Desktops, laptops, LCD monitors, furniture and more is available now. As always, everything is at a great price. Take a look at the University Salvage Store today!

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

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

- Procurement Services
Procurement Update
Welcome to the September 2008 Procurement Update. This month's topics include:

* Vendor Fair – Thanks for Coming!
* Southwest Airlines Fee Chart
* New Procurement Staff Member – Jon Fisher, Compliance Coordinator
* Staples Customer Appreciation Week
* Featured Discounts – Kerasotes Theaters | Noble Tree: Coffee & Tea

Vendor Fair – Thanks for Coming!

A BIG THANKS to all of the facility and staff who came to the 2008 Vendor Fair. This year we had over 400 people attend and 21 different vendors participated. We hope you found the event to be worthwhile.

Congratulations to the winners of this year's grand prizes - Dell Mini PC:

- Kristen Onken – Financial Accounting
- Erin Wachowski – Housing Services

For a full listing of all vendors, raffle winners and event pictures please take a look at the website:

http://financialaffairs.deaul.edu/procurement/vendorfair/2008/index.htm

Southwest Airlines Fee Chart

Southwest has created a list of all domestic airline fees (bag, seat, food, etc). Feel free to use this great online tool to help calculate your total airline expenses.

To see fees for most major domestic airlines visit:
http://www.swabiz.com/travel_center/pod_chart.html

New Procurement Staff Member – Jon Fisher

Procurement Services would like to welcome Jon Fisher to our team! Jon will be joining the department as the Compliance Coordinator. He will oversee Procurement Card reporting, purchase order compliance, vehicle management and several buying areas.

Jon joins us from the Office of Compliance where he worked as a Quality Assurance Reviewer. Congratulations to Jon, we can’t wait for him to start on the 20th.

Staples Customer Appreciation Week

Staples is offering 10% off most of your in-store personal purchases from October 19th - 25th. Just print off a copy of the online coupon and take it with you to any Staples location:
Discount Information:
$5.50 movie passes are on sale. Passes are valid 10 days after the release date of the movie and are available for all DePaul students, faculty, and staff.

Getting tickets:
Visit either the Loop or Lincoln Park Student Life offices to purchase tickets. Please note there is a limit of 4 tickets per DePaul ID and quantities are limited each academic quarter.

- Student Life - Lincoln Park Campus
  2250 North Sheffield Avenue
  Student Center 201
  Chicago, IL 60614
  (773) 325-7361

- Student Life - Loop Campus
  1 East Jackson Boulevard
  DePaul Center 11027
  Chicago, IL 60604
  (312) 362-5015

Discount Information:
Students, faculty, staff, retirees and alumni receive 15% off all purchases.

Getting the Discount:
Simply show your student, employee or alumni ID card to receive your discount.

- Noble Tree
  2444 N. Clark St.
  Chicago, IL 60614

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

*** For great ways to save everyday check be sure to check out the SALVAGE STORE and DEMON DISCOUNTS! ***
Procurement Update
Welcome to the September 2008 Procurement Update. This month's topics include:

* Vendor Fair – October 2nd and 3rd
* University Salvage Store
* Southwest Airlines Policy Change
* United Airlines Policy Change
* New/Featured Discounts – Ford Motors

Vendor Fair – October 2nd and 3rd

Come out and meet with DePaul University’s preferred vendors to learn more about their products and services and sign up for a chance to win great raffle prizes! This year’s vendor fairs will take place on:

Lincoln Park Campus - October 2nd
Student Center, Room 120
10:00AM – 2:00PM

Loop Campus - October 3rd
55 East Jackson, Rooms 406 & 406A
10:00AM – 2:00PM

Some of this year’s vendors and raffle prizes include:

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<thead>
<tr>
<th>VENDORS</th>
<th>RAFFLE PRIZES</th>
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<tr>
<td>CDW-G</td>
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<td>Dell</td>
<td>Weekend Hotel Stays</td>
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<tr>
<td>OEC Business Interiors</td>
<td>Digital Cameras</td>
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<td>Pepsi/Gatorade</td>
<td>Desk Chairs</td>
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University Salvage Store – Just Launched!

The University Salvage Store launched late last week. The store offers for sale items that DePaul University no longer needs or uses.

Some current items include:

* Computers and laptops
* Flat screen Monitors
* Cell phones, blackberries and PDA’s

So if you are looking for a great deal check it out at: [www.universitysalvage.com](http://www.universitysalvage.com)

Southwest Airlines Policy Change
Beginning September 9, 2008, Southwest will accept only major credit/debit cards and drink coupons for beer, wine, spirits, and energy drinks. Southwest snacks and all other beverages, such as soft drinks, juice and other thirst-quenching refreshments remain complimentary.

To read more about this upcoming policy change visit: 
http://www.swabiz.com/cashlesscabin/

**United Airlines Policy Change**

United Airlines doubled its fee for a second checked bag to $50. The $50 one-way fee would apply for tickets purchases beginning Tuesday, September 16th, for travel beginning November 10th. The fee applies to all flights within the U.S. or to/from Canada, Puerto Rico and the U.S. Virgin Islands.

To read more about this upcoming policy change visit:
http://www.msnbc.msn.com/id/26719267/

**New/Featured Discounts**

**Discount Information:**
Discounts on Ford vehicles vary by brand and are generally based on the dealer invoice. Discounts are offered through the New Vehicle Purchase Program (X-Plan), also know as the Partner Recognition Program.

**Getting a Quote:**
The Partner Recognition Program provides special vehicle discounts to Partner employees, retirees and their spouses (limited to two personal identification numbers (PINs) per calendar year) and to members of the employee’s household – that means any family member, friend, roommate, etc. who lives with the employee can participate as long as their valid driver’s license proves household status.

To view pricing and make purchases follow these steps:

1. Generate a PIN quickly by either logging onto http://www.fordpartner.com. You may also call 1-877-XPLAN-00 (1-877-975-2600). You will need to know your DePaul’s partner code of **DPU55**.

2. Visit a local dealer with your PIN and immediately identify yourself as a Partner Recognition participant. Provide your PIN and the last four-digits of your Social Security Number (Social Insurance Number-Canada) to verify your eligibility.

3. Provide proof of employment or membership by an eligible Ford Partner through a recent pay stub, company I.D. or W-2. All are acceptable items to verify employment. (note: business cards will not be accepted as proof of employment). The dealership must list the company or organization’s name on the New Vehicle Purchase Plan/Lease Option Customer/Dealer Agreement and Pricing Sheet.

**Additional Rules**
• The participant may buy or lease a vehicle through this program. The participant may lease through the respective brand’s credit source or any other outside source of financing.
• The participant is eligible for all public incentives plus many incentives normally paid to the dealer. Some special offers may not be compatible with this offer so check with your dealer to determine which incentives the participant is eligible for.
• Used vehicles are ineligible.
• New vehicle demonstrator units are available for sale at the new vehicle X plan price.
• Dealer Participation in this program is voluntary.
• Additional rules are listed online at http://www.fordpartner.com under the Help/FAQ page.

For a listing of all vendors and discounts be sure to check out the site 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
 p: (312) 362-7510
 f: (312) 362-7547