Procurement Update
June 2010

Fiscal Year End: Important Dates

The current fiscal year ends on June 30, 2010. Here are some important purchasing dates to be aware of:

- **Friday, June 18th**: Last day to enter all requisitions in PeopleSoft at 5:00pm
- **Friday, July 2nd**: All invoices must be submitted to Accounts Payable
- **Friday, July 2nd**: All requests for travel reimbursement must be submitted to Accounts Payable. All employee reimbursements must be submitted to the Cashier’s Office
- **Tuesday, July 6th**: ProCard close date; all chartfield edits and approvals must be completed
- **Thursday, July 15th**: Purchase order corrections must be completed

**ProCard:**
Please be sure that all charges made in FY10 post in the same fiscal year. Typically 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 on the Procurement website.

**Purchase Orders:**
Remember, any goods or services ordered for FY10 must be delivered or performed before June 30, 2010. Any goods or services that are delivered or performed after June 30, 2010 will need to be paid using FY11 funds. Please contact Procurement Services with any questions.

[Click here to see the entire Year-End Closing Schedule for Fiscal Year 2010](#)
International Voice & Data Plans

When traveling abroad, DePaul employees should exercise caution while using cellular devices (including phones, laptop data cards, etc). Using more voice or data minutes than what is allocated by your plan can result in astronomical charges. Streaming a single movie on your laptop or iPhone over a cellular network without an international data plan can result in a monthly bill totaling well in excess of $20,000.

Please remember that all standard DePaul laptops have Wi-Fi antennas built in. Using this standard feature you can access Wi-Fi hotspots in your hotel, coffee shops, airports, etc. Sometimes there is a nominal fee for this access, but in many cases this access may be free.

At no point should you be using an AT&T laptop connect card to do any major computing work while traveling internationally! If you are ever in doubt about whether your AT&T laptop card is being used to access the internet, remove it from your laptop and put it in your suitcase.

For more information and full plan details see page 16 of the Cell Phone Buying Guide or call Procurement Services at 312.362.7510.

Changes With Procurement Services Staff

In the past few weeks we have had some changes with Procurement Services staff. Sadly Stephanie Leon, Jon Fisher, and Derek Moon will all be moving on to new positions/adventures.

Stephanie Leon graduated this past weekend and has accepted a position as the Immunization Coordinator in the Student Records office. Congratulations to Stephanie on graduation and a new job!

Jon Fisher has accepted a position as the Operations Manager in the Compliance Office. He will begin that position on June 28th. Jon has been a great resource to ProCard users and Procurement Service since joining us. We wish him all the best, and know we will see him often; he will be in the next office area over!

Derek Moon’s last day at DePaul University will be June 17th. He is moving to Praia, Cape Verde (off Africa’s western coast - see link). There he has accepted a consulting and teaching position with a start-up organization.
Derek has been a great resource for DePaul University since starting as a student employee in 2007. We wish Derek all the best in his new job and adventure!

Until a new Technology Buyer is hired, the following categories will be covered by other Procurement Services staff members:

- **PC & Technology Products** – Jon Fisher
- **Apple Products** – Natalie Max
- **Cell Phones** – Laurie Melvin

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**Salvaged Furniture**

With the upcoming O’hare Campus move this August, Procurement Services is looking to sell a large quantity of office furniture. Our hope is to find a business or organization that would be able to purchase the furniture in bulk, at a significant discount.

If you know of any organization that might be interested, please direct them to the Salvage Store website or have them contact Procurement Services directly at 312-362-7510. Furniture can be bundled into smaller packages for sale and pricing is negotiable.

[Visit the Salvage Store to view inventory and pictures of the furniture](#)

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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

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In this Update

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<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, June 3rd</td>
<td>Last day to enter technology and furniture requisitions in PeopleSoft</td>
</tr>
<tr>
<td>Friday, June 18th</td>
<td>Last day to enter all requisitions in PeopleSoft</td>
</tr>
<tr>
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Sustainability Website

Sustainability initiatives are becoming an increasingly important topic for DePaul University. With that in mind, Procurement Services has begun to track sustainability initiatives and reporting from many current preferred vendors. These vendor initiatives, as well as Procurement Services initiatives, are now detailed on the sustainability website:

Visit the Sustainability Website

New University Salvage Store

Procurement Services is launching a new University Salvage Store. This new site, which will open on **Monday, May 24th**, will offer users a significantly improved online shopping experience. Payments will still be accepted via credit card, e-check, or a PayPal account.

Please be sure to check out the new University Salvage Store at www.universitysalvage.com on the 24th!

Memberships Website

DePaul University is a member of many national, local and international organizations & associations. Many of these memberships are either university-wide in scope or offer discounted fees and services when multiple individuals join.

Procurement Services has created a new website to begin tracking these memberships. Our hope is that departments will take advantage of existing university-wide memberships or discounts offered from multiple memberships.

Visit the Memberships Website

Additionally, if there are memberships your office holds that may be
of value to other departments please let us know so we can add them to the website.

New Staff Member: Annie Fleming

Procurement Services would like to welcome Annie Fleming to our team! As an Assistant Buyer, Annie will be responsible for new vendor creation, the University Salvage Store, and signing-up new Demon Discount vendors.

Annie is currently a graduate student in the School of Education, pursuing a Master in Elementary Education. She previously worked as an account manager for Red McCombs Media in Austin, TX.

New Demon Discount: Zipcar
Company Description
Here's the best way to motor around campus that's wallet-friendly, eco-conscious and well, just plain cool. We're Zipcar, and we give you the convenience of driving a car without the hassle of owning one. Not to brag, but Zipcar is the world's largest car sharing service. With over 25 different makes and models, we've got cars for all walks (er...wheels) of life that you can rent by the hour or by the day. We also roll in gas, insurance and up to 180 miles with each 24-hour reservation. Plus, your membership lets you access the entire Zipcar fleet worldwide. You can travel and still have wheels waiting for you. If all that doesn't grab you, maybe this will: Zipsters report saving more than $7,000 a year when they ditch their own cars. Good reason to sign up today!

Discount Information
Join Zipcar for only $25 dollars - a special DePaul discount of $50 off. Also, sign up today to get an additional $25 in free driving (limited time offer).

Getting the Discount
Just use the promo code DEPAUL25 when you register.

You'll find dozens of Zipcars within a mile radius of the Lincoln Park campus and many more located near the DePaul downtown campus.

Visit Zipcar’s Demon Discount page to see car locations or create an account.

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/
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Competitive Bidding Website

Procurement Services recently added a competitive bidding page to its website. This page provides detailed instructions on when, why and how to conduct a bid for goods and services over $25,000.

The website provides quote templates, RFP templates and basic instructions to effectively conduct a bid. We hope the website is a valuable resource for your department; but also want to encourage you to call Procurement Services if you have bidding or procurement related questions – x27510.

Visit the Competitive Bidding Website

Compliance Stats

Did you know the over the past 6 months more than 30% of all requisitions were submitted after-the-fact? The total value of those requisitions was just over $7.5 million.

After-the-fact requisitions have the potential to impact the university and departments in the following ways:

- Unfavorable terms and conditions on goods and services
- Individual liability for purchase
- Issues with payment to vendors
- Higher price paid for goods and services

Be sure to enter your requisition and obtain a purchase order BEFORE an order of any good or service is made. Procurement Services is now tracking and reporting compliance for after-the-fact order, competitive bidding and ProCard transactions.

Recycling Efforts: R4 Services, Vintage Tech and University Salvage Store

AT&T Online Premier: Account Access

PNC Update

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Preferred Vendors
PC Buying Guide
Cell Phone Buying Guide
Demon Discounts
University Salvage Store
R4 Services and Vintage Tech Recyclers are the universities preferred vendors for paper recycling/shredding (also file storage) and electronics recycling. One of the great features of both R4 and Vintage Tech are their recycling reports. These reports detail the amount of paper collected/recycled and the amount of electronics recycled for DePaul.

**Vintage Tech**
Since July 1, 2009 DePaul has recycled over 41,000lbs of electronic goods with Vintage Tech. All materials received by Vintage Tech are processed and recycled complying with all Federal, State, local environmental laws.

**R4 Services**
As of June 2009, DePaul has recycled more than 70,000lbs of paper with R4 Services! This equates to some pretty significant environmental savings:

**Environmental Savings** *(Estimated based on data from U.S. EPA)*
- 604 Trees Saved
- 247,938 Gallons of Water Saved
- 6,552 Gallons of Gas
- 2,127 Pounds of Air Pollution
- 116.88 Cubic Yards of Landfill Space
- 145,220 Kilowatt hours of Energy

To see the full details of our recycling efforts with R4 or sign up for service: [Visit R4’s preferred vendor page](#)

**University Salvage Store**
Procurement Services also uses the University Salvage Store to extend the useful life of electronics. Since July 1, 2009, University Salvage has sold 85 computers, 75 monitors and 42 other electronic items that otherwise would have been recycled or disposed.

Not only does extending the useful life benefit the environment, it also benefits faculty/staff members who are able to purchase products at great prices!
Check out the University Salvage Store today

AT&T Online Premier: Account Access

AT&T Online Premier is now available for DePaul faculty and staff members who have CRU (DePaul owned) phones. AT&T Online Premier gives users the ability to view/download bills, manage account information, and make service changes. The Premier site also gives you the ability to upgrade eligible devices. For information on how to register for access please visit the following link:

http://financialaffairs.depaul.edu/procurement/cellphone.html

On a side note, did you know that DePaul students and employees can save 10% off their personal AT&T accounts? Visit the AT&T Demon Discount page to learn more. Both new and existing accounts are eligible!

PNC Bank Update

PNC Bank ATM's were recently installed in the Ray Meyer Fitness and Recreation Center, Schmitt Academic Center, 11th Floor DePaul Center and Naperville Campus reception area. PNC branches on both the Loop and Lincoln Park campuses are set to open Monday, May 3rd. Watch for more information about grand opening activities in the coming months!

For more information on PNC Bank and the transition, visit:

- http://banking.depaul.edu
- http://discounts.depaul.edu/financial/pncbank.html
If you have any questions about the above or any purchasing items, feel free to contact the Procurement Services team at:

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- Procurement Services
DePaul recently announced a new agreement with PNC Bank that will provide comprehensive campus banking services beginning in May, including the introduction of PNC's Workplace Banking program to faculty and staff.

Beginning in May 2010, PNC plans to open its first two PNC-branded locations at the DePaul Center in the Loop and at the Lincoln Park Student Center. ATMs will be installed throughout campus the week of March 22nd.

PNC currently operates 135 branches under the National City brand throughout the Chicago-land region. In June 2010, the National City branches will convert to the PNC name.

For more information on PNC Bank and the transition, visit:

- [http://banking.depaul.edu](http://banking.depaul.edu)
- [http://discounts.depaul.edu/financial/pncbank.html](http://discounts.depaul.edu/financial/pncbank.html)

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On a different note, did you know that DePaul students and employees can save 10% off their personal AT&T accounts? Visit the AT&T Demon Discount page to learn more. Both new and existing accounts are eligible.

New Staff Member: Laurie Melvin

Procurement Services would like to welcome Laurie Melvin to our department. Laurie has been at DePaul for 10+ years and previously worked in Publications as a print buyer, customer service and print shop manager. Before joining DePaul, Laurie owned a graphics business (print/silk-screen/signs) with her brother in Southern Illinois.

As a buyer in Procurement Services, Laurie will be responsible for printing, marketing and promotional products.

Category Code Change – SU400

The category code SU400, Printed Materials, has been changed to Printing Services. This code should be used for all printing and print design services requisitions (where the vendor designing is also printing). If a vendor is simply doing design work, that should remain in the PS100, Professional Services, category.

Please contact Laurie Melvin with any print/design related questions at x2-8696 or lmelvin@depaul.edu.

New Preferred Vendor & Discount: The Palmer House Hilton

Company Overview
The original, and still among the very best, of the Chicago luxury hotels, Palmer House Hilton literally shines due to the ongoing restoration. Everything, from the Beaux Arts ceiling - meticulously restored by a Florentine artisan noted for his work on the Sistine Chapel - to the addition of an entire floor of deluxe-tech conference and meeting facilities. With more than 1,600 deluxe rooms and 88 suites all warmly residential, you can be sure there's a room that's perfectly suited to your needs.

There are spacious double rooms, many with two baths. One, two and three-bedroom suites, and the palatial eleven-room Penthouse Suite. On the Palmer House Hilton Executive Levels privacy is one of the many things you can take for granted. Life on the Executive Level is purposefully removed. It has a staff and style all its own. And a level of service that ensures the least possible distraction.

Amenities: Fitness center, indoor pool, shopping arcade, business center.

**Benefits to DePaul**
DePaul receives discounted pricing of:

- **January 1 - April 10, 2010**
  $99 per night, plus tax

- **April 11 – December 5, 2010**
  $149 per night, plus tax

- **December 5 – December 31, 2010**
  $99 per night, plus tax

**Ordering Information**

Contact the Palmer House at (312) 726-7500 (mention DePaul) or Palmer House Website

> New Discount: Chicago Bulls
Team Information
The Chicago Bulls are best known for having one of the greatest dynasties in NBA history during the 1990s, winning six championships in 8 years with two three-peat. The Bulls play in the NBA's Eastern Conference and consistently reach the NBA playoffs.

Discount Information
On select nights, all faculty, staff, students, alumni, and retirees along with their families and friends, have the opportunity to purchase tickets at a half price.

*Please note that tickets are subject to availability. Due to high demand, you are encouraged to order your tickets as soon as possible.

Getting the Discount
To access the discounts and place ticket orders, visit the special Bulls Website.

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

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Campus Banking Update
As you may be aware, TCF Bank closed its Loop location inside the DePaul Center permanently on February 5, 2010, and will close its Lincoln Park location inside the Student Center on Saturday, February 27, 2010. We are currently in the process of partnering with a new provider for campus banking services, which will be offered this spring. Details about this new partnership will be announced shortly.

Meanwhile, if you hold a TCF account linked to your DePaul identification card, you will need to use your TCF-provided check card to access your account beginning Feb. 28, 2010. The branch closings do not affect your account in any way other than eliminating the ability to use your DePaul ID card as your check card.

TCF will continue to have two cash-dispensing ATMs on campus, one located in the first floor atrium of the Lincoln Park Student Center across from the bank’s former location, and one on the 11th floor of the DePaul Center at the Loop Campus, through December 2010.

For more information on the transition, watch http://banking.depaul.edu.

ProCard Comments : Best Practice Guide
Please be sure to review the ProCard Commenting Best Practices guide. This guide gives transaction note examples for many common purchases.

The Best Practices Guide is located in the related links section of the ProCard Webpage and on page 21 of the ProCard/Pathway Handbook.

If you have any questions regarding ProCard transaction notes, or the ProCard in general, feel free to contact:
Laurie Krauel : x2-5272 or
Procurement Services would like to welcome Angela Longoria-Shahjahan to our team! As Facilities Buyer, she will be responsible for Facility purchases and projects as well as maintenance supplies purchasing. Angela previously worked in DePaul's Housing Services office as Housing Project Coordinator. Prior to that, she worked as a Trust Compliance Administrator for JP Morgan Chase in Houston, TX.

Toner fraud continues to be an issue for many departments! It is important to be aware of these scams, and to inform your staff on how to prevent the scam. Click for a white-paper created on the subject by Accounts Payable Now & Tomorrow.

As well, be sure to visit http://financialaffairs.depaul.edu/procurement/scamwarnings.htm for additional types of fraud.

Hotel rates have been updated for 2010. As you would expect, rates are very competitive. Please feel free to take advantage of our hotel partnerships for your department business as well as your personal use. To see a full list of all hotels, rates and booking information visit the Hotels section of the Preferred Vendor Page.

For personal discounts please visit the hotels section of the Demon Discount website!
New Discount: Millennium Garages

Company Description
Millennium Garages are Chicago's most convenient underground parking facility. Located in the heart of the City, any one of our four garages - Grant Park North, Grant Park South, Millennium Park or East Monroe - is bound to be mere steps away from your favorite destination. And, with more than 9,000 total spaces, we guarantee there will always be a spot for you.

Discount Information
DePaul University faculty, staff and students receive discounted daily, monthly and night parking rates at all Millennium Garages through the Loop U program.

Click here for program details and parking rates

Getting The Discount
Users must fill out a Parking Registration Form and fax or drop-off at the garage office of your choice.

Visit Millennium Garages Demon Discount site for additional information.

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
Demon Discount Fair

The 2010 Demon Discount Fair is almost here! Come out and enjoy food samples and receive information from our Demon Discount partners.

Lincoln Park Campus – January 27, 2010
Student Center Atrium
10:00am – 2:00pm

All attendees get to sign up for a chance to win great raffle prizes including:

- Sightseeing Tours
- Broadway Tickets
- $100 Lettuce Entertain You Gift Cards
- Theater Tickets
- $100 Visa Gift Cards
- iTunes Gift Cards
- ...and much more!

A few of the Demon Discount vendors in attendance include:

General Reimbursement Form

To accommodate the difference between the 2009 and 2010 mileage rates a pair of radio buttons were added to the General Reimbursement Form.

When filling out the form, select which year mileage you are reporting and the form will calculate the correct amount for you. If you need to report two years on your reimbursement, you will need to complete the form twice; Once using the 2009 rate and once using the 2010 rate.

*** General Reimbursements Forms should be submitted within 60 days of travel or date of expense***
2010 IRS Mileage Rate

Beginning January 1, 2010 the standard mileage rate for the use of a vehicle changed to **50 cents** per mile. In addition, only vehicles owned by DePaul will have fuel charges reimbursed. Personal vehicle fuel expenses are covered in the reimbursement rate.

For more information regarding mileage rates visit the IRS website.

External Temporary Staffing Agencies

In January 2009, the Office of Human Resources-Staffing Department centralized the external temporary staffing service function. This service provides one single point of contact for external temporary staffing needs for: short-term, long-term and temp-to-hire assignments. The centralized process will ensure hiring managers receive quality temporary employees as well as the most economical agency rates.

When hiring departments have a need for an external temporary employee, your designated DePaul Recruiter should be contacted to discuss your staffing needs. The Staffing Department has established service agreements with several agencies to deliver external temporary staffing services. If you have an existing agency relationship, HR Staffing will work directly with your agency to ensure proper protocol is followed throughout the temporary process. Your DePaul Recruiter will guide you and the agency through the entire process.

If you would like to request a Temporary Student Worker this process has not changed. Please continue to contact Student Temporary Services in the Career Center directly at x2-5850. Student Temporary Services provides qualified short-term employment for departments while providing financial support to DePaul students who wish to work on-campus.

If you have any general questions about external temporary staffing, please contact Soumya Radharaman in Staffing at 2-7142.

New Discount : Farish-Georges Coffee
Company Description
Farish-Georges Coffee Company is an online seller of gourmet roasted coffee, whole bean and ground. We currently offer exclusively 100% Kona coffee. The beans are harvested, processed, roasted, packaged and shipped directly to the customer from the estate in Kona, Hawai‘i. We are obsessive about the coffee we select, and we ensure only the best coffee beans are roasted and available to our customers. That means we work hard to build relationships with the coffee growers whose guiding principles reflect our own...care for the land, consistently high quality products, superior service, and fair pricing.

Discount Information
Students, faculty, staff, retirees, alumni, retirees and parents receive 10% off any order placed on-line.

Getting the Discount
Simply use Promo Code: DEPAUL10 when you place your order online at www.farishgeorges.com.

Visit Farish-Georges Demon Discount site for additional information.

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
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December 2009

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December Technology

Purchasing Deadline

Tax Exempt Reminder

Special Holiday Demon

Discount Offers!

2010 Mileage Rate

Beginning January 1, 2010 the standard mileage rate for the use of a vehicle will be 50 cents per mile. In addition, only vehicles owned by DePaul will have fuel charges reimbursed. Personal vehicle fuel expenses are covered in the reimbursement rate.

For more information regarding mileage rates visit the IRS website.

December Technology Purchasing Deadline

All technology purchases will stop on Friday, December 11th 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 also keep in mind the holiday close schedule for all other purchases and coordinate delivery dates appropriately.

Please contact Derek Moon at x2-7510 with any questions.

Tax Exempt Reminder

As a non-profit organization operating exclusively for education purposes, the University is exempt from (both state and local) Sales and Use tax. This exemption applies to the purchasing of tangible goods for organizational use in the State of Illinois.

To claim the exemption, you must provide DePaul’s tax exemption identification number which is printed on the front of the ProCard and can be sent directly to the vendor, by Procurement Services, in the case that additional proof is needed.

If sales tax has been paid error, the purchasing department/cardholder
is responsible for contacting the vendor for a sales tax credit to the respective account.

***The tax exempt status does not apply to meals, travel or utilities.

→ Special Holiday Demon Discount Offers!

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

**AT&T:** All members of the DePaul community are eligible to receive 10% off their personal AT&T Wireless service and 20% off equipment and accessories (excluding the iPhone). Take a look at the website to order new service/equipment or to migrate existing service.

**Barnes & Noble:** Staff and Faculty appreciation days! Take an additional 10% off (30% total) between December 6th - 12th on books, emblematic wear & gift items. Discount available at both the Loop and Lincoln Park campus stores.

**Dell:** Receive 10% to 30% off items in Dell’s online catalog. Visit www.dell.com/depaul to see all holiday discount offers.

**Hershey Felder’s Composer Trilogy:** Complementary tickets for DePaul staff and faculty. Drury Lane Theater, December 8th – 12th. View the invitation for all details and ticket reservation instructions.

**Staples:** Save 10% on almost everything in-store between December 6th–12th. Click here to print the coupon.

**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 and click on "Register". Using DePaul's Member ID, create your own account, then log-in as often as you like to shop for the latest deals!

**University Salvage Store:** Great prices on gifts for this holiday season. From desktops to monitors to furniture, the Salvage Store has something for everyone! Visit the store online at www.universitysalvage.com.
New Discounts : Roly Poly

General Information:
In 1996 the first Roly Poly Sandwich Shop opened for business in the Buckhead section of Atlanta, Georgia. Today, there are over 125 Roly Poly Sandwich Shops throughout 24 states.

Discount Information:
Students, faculty, staff, retirees, and alumni receive a 10% discount on all orders from the regular menu.

For orders from the catering menu, customers receive a Roly Poly gift card valued at 10% of the base order (up to a $50 gift card). The gift card is redeemable for any future purchases at the location which the catering order was placed.

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

Loop
29 S LaSalle St
Chicago, IL 60603

Lincoln Park
2235 N Lincoln Ave
Chicago, IL 60614

Visit Roly Poly’s Demon Discount site for additional information.

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
Area Code Change

Beginning on November 7th, 2009, Chicago residents began having to dial 11 digits to make local calls. As such, users with numbers programmed into their cell or other phones may need to update them to include the area code.

With the addition of Chicago's third area code, 872, callers will have to dial one of the city's three area codes plus the seven-digit local phone number (along with the requisite 1), even if calling someone within the same area code.

The third area code became active on November 7th to help alleviate a phone number shortage, according to the Illinois Commerce Commission and the City of Chicago. It will overlap with areas already covered by the 312 and 773 area codes.

No one's current phone number will be affected by the new area code, and there are no charges for calling between the three area codes.

Travel Leaders

Are you or someone in your department planning to travel in the coming months? If so, please be sure to set up your Travel Leaders/Rearden account to book flights, hotels and car rentals.

Travel Leaders is the University’s preferred vendor for travel planning services. Travelers and/or Travel Planners will need to create a profile in the Online Booking Tool, Rearden Commerce. Whether your travel is booked online or with an agent, profile information must be entered on the online booking tool.

To register for an account please go to:

https://depaul-travel.reardencommerce.com

Additionally, to be sure emails are received from Travel Leaders and the Reardon booking site, please add the following emails address to
your “safe-senders” list in Outlook:

- notifier@reardencommerce.com
- ecommerce@travelleaders.com

ProCard : Prepaid Form

An updated ProCard Prepaid form has recently been added to the Procurement website. This form should be used for purchases that cross fiscal years (e.g. if airfare is purchased in May for a trip taking place in August).

To download the new Prepaid form click here: ProCard Prepaid Form or visit the forms section of the website.

University Salvage Store

Check out great deals for the upcoming holiday season. Desktops, laptops, LCD monitors, furniture and more are available now. As always, everything is a great price.

Take a look at the University Salvage Store today!

New Discount : Phoenix Flower Shops

Company Information:
Phoenix Flower Shops is a full service retail florist that provides daily delivery anywhere in the USA through its network of over 20,000 florists. Choose from a large selection of fresh flowers, plants, gourmet & fruit baskets, cookies, brownies, lobsters, salmon, steaks, gifts, and more. Phoenix Flower Shops is owned by DePaul alumni Ken & Lynn Young.

Discount Information:
Students, faculty, staff, retirees, alumni and parents receive 10% off any order placed on-line and use Promo Code: DEMONS at check-out.
Getting the Discount:
Simply use Promo Code: **DEMONS** at check-out when you place your order online at [www.phoenixflowershops.com/depaul](http://www.phoenixflowershops.com/depaul).

*Visit Phoenix Flower Shops Demon Discount site for additional information.*

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New Discount: Vini’s Pizza

Company Information:
Vini’s Pizza has been family owned and operated for over 25 years. Originally located in Palatine, Vini’s has recently expanded to the Lincoln Park area, just a block away from DePaul’s campus. Specializing in original thin crust or pan pizzas, Vini’s creates their delicious sauce every day from scratch. Not only famous for their pizzas, Vini’s also carries a large assortment of salads, sandwiches and dinner entrees.

Discount Information:
Vini’s Pizza currently offers two discounts:

DePaul students, faculty and staff receive a 10% discount by presenting their DePaul ID.

DePaul students, faculty and staff receive a 50% discount by presenting a DePaul Athletics gameday ticket.

Locations:
*Lincoln Park*
2429 N Lincoln Ave
(between Fullerton Ave & Halsted St)
Chicago, IL 60614
(773) 327-0000
Hours: Sun - Wed 11:00 a.m. - 11:00 p.m.
Thu - Sat 11:00 a.m. - 4:00 a.m.

*Palatine*
743 W Palatine Rd
Palatine, IL 60067  
(847) 359-0231  
Hours: Sun - Wed 11:00 a.m. - 11:00 p.m.  
Thu - Sat 11:00 a.m. - 4:00 a.m.  

Visit Vini’s Demon Discount site for additional information.

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
Vendor Fair: Thanks for Joining Us!

The 2009 Vendor Fair was a success! A big thank you to the 350+ staff and faculty members who attended and the 35 vendors who participated. We hope you found the event to be helpful.

Congratulations to the winners of this year’s grand prizes:

- Round-Trip Domestic Airfare from Travel Leaders:
  - Jeanine Lee – Information Services
  - Davin Youngs – School of Music

Check out the website to see a full list of participating vendors, raffle prize winners, and pictures from the event!

Newsweek – Green Rankings

The inaugural NEWSWEEK Green Rankings have just been released. For more than a year, NEWSWEEK magazine worked with leading environmental researchers to rank the 500 largest U.S. companies based on their actual environmental performance, policies, and reputation.

Several DePaul preferred vendors ranked in the Top 100, including Dell at #2, Staples at #20, JPMorgan Chase at #41, and FedEx at #93.

To see the full list of NEWSWEEK Green Rankings visit the website.

Staples Advantage 2010 Online Catalogs
Staples just released its 2010 online catalogs; users can browse the full-line catalog as well as many specialty catalogs by visiting www.staplesadvantagecatalogs.com.

Back in 2007, Staples introduced the industry’s first paper-free Full-Line catalog, enabling customers to reduce the environmental impact associated with the use and disposal of paper catalogs.

For departments that would prefer a paper version of the Full-line catalog one can be ordered for free through any StaplesLink account page.

New Discount: Sarks in the Park

Company Information
Sarks in the Park is an outpost of popular and long-running Evanston diner Sarkis Café and serves up omelets, sandwiches, burgers and short-order sides such as hash browns.

Discount Information
DePaul Student, Faculty and Staff receive 10% off at Sarks in the Park.

Discount Location
444 W. Fullerton Pkwy
Chicago, IL 60614

http://discounts.depaul.edu/dining/sarks.html

New Discounts: Hotel Vendors
General Information:
Members of the DePaul community can take advantage of preferred rates with many hotels in downtown Chicago and various other major cities, including a few international cities!

Discount Information:
Members of the DePaul community are eligible for discount rates at the following hotels:

Affinia Hotel, Allerton Hotel, Best Western (River North), Club Quarters, Fairfield Inn & Suites, Four Season, Hotel Felix, Hotel Indigo, Silversmith Hotel & Suites, and Ritz Carlton

Visit the hotels page on the Demon Discounts site for information on each hotel, and how to obtain the discounted rate.

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
Procurement Update

September 2009

Vendor Fair: October 1st & 2nd

The 2009 Vendor Fair is almost here! Come out for the opportunity to meet with DePaul’s preferred vendor representatives and learn more about their products and services.

All attendees get to sign up for a chance to win great raffle prizes including:

- Grand Prize: Round-Trip Domestic Airfare

- FLIP Video Cameras
- Hotel Stays
- Milwaukee Tools
- Dell Color Laser Printers
- Gel Mouse Pads
- Best Buy Gift Cards
- Apple iPods
- Tool Bag
- Visa Gift Cards
- Desk Chairs
- Bulls Tickets
- Spa Baskets

This year’s vendor fairs will take place on:

Loop Campus - October 1, 2009
55 East Jackson, 406 & 406A
10:00am – 2:00pm

Lincoln Park Campus – October 2, 2009
Student Center, Room 314A&B
10:00am – 2:00pm

This year’s list of vendors include:

- Corrigan
- Dell
- Document Services
- Fairfield Inn
- Fischer Scientific
- Grainger
- Milwaukee Tools
- Hotel Indigo
- Interiors for Business
- KI Furniture
- R4 Services
- Staples
- Student Temp. Services
- ...More to come!
RFP Update: Retail Banking

Procurement Services recently put the Retail Banking services contract (currently held by TCF Bank) out to bid. A committee made up of individuals from Student Affairs, Student Government Association, Financial Fitness, DePaul Athletics and Advancement, among others participated in drafting the bid document and will review responses.

While there are many detailed objectives to the bid, the overall goals include:

- Benefit university students, employees and alumni by providing access to higher-quality services and lower fees than would otherwise be available by unaffiliated retail banks
- Support the university’s educational mission particularly as it relates to student’s financial well-being
- Produce value to the university by supporting various university initiatives such as the Campaign for the Performing Arts, DePaul Athletics, co-curricular programming and scholarships while maximizing royalty and other revenue
- Provide the selected company lease space on at least the Lincoln Park campus, as well as ATM’s throughout all university locations
- Build a strong marketing program promoting the selected company to the various constituencies

RFP responses are due back from vendors next month and a winner is expected to be announced early in 2010. The new contract is expected to take effect in the Spring Quarter.

Should the University decide to change providers, detailed transition information will be available for those with accounts with the existing provider. Of course, any transition will be optional for the account holder.

More information will be available as the process moves forward. If you have any specific questions, feel free to contact Jeff Bromberek, Director of Procurement Services, at j bromber@depaul.edu.
Records Transfer Update

On Friday, September 4th all university files stored at Iron Mountain were moved to our new record management vendor, R4 Services. Departments should now contact R4 Services directly to request their files, or to store additional files.

For more information on R4 Services visit their Preferred Vendor Page or contact Erin Vandenberg, Director of Records Management.

After-the-Fact and Bidding Reminder

Just a quick reminder that all departments must enter requisitions and receive a purchase order before an order is placed. Also, if departments are purchasing goods/services in excess of $25,000, competitive bids are required.

All procurement policies, as well as a quick reference guide can be founds online:

- Summary sheet of policy changes
- Purchasing policies

New Discount : Travel Leaders Vacation Club
Company Information:
You’ve worked hard. Now reward yourself with the vacation of your dreams. At Travel Leaders, we specialize in planning memorable vacations. Our experienced travel consultants will help you choose the destination that best fits your interests, at a price you can afford. Whatever your desire - a Caribbean island escape, an Alaskan cruise, a romantic honeymoon in Fiji, an escorted tour of Europe, a quick weekend getaway to New York City, or one of our many other exciting destination options - we’re here to make sure you experience the vacation you deserve.

Discount Information:
Students, faculty, staff, alumni and retirees receive discounts on cruises, vacation/tour packages, rental cars, hotels and more!

Click to view the Travel Leaders Vacation Club discount page

Getting the Discount:
Join the Travel Leaders Vacation Club one of three ways:

1. Register Online
2. Email Travel Leaders Vacation Club @ vacationclub.us@travelleaders.com
3. Call Travel Leaders Vacation Club @ 866.502.1931

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
Vendor Fair : Save the Date

Save the date for the 2009 Vendor Fair. Come for the opportunity to meet DePaul’s preferred vendor representatives and learn more about their products and services. All attendees will be able to sign up for a chance to win great raffle prizes! This year’s vendor fairs will take place on:

Loop Campus - October 1, 2009
55 East Jackson, 406A & 406B
10:00am – 2:00pm

Lincoln Park Campus – October 2, 2009
Student Center, Room 120
10:00am – 2:00pm

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

Vendors:
- Corrigan Moving Systems
- Dell
- Fairfield Inn
- Fischer Scientific
- Grainger / Milwaukee Tools
- Hotel Cass
- Hotel Indigo
- Interiors for Business
- R4 Services
- Staples
- Student Temporary Services
- Document Services

Raffle Prizes:
- Hotel Stays
- Tool Bag / Milwaukee Tools
- Visa Gift Cards
- Desk Chairs
- Bulls Tickets
- Best Buy Gift Cards
- Spa Baskets

Many more to come!

Scam Alert : Yellow Pages Scam
Many businesses across the country have recently received what appear to be phone solicitations or invoices for ad space in the familiar, locally distributed, yellow pages directories.

The Better Business Bureau warns that these calls and invoices are actually solicitations for listings in alternative business directories that differ from the well-known yellow pages. In fact, the alternative directories may not be that widely distributed, can be of little or no value to advertisers, or may never be published at all.

If your department has received a similar invoice please contact Procurement Services or Accounts Payable. Also, be on the look-out for other disguised solicitations and carefully check suspicious bills from companies with which you don't normally do business.

For more information on this scam please visit the Better Business Bureau website. For other additional scams, please view our Scam Warnings page.

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**Travel Leaders : On-Campus Training**

**TRAVEL LEADERS**

Travel Leaders, the University’s new preferred vendor for travel services, will be conducting on-campus training sessions on their online booking tool, Reardon. Information about all travel services offered will be discussed during these sessions as well. The following are dates/times that training sessions will be offered:

**Loop – 14 East Jackson Room 602**

Wednesday, August 26 @ 10:00 AM
Wednesday, August 26 @ 1:00 PM
Wednesday, August 26 @ 2:30 PM (*Group Travel Session*)

**Lincoln Park – Student Center Room 313**

Thursday, August 27 @ 10:00 AM
Procurement Services strongly suggests you take the time to join one of these training sessions to be well informed as to how the online tool operates. You will not be able to book any travel with Travel Leaders until you have built your profile in the tool and this will be demonstrated during the training sessions.

If you already participated in one of the online sessions earlier this Summer, you may already be familiar with the tool and do not need to attend an in-person session.

For more information on Travel Leaders visit their Preferred Vendor Page.

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ProCard Expiration Date : Final Reminder!

A final reminder that Procurement Cards (ProCard) will expire on August 31, 2009. New cards are currently being issued.

If you have not picked up your new ProCard, please contact Laurie Krauel at x2-5272 or lkrauel@depaul.edu to set up a pick-up time.

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New Discount : Card & Party Giant

Card & Party GIANT

Company Information:
Card & Party Giant is Chicago's largest party store and features party supplies, decorations and balloons of all kinds for all occasions. From costumes and costume accessories, to helium tanks and on-site balloon decorating, to custom imprinted banners, Card & Party Giant has everything you need to make your event a GIANT success.

Discount Information:
Students, faculty, staff, alumni and retirees receive a 10% discount on any purchase.

*This discount does not apply to balloon decorating and cannot be combined with any other offer.*

**Getting the Discount:**
Simply show your DePaul ID or business card to receive the discount.

Address: 1880 West Fullerton, Chicago, IL 60614  
Website: [www.cardandpartygiant.com](http://www.cardandpartygiant.com) or http://discounts.depaul.edu/retail/cardpartygiant.html

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**New Discount : Allerton Hotel Chicago**

**Company Information:**  
The Allerton Hotel Chicago, located on Michigan Avenue right in the heart of downtown Chicago's Magnificent Mile, completed a multi-million dollar renovation in Spring 2008 which included all 443 guest rooms and suites, the brand new and stylish M Avenue Restaurant and Lounge, lobby, meeting rooms and a brand new fitness center with state-of-the-art equipment. The new design throughout the hotel reflects a contemporary and elegant yet residential feel.

**Discount Information:**  
Any affiliate of DePaul University can receive the preferred rate of $139.00.

**Getting the Discount:**  
For reservations, call 312-254-8244 and request the DePaul University preferred rate.

Address: 701 N. Michigan Avenue, Chicago, IL 60611  
Website: [www.theallertonhotel.com](http://www.theallertonhotel.com)

If you have any questions about the above or any purchasing items, feel
<table>
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<tr>
<th>Contact Information</th>
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<tr>
<td><strong>Website:</strong> <a href="http://financialaffairs.depaul.edu/procurement/">http://financialaffairs.depaul.edu/procurement/</a></td>
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- Procurement Services
Procurement Update

July 2009

**Updated Purchasing Category Codes**

Beginning on July 1, 2009 Purchasing Category Codes have been reduced from 280+ different codes down to 90. This reduction in Category Codes should make it easier and faster to find the correct category that corresponds with the goods/service you are ordering. These categories help the university to track spend and ensure accurate reporting.

Click to view the full list of updated Purchasing Category Codes and corresponding buyer.

**ProCard Expiration Date**

Procurement Cards (ProCard) are set to expire on August 31, 2009. New cards will be issued soon, and more details will be sent regarding pick-up dates/times.

If you have any questions regarding your ProCard, please contact Laurie Krauel at x2-5272 or lkrauel@depaul.edu.

**Travel Leaders : Online Booking Tool Training**

Travel Leaders, the University’s new preferred vendor for travel services, will be conducting web-based training sessions on their online booking tool, Reardon. Information about all travel services offered will be discussed during these sessions as well. The following are dates/times that training sessions will be offered:

**MONDAY JULY 20 @ 2:00 PM CDT**
**Made by Entrepreneurs Program**

Procurement Services and the Coleman Entrepreneurship Center are pleased to announce a new type of vendor classification for small businesses. The *Made by Entrepreneurs* is Coleman’s membership directory and features small businesses and ventures around Chicago, including many DePaul alumni and student-owned ventures.

For more information on the program visit the [Vendor Relationships page](#) or the [Made by Entrepreneurs page](#).

**Staples: Print Solutions**

Getting digital copy & print has never been easier, now that you can order it on the same site as the rest of your supplies. Just look for the new "Print Services" tab at the top of the Staples Link.
Benefits of using Staples Print Solutions include:

- Order digital copy & print online, anytime, anywhere
- Document upload and configuration capabilities
- Easy-to-use order screens
- Online tracking, proofing and previewing of documents

Click to view a demo of the Print Solutions offered!

Updated Purchasing Policies

As a reminder, Procurement Services recently completed a comprehensive review of all university purchasing policies, and made numerous revisions around three goals:

1. Ensure purchasing processes are as efficient as possible for budget managers;
2. Promote sound use of financial resources; and
3. Develop appropriate compliance protections.

The primary changes are related to the enforcement of bidding procedures and ending the practice of 'after-the-fact' requisitions. However, most policies were rewritten to ensure they were consistent with each other and other university policies and procedures.

These changes became effective on July 1, 2009. For more information see the following documents:

- Presentation given to Academic Affairs Budget Managers on May 28, 2009
- Summary sheet of policy changes
- Complete text of all purchasing policies

If your department would like to receive an overview and training on these new policies, please contact Abe Reising at areising@depaul.edu.

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