In this Update

**Fiscal Year End: Important Dates!**

The current fiscal year ends on June 30, 2011. Here are some important purchasing dates to be aware of:

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>Friday, June 17th</td>
<td>Last day to enter all requisitions in PeopleSoft</td>
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<tr>
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<td>All invoices must be submitted to Controller’s Office; requests for employee expense/travel reimbursement must be submitted</td>
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<td>ProCard close date; all chartfield edits and approvals must be completed; any prepaid form must be submitted</td>
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<td>Thursday, July 14th</td>
<td>Purchase order corrections must be completed; accrual request form must be submitted; Journal Entry Requests for June 2011 to be submitted</td>
</tr>
</tbody>
</table>

**Stationary:**
The deadline for all FY11 stationery orders is Monday, June 20, 2011. To place an order, contact Laurie Melvin at: lmelvin@depaul.edu or x2-8696.

**ProCard:**
Please make sure that all charges made in FY11 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 FY11 must be delivered or performed before June 30, 2011. Any goods or services that are delivered or performed after June 30, 2011 will need to be paid using FY12 funds. Please contact Procurement Services with any questions.

Click here to see the entire Year-End Closing Schedule for Fiscal Year 2011

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**StaplesLink Website Update**

Later this summer Staples will be making significant upgrades to the StaplesLink website. The site name will also be changing from StaplesLink to StaplesAdvantage as well.

Users will save time with new intuitive navigation, enhanced search and browse functionality, and improved product details and photos. All logins, saved shopping lists, and order history information will not change.

Look for more information regarding this upgrade in the next few months, with an anticipated launch of the new website in late summer.

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**AT&T / Motorola – Atrix Information Session**

Please join Procurement Services for an information session on the new Motorola Atrix 4G, hosted by AT&T. Drinks and desserts will be provided by Motorola.

**When:** Friday, June 17th  
**Where:** 55 E Jackson, 801 (Meeting Room)  
**Time:** 11:30 – 12:30

All participants will have a chance to win a new Android powered Motorola FlipOut!

If you are interested in attending, please RSVP to
PeopleSoft Financials Upgrade – Online Training

The PeopleSoft Financials system has now been fully upgraded. We hope that you have had an opportunity to attend one of the many training sessions.

If you were unable to attend, or simply would like a refresher, please be sure to view the online training that is available. These online videos show the requisition process from start to finish. You can view all videos on the Financial Affairs website.

If you have additional questions, or simply need assistance entering a requisition into the new system, please give Procurement Services a call at x2-7510.

New Demon Discount: American Apparel

American Apparel

Company Description
American Apparel is a vertically integrated manufacturer, distributor and retailer, based in downtown Los Angeles, California. Currently employing approximately 10,000 people globally (about 5,000 in LA), and operate more than 285 retail stores in 20 countries.

Discount Information
Receive a 15% in-store discount at the Lincoln Park location with a valid DePaul ID. Offer may not be used in conjunction with any additional promo or discount.

Getting the Discount
Simply show your DePaul ID to receive the discount at the West Armitage Street store.

Visit American Apparel’s Demon Discount page to view more discount 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

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Fiscal Year End: Important Dates!

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<tr>
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<td>Last day to enter technology and furniture requisitions in PeopleSoft</td>
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<tr>
<td>Friday, June 17th</td>
<td>Last day to enter all other requisitions in PeopleSoft</td>
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<td>All invoices must be submitted to Controller’s Office; requests for employee expense/travel reimbursement must be submitted</td>
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Purchase Orders:
Remember, any goods or services ordered for FY11 must be delivered or performed before June 30, 2011. Any goods or services that are delivered or performed after June 30, 2011 will need to be paid using FY12 funds. Please contact Procurement Services with any questions.
University Salvage - Policy Reminder

The University Salvage Program provides a way for university departments to safely and efficiently dispose of unneeded equipment. All assets purchased with university funds or obtained by a department because of its connection to DePaul (i.e., donations or grants), are the property of DePaul University and the university holds responsibility for their disposal.

Procurement Services acts as the clearinghouse for evaluating an item's worth and ultimate disposition when an item is no longer needed by a department. Departments are not authorized to dispose of their own equipment (which includes giving it away to employees, students or charities).

If you have an item(s) in your department that need to be disposed of please complete the online Salvage Form.

For more information please visit the Salvage Program website or contact Procurement Services x2-7510.

Procurement/Compliance – Open House

As you likely already know, Procurement Services & Institutional Compliance recently moved to the 8th floor of 55 E Jackson.

We are planning to host an open house for everyone to come and visit on Thursday, June 2nd from 2-4pm. Please save the date, and look for the official invitation in inner-office mail soon!

PeopleSoft Financials Upgrade – Online Training

The PeopleSoft Financials system has now been fully upgraded. We hope that you have had an opportunity to attend one of the many
training sessions.

If you were unable to attend, or simply would like a refresher, please be sure to view the online training that is available. These online videos show the requisition process from start to finish. You can view all videos on the Financial Affairs website.

If you have additional questions, or simply need assistance entering a requisition into the new system, please give Procurement Services a call at x2-7510.

Fisher Scientific

Procurement Services recently extended the University’s contract with Fisher Scientific by another year. Fisher is the preferred provider of science equipment, providing heavily discounted pricing on commonly purchased items, discounts on many other products, free shipping and provides support for the Campaign for Excellence in Science.

For more information on Fisher Scientific, visit their page on the Procurement Services website at: http://financialaffairs.depaul.edu/procurement/vendors/fisher.htm.

Special Demon Discount Promotion - Buy a Dell, Get an Xbox

Dell and Microsoft are kicking off a great new promotion for the university community starting this Sunday, May 22nd. Purchase a new Dell computer with Windows 7 for $699 or more and receive a new Xbox 360 system for free! And this is on top of your DePaul discount!
For more information visit one of the websites below:

- [http://www.windows.com/freexbox](http://www.windows.com/freexbox)
- [http://dell.com/depaul](http://dell.com/depaul)

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**New Demon Discount (Location): Subway**

![Subway Logo]

**Company Description**
Subway is the world's largest submarine sandwich chain with more than 28,000 restaurants in 86 countries.

DePaul faculty staff and students receive a discount at either the Fullerton or Lincoln Ave stores. Both stores offer free Wi-Fi and they deliver!

**Discount Information**
Receive 10% off your purchase (does not apply to specials or coupons)

**Getting the Discount**
Simply use your DePaul ID when visiting the store or placing an order for delivery:

- **Locations**
  1513 West Fullerton  
  Chicago, IL 60614  
  (773) 281-6699

  2412 North Lincoln Ave *(NEW DISCOUNT LOCATION)*  
  Chicago, IL 60614  
  (773) 529-0600

[Visit Subway’s Demon Discount page to view more discount information.](http://www.windows.com/freexbox)

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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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Procurement Update
April 2011

In this Update

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New Demon Discount: Grainger
New Demon Discount: TakeLessons

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PeopleSoft & Management Standards Training

With an updated PeopleSoft Financial System coming in May, Financial Affairs will be hosting training sessions on both campuses in the next few weeks. These sessions will cover the updated eProcurement and Accounts Payable modules. An email will be sent soon with dates and times of all sessions offered.

Procurement Services is also offering a course this year as part of the Management Standards Training. “Ethics in Purchasing” touches on a wide variety of issues budget managers may encounter when spending university funds. If you are planning to take a management standards training course this year, we hope you will be able to join us for one of our sessions!

To register visit the Compliance website at http://compliance.depaul.edu/training/index.asp.

Fiscal Year End – Plan Ahead

The fiscal year end is getting closer and two big changes are happening in May that will necessitate additional planning by budget managers.

On Monday, May 9th, Procurement Services will be relocating offices to the 8th floor of 55 E Jackson. Also in the middle of May Financial Affairs will be launching an upgrade to the PeopleSoft financials module.

While we expect both events to go smoothly, we ask that budget managers plan ahead and place any year-end orders as early as possible to avoid any delays that may arise during the transitions.
Also, both technology and furniture orders typically have long-lead times (even more so this year due to events in Japan). Be sure to enter your requisitions prior to this date to ensure delivery by June 30th.

**Club Quarters**

Club Quarters is a full service hotel for the exclusive use of guests and employees of Member companies (DePaul is a member!). They offer unique, user-friendly services for the business traveler in a club-like setting. Members pay the lowest rates for a quality hotel room in 14 prime big city locations.

As an additional benefit, faculty and staff, their families and guests may use Club Quarters for personal overnight, wedding and special events at low rates 365 days a year at all 14 locations. Weekday rates begin at $107 and weekend rates start at $67!

Check out the [Club Quarters Membership Benefits flyer](http://discounts.depaul.edu/travel/hotels.html) for more details about business and personal travel and the Demon Discounts site at [http://discounts.depaul.edu/travel/hotels.html](http://discounts.depaul.edu/travel/hotels.html).

**New Demon Discount – Holiday Inn O’Hare**

**Company Description**

Holiday Inn & Suites Chicago O'Hare/Rosemont features 300 well-appointed spacious guest rooms and suites designed for the most discerning traveler.

**Discount Information**

Members of the DePaul community receive a rate of $109.00 per night plus tax Monday-Wednesday and a rate of $89.00 per night plus tax Thursday-Sunday.

[Visit the Holiday Inn Demon Discount page for ordering information](http://discounts.depaul.edu/travel/hotels.html)
Company Description
TakeLessons is a full-service music and voice lessons provider. Founded in 2004, we help people pursue their passions and develop their talents through music. TakeLessons offers private lessons in over 2,800 cities nationwide. Pick from guitar, dance, voice, or piano lessons just to name a few. TakeLessons helps people of all ages and different experience levels reach their goal with the proper lessons and customized programs.

Discount Information
Enroll as a new student and take advantage of the Educational Discount. Book four or more lessons, and you'll receive one lesson FREE.

Visit the TakeLessons Demon Discount page for more 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
In this Update

Fiscal Year End – Plan Ahead

After-the-Fact Purchase Orders

Hertz #1 Club Gold – Free Membership

New Demon Discount: TopShot Golf

New Demon Discount: Guitar Chicago

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Procurement Update
March 2011

Fiscal Year End – Plan Ahead!

Even though the current fiscal year still has a little over three months left, two big changes will be happening in May that may necessitate additional planning by budget managers.

In approximately mid-May, both Procurement Services will be relocating offices and Financial Affairs will be launching an upgrade to the PeopleSoft financials module. More information on both of these will be announced as they get closer.

While we expect both events to go smoothly, we ask that budget managers plan ahead and place any year-end orders as early as possible (e.g. March and April) to avoid any issues that may arise during the transitions.

Also, both technology and furniture orders typically have long-lead times and should be placed at least 4-6 weeks before they’re needed. Watch for more specific deadlines regarding year end in a future Procurement Update.

After-the-Fact Purchase Orders

It’s important to remember that all purchases over $2,500 require approval by Procurement Services PRIOR to the order being placed (for both goods and services).

Procurement reviews orders to ensure that the university is receiving the best value for its money - which includes things like cost, service, warranties, delivery times, vendor reliability, etc. Not following this process leaves the university open to a variety of legal and financial risks.

If there are cases where you feel generating a purchase order
beforehand is not possible, contact Procurement early in the process. Our procedures are flexible enough to find a solution that both meets your needs and protects the university.

For more information see the Purchasing Guidelines section of the website or call us at x2-7510.

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**Hertz #1 Club Gold – Free Membership**

Hertz is providing all DePaul University travelers with a complimentary Hertz #1 Club Gold Membership. This free membership provides additional rewards, better service and allows you to bypass the rental counter at many major airport locations.

If you already have a Gold Club membership, please call 1-800-CAR-GOLD to link your Hertz #1 Club Gold membership to the DePaul University discount.

[Click here for instructions on setting up your #1 Club Gold account.](#)

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**New Demon Discount – TopGolf**

**Company Description**

TopGolf is a revolutionary new game in golf that utilizes breakthrough technology, allowing each ball to be personalized to each player, tracking each ball hit and providing instant feedback. Both golfers and non-golfers of all ages and skill level can play TopGolf with up to five players per golf suite. The TopGolf game itself is quite simple. Think of it almost like bowling or darts, but for golf!

**Discount Information**

The DePaul Community receives 20% off of all TopGolf games.

[Visit the TopGolf Demon Discount page for more information](#).
New Demon Discount – Guitar Chicago

Company Description
Guitar Chicago is a music school in Chicago's Loop which provides private guitar, piano, and drum lessons in addition to themed group classes. Lessons are provided in a friendly and open atmosphere and are available as private lessons for 1-2 students. In addition, small group classes with specialized curriculum are offered for up to 6 students.

Discount Information
Guitar Chicago is offering 10% off guitar, piano, or drum lessons as well as $5 introductory lessons to the DePaul community.

Visit the Guitar Chicago Demon Discount page for more 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
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- Procurement Services
Procurement Update
February 2011

In this Update

- Purchasing Checklist
- Recent Toner Scams
- Internal Resources Guide
- DePaul Stationery Orders
- Staples Brand Products
- Southwest Rewards Update
- New Demon Discount: Francesca’s Pizzeria Napoletana
- Updated Preferred Vendor & Demon Discount Rates: Four Seasons & Ritz-Carlton

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Purchasing Checklist

Procurement Services recently created a ‘Purchasing Checklist’ to help budget managers better understand the various processes involved when making purchases with university funds: including dollar limits, special risk categories, after-the-fact, and contracts.

The Purchasing Checklist can be found on the Guides page of the Procurement Services website or by clicking here.

Recent Toner Scams

Procurement has recently learned of several calls to departments regarding printers and toner. These calls are a scam! It is important to be aware of these types of scams as well as to inform your staff on how to prevent it. Typically anyone offering free toner or any other “too good to be true” services is not doing so in the interests of the university.

Never give printer model numbers or serial numbers to anyone who calls your department.

All toner should be purchased online via a StaplesLink account. If you receive any unsolicited toner packages, makes sure to refuse them at the time of delivery. Many times scammers will send an invoice once you’ve accepted the product and attempt to get payment.

Be sure to visit http://financialaffairs.depaul.edu/procurement/scamwarnings.htm for more information and additional types of scams that may occur.
You can also visit the Snopes page on Supply Scams at http://www.snopes.com/crime/fraud/supplies.asp.

Internal Resources Guide

A new feature on the Procurement website, Internal Resources, provides budget managers with university contact information for other departments that have used similar services.

For example, some of these categories include:

- Artwork purchases
- Catering for off-site events
- Musicians / event entertainment
- Security firms

The individuals or departments listed are those that either provide these services in-house or regularly purchase these types of goods or services and are willing to provide you with their experiences.

The Internal Resources page can be found here, and is located behind a Campus Connect username/password verification.

If there are any additional resources that should be listed or if any of this information needs to be modified, please contact Abe Reising at areising@depaul.edu or x2-6359.

DePaul Stationery Orders

Procurement Services is now the contact for stationery orders. If you need to place an order, please contact Laurie Melvin at lmelvin@depaul.edu or 312-362-8696.

Staples Brand Products

Did you know Staples offers more than 4,000 Staples Brand products to choose from at a better value than national brands?

All Staples Brand Products are independently tested to meet or exceed national brand quality. Examples of savings that can be
realized for items that are frequently purchased by DePaul include:

- **Highlighters**
  Sanford Liquid Highlighters (326330) $5.31 pk/6
  Staples Hype! Highlighters (412783) $1.02 pk/6

- **Manila File Folders**
  Smead Reinforced tab letter folders (649160) $24.56 bx/100
  Staples Reinforced tab letter folders (606806) $15.00 bx/100

- **USB Flash Drives**
  8GB San Disk Cruzer (785429) $33.59
  8GB Staples Relay (861615) $14.99

- **Printer Toners**
  HP LaserJet 42A Toner (577292) $152.55
  Staples Compatible Toner (791250) $105.71

To see more Staples Brand products, go to [www.stapleslink.com](http://www.stapleslink.com) or contact Natalie Max at [nmax@depaul.edu](mailto:nmax@depaul.edu).

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**Southwest Rewards Update**

On March 1, 2011, Southwest will introduce a new rewards program that allows travelers to earn and use points instead of credits. This will benefit travelers in several different ways:

- Every seat on every flight, every day is a rewards seat. If there’s a seat available, you can redeem your points for it.
- No blackout dates.
- Your points don’t expire.
- Earn points for every dollar you spend. The amount of your fare now determines how many points you earn.

Travelers don’t have to re-enroll and you will keep your current Rapid Rewards number. Rapid Rewards A-List Members will also enjoy special privileges designed to make their travel experience easier, faster, and more enjoyable than ever.
For more program information, including an interactive point simulator and video gallery, visit www.newrapidrewards.com.

New Demon Discount – Francesca's Pizzeria Napoletana

Company Description
Francesca's Pizzeria Napoletana is part of the Francesca's Restaurant group. It serves rustic Italian food as well as specializing in Napoletana style pizza. Francesca's has 23 Chicago area locations and will be expanding nationally with locations in North Carolina, San Diego and Scottsdale.

Discount Information
Students receive 15% off all purchases with a valid student ID. Faculty, staff, alumni, parents and retirees receive 10% off with an ID or by mentioning DePaul.

Visit the Francesca’s Pizzeria Napoletana Demon Discount page for more information

Updated Preferred Vendor & Demon Discount Rates – Four Seasons & Ritz-Carlton

The Four Seasons and Ritz-Carlton have updated rates for 2011:

January 1 - April 31, 2011

Superior Room - $255.00/Night
Deluxe Room - $295.00/Night
Four Season Executive Suite - $345.00/Night
Deluxe Four Seasons Executive Suite - $395.00/Night
May 1 - December 31, 2011

Superior Room - $265.00/Night
Deluxe Room - $305.00/Night
Four Season Executive Suite - $355.00/Night
Deluxe Four Seasons Executive Suite - $405.00/Night

***Rates are based on availability

Visit the Preferred Vendor page for more information regarding both
the Four Seasons and Ritz-Carlton.

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
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- Procurement Services
In this Update

ProCard Documentation Reminder

ProCard holders are required to keep receipts for all their transactions. These receipts must be kept on file with your monthly statement for 7 years.

If a ProCard holder leaves the University they are required to provide receipts for all transactions made prior to their last day to their supervisor or budget manager.

These policies as well as many other can be located in the ProCard Handbook online.

For questions regarding ProCard compliance feel free to contact Emi Gjini at x2-6395 or ejgini@depaul.edu.

Purchasing Compliance Stats

At the half way point of Fiscal Year 2011 the university is seeing improvement in compliance trends for both After-the-Fact (ATF) and Non-Bid compliance:

After the Fact Purchases
From July 1 – December 31, 2010 18% of purchase orders were after-the-fact, representing over $4.5 million in spend. These orders do not give Procurement the ability to review and ensure the university is receiving the best possible value (service, price, warranty reliable vendor, etc) and leave us open to a variety of legal and financial risks.

During that same period in FY10, ATF PO’s were 29%, representing $8.5 million in spend.

Bid Compliance
In the first six months of FY11, bid non-compliance was 4% of
University Salvage Store purchases, representing about $350,000 in spend. Bids are required for all purchases over $25,000 and are vital to ensuring the university is getting competitive pricing and services from vendors. Preferred vendors are exempt from the bid process, so use them whenever possible.

During that same period in FY10, bid non-compliance was 13%, representing nearly $1.9 million in spend.

Thanks to all departments for helping drive compliance rates higher; there’s still room for improvement, but we are certainly heading in the right direction.

If you have any questions regarding purchasing compliance please contact Abe Reising at x2-6359 or areising@depaul.edu.

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**2011 Mileage Rate**

Beginning January 1, 2011 the standard mileage reimbursement rate for the use of a personal vehicle will be **51 cents** per mile.

Only vehicles owned by DePaul will have their fuel charges paid for by the University. Personal vehicle fuel expenses are covered in the reimbursement rate and are not allowable reimbursements.

For more information regarding mileage rates visit the IRS website

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**HP Toner Multipacks - Staples**

Stretch your printing supplies budget with HP XL, Twin and Combo Ink Packs. All variations offer more printing life and savings.

Below are two examples of commonly purchased toners where departments could see savings by purchasing the higher capacity cartridges:

- **Standard** - HP LaserJet 64A (10,000 pages) : $153.59
- **High Capacity** - HP LaserJet 64X (24,000 pages) : $279.00

This is a savings of over $14.00 per toner, based on having to
purchase two 64A toners, plus an average of 4,000 additional pages printed.

- **Standard** - HP 42A (10,000 pages) : $152.55  
  **High Capacity** HP 42X (20,000 pages) : $222.00

A savings of over $40.00 per toner, based on having to purchase two 42A toners.

To order or see pricing on other cartridges, log onto [StaplesLink.com](http://StaplesLink.com) or call Natalie Max at x2-5967.

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**New Demon Discount – Days Inn Chicago**

**Company Description**
Days Inn Chicago is located within walking distance to the DePaul main campus in the heart of the Lincoln Park/Lakeview neighborhood. Whether you are attending a Blue Demon’s sporting event, an alumni reunion or just visiting family or friends on campus, the Days Inn Chicago is conveniently close to all your Windy City favorites without the high prices of staying downtown.

Days Inn Chicago is an award-winning hotel offering guests fine accommodations and fantastic customer service. Take advantage of the free Wi-Fi, deluxe complimentary continental breakfast, upgraded cozy bedding and even free access to Bally’s Total Fitness!

**Benefits to DePaul**
Mention “DePaul” when booking your stay and receive a special discounted rate of 25% off during the week and 15% on weekends.

[Visit the Days Inn Chicago Demon Discount site for more information](http://Visit the Days Inn Chicago Demon Discount site for more information)

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**New Demon Discount – TakeLessons**
Company Description
TakeLessons is a full-service music and voice lessons provider. Founded in 2004, we help people pursue their passions and develop their talents through music. TakeLessons offers private lessons in over 2,800 cities nationwide. Pick from guitar, dance, voice, or piano lessons just to name a few. TakeLessons helps people of all ages and different experience levels reach their goal with the proper lessons and customized programs.

Discount Information
Enroll as a new student and take advantage of the Educational Discount. Book four or more lessons, and you'll receive one lesson FREE.

Visit the TakeLessons Demon Discount site for more 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
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- Procurement Services
2011 Mileage Rate

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Only vehicles owned by DePaul will have their fuel charges paid for by the University. Personal vehicle fuel expenses are covered in the reimbursement rate and are not allowable reimbursements.

For more information regarding mileage rates visit the IRS website.

PayPal on the ProCard

In cases where vendors utilize PayPal as their payment mechanism (typically conference registrations) the ProCard account code default is 553400 – Professional Services. Please be sure you are reviewing those transactions and entering to the correct account code.

A full list of category and account codes can be found on the Procurement Services website.

Just a reminder, mobile device ‘apps’ are not to be purchased on the ProCard. ‘Apps’ should be purchased on a personal card and submitted for reimbursement.

For questions regarding the ProCard and account codes feel free to contact Emi Gjini at x2-6395 or ejgini@depaul.edu.

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

Does your department have old electronic equipment, furniture or other asset that is no longer needed or used? Procurement Services
is here to help!

Procurement is responsible for evaluating all assets no longer needed by the university, which includes determining if they should be resold, recycled or otherwise disposed of in a legal, compliant and environmentally friendly manner.

If your department has any items you are looking to dispose of, simply fill out an Asset Disposal Form. This form is then sent to Procurement for review and items will be picked up a.

For more information on the Salvage Program visit us online: Salvage Program or contact Natalie Max : x2-7510.

Procurement Services on Facebook

Procurement Services now has a presence on Facebook! This page will be used to update DePaul staff/faculty members with important purchasing information, vendor news and events on a continual basis.

To view Procurement Services Facebook page click here. Be sure to ‘like’ us as well to automatically get updates!

New Demon Discount – Government Employees Marketplace

Company Description
The Government Employees Marketplace (GEM) aggregates various government and non-profit employee discount programs, features pre-negotiated discounts with major suppliers and aggregates other discounts and limited offers.

Discount Information
GEM provides employees easy access to thousands of promotions,
including seasonal specials and discounts on:

- apparel
- beauty products
- electronics
- gourmet food
- toys
- home and garden products
- sports and fitness equipment
- travel
- gift cards

Getting the Discount
Simply register online for a free membership and immediately begin seeing discount offers:

Visit the GEM Demon Discount site for registration information

New Demon Discount – Standard Parking

Company Description
Standard Parking is now offering discounted parking at the Citadel Center (131 S. Dearborn) for DePaul University students, faculty, and staff. Participants will enjoy climate controlled underground parking just two blocks from the university.

Discount Information
In order to enjoy this special rate of $8.00 you must be a current student, faculty or staff member of DePaul University. Proof of status in the form of a current DePaul University identification card will be required to participate in this program.

This offer is valid Monday through Friday and you must enter after 4pm and exit prior to midnight of the same day. Any participants who park outside of the aforementioned guidelines will be subject to the regular posted rates.

Validations may be purchased for $8.00 each from the Parking Garage Office located on LL2. Garage office hours are 8am to 9pm, Monday through Friday. Please direct all questions and concerns to the garage office.
office at 312-267-6867.

Visit the Standard Parking Demon Discount site for more 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 – Thank You!

The 2010 Vendor Fair was a success! A big thank you to the 363 staff and faculty members who attended and the 27 vendors who participated. We hope you found the event to be helpful.

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

Netbook computers from Dell:
- Danny Lewis – Public Relations & Communications
- Adnan Wali – Information Services

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

Toner & Ink Available

Procurement Services has received a large quantity of unused toner and ink from various departments this year. If your office uses any of the toner or ink types posted at the link below please contact Procurement Services via email or call x2-7510.

Toner and ink will be given out on a first-come-first served basis, at no cost. Simply let us know the item number and quantity needed.

Click to see toner and ink available
**Bids & Documentation**

When purchasing goods/services over $25,000 departments are required to obtain multiple bids. In the past, Procurement Services only required the winning vendors bid documentation be sent to us for review. **Departments will now be required to submit bid documentation from all vendors listed on the Bid Documentation Form.** This will allow Procurement Services to ensure an accurate bid process and help track bid savings for the university.

If you have any questions regarding this change, please contact Procurement Services at x27510 or procurement@depaul.edu.

**Updated Contract Policy**

Beginning November 1, 2010 the updated contract policy went into effect. The most significant change to the policy is the process by which contracts are submitted and reviewed.

In the past, departments would submit the contract directly to the OGC and after a review had taken place, a requisition would be entered.

As of November 1, all draft contracts must be submitted to Procurement Services in conjunction with a requisition being entered. Procurement will then make the determination as to whether or not it requires legal review and route to the OGC if necessary. This change allows Procurement Services to also ensure the business terms of the agreement are reviewed as well as in compliance with university purchasing policies.

Standard agreements (pre-approved by OGC) can be signed in advance, but non-standard agreements are not to be signed until legal review is complete, the requisition is approved and a purchase order generated. Contracts that do not normally require a PO (employment agreements, honoraria, etc) will still follow existing legal review processes.

As always, Procurement Services is available to review business terms or assist with vendor selection if needed. Procurement should always be consulted whenever there is the potential for an actual or perceived conflict of interest, the vendor relationship crosses multiple divisions or in situations where our expertise can aid in the process.
Company Description
Broadway In Chicago is the source for terrific seats to the most exciting shows in Chicago's bustling Downtown Theater District.

Discount Information
Great new discounts on the following shows:

- Wicked
- Les Misérables
- Billy Elliot
- Traces

Visit the Broadway In Chicago 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:

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Phone: (312) 362-7510
Fax: (312) 362-7547

- Procurement Services
Procurement Update
October 2010

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Accounts Payable – Reimbursement Updates

New Demon Discounts:
Victory Gardens Theater

Vendor Fair – Additional Details

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Procurement Quick Links

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Preferred Vendors
PC Buying Guide
Cell Phone Buying Guide
Demon Discounts
University Salvage Store

Vendor Fair – Loop Campus

Please be sure to join Procurement Services at the Loop Vendor Fair this Friday. 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!

Loop Campus – Friday, October 15th
55 East Jackson, 406A & 406B
10:00am – 1:00pm

***See additional fair details (including prizes!) in last section of this Procurement Update***

Updated Contract Policy

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As always, Procurement Services is available to review business terms or assist with vendor selection if needed. Procurement should always be consulted whenever there is the potential for an actual or perceived conflict of interest, the vendor relationship crosses multiple divisions or in situations where our expertise can aid in the process.

A second training session on this updated policy is scheduled for Tuesday, October 19th from 2:00-3:00PM in Student Center Room #325. To RSVP contact Ronnie LoCash in the General Counsel’s office: x2-8865 or rlocash@depaul.edu

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**Mobile Device Apps**

With the increased popularity of app stores on mobile devices (iPhone, iPad, cell phones, etc), purchases of apps in the app stores have increased. While many of these apps have a business purpose, a majority of those available for sale are only for personal benefit.

As such, Procurement Services is now requiring anyone who is purchasing apps to do so with a personal credit card and not on the DePaul ProCard. Individuals may then request a reimbursement for all apps purchased with a business purpose and appropriate approvals from their department.

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**Accounts Payable – Reimbursement Updates**

Accounts Payable has two recent updates they would like you to be aware of:

1. DePaul Employees can now update or add a Direct Deposit option to their Employee Reimbursements thru Campus Connect/ Employee Self Service / Payroll and Compensation / Employee Reimbursements, known as ACH.

   Click here for detailed information regarding General Reimbursements and payment by ACH can be found on AP’s website.

2. When DePaul Employees update their address information in Campus Connect/ Employee Demographics, Accounts Payable can now capture that information and update the files in
People Soft Financials.

These two updates should make the reimbursement process easier for all staff members. If you have not signed up for ACH for Employee Reimbursements check it out today!

If you have any questions regarding these updates please contact Accounts Payable at x2-5336.

New Demon Discount – Victory Gardens Theater

Company Description
From its founding in 1974 through the present day, Victory Gardens Theater has dedicated itself to playwrights and their works as well as emphasizing the development of an ethnically and culturally diverse community of artists.

Discount Information
Victory Gardens Theater is offering $20 tickets to DePaul University students, faculty and staff members with a valid DePaul ID. This offer has no restrictions and is valid on every night of the week.

Visit the Victory Gardens Theater Demon Discount site for additional information

Vendor Fair – Additional Details

The Lincoln Park Vendor Fair took place last week, but there’s still time to attend the Loop Fair. Some of this year’s vendors and raffle prizes include:

Vendors:

- Affinia Hotels
- AT&T
- CDW-G
- Club Quarters
- Corrigan
- Dell
- Document Services
- HP
- Pepsi
- R4 Services
- Staff Council
- Student Centers
- University Center
- Interiors For Business
• Enterprise
• Fairfield Inn
• Four Seasons
• Stanford & 3M
• KI
• OEC
• Staples
• And more!

Raffle Prizes:
• Hotel Stays
• Visa Gift Cards
• All-in-One Printer
• Apple iPod Nano
• Harry Caray Gift Cards
• Desk Chairs
• LEY Gift Cards
• Digital Video Camera
• Netbook Computers
• Best-Buy Gift Cards
• And more!

Loop Vendor Fair

Friday, October 15th
55 East Jackson, 406A & 406B
10:00am – 1:00pm

Thank you in advance for joining us at the 2010 Vendor Fair!

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

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Procurement Update
August 2010

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University Salvage Store

Southwest “A-List” Passes

Procurement Services has two “A-List” passes available for Southwest Airlines. These pass grants “A” boarding status on Southwest flights until the end of the year, for an individual.

If you, or someone in your office:

• Has used SWABIZ for business travel once in the past year, and
• Plans to use SWABIZ for business travel in the coming months

Please submit your name to Laurie Krauel (lkrauel@depaul.edu) to be entered in a drawing for the passes by Monday, August 23rd.

Vendor Fair – Save the Date

Save the date for the 2010 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:

Lincoln Park Campus – Friday, October 8th
Student Center, Room 120
10:00am – 1:00pm

Loop Campus – Friday, October 15th
55 East Jackson, 406A & 406B
10:00am – 1:00pm

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

Vendors:
Affinia Hotel
Ace Coffee & Water
Corrigan Moving Systems
Club Quarters
Dell

Raffle Prizes:
Hotel Stays
Visa Gift Cards
Desk Chairs
Bulls Tickets
LEY Gift Cards
New Staff Member – Emi Gjini

Procurement Services would like to welcome Emi Gjini as the new Compliance Coordinator. As the new Compliance Coordinator, Emi will oversee Procurement Card reporting, purchase order and bid compliance, and act as a back-up buyer.

Emi joins Procurement from the School of Education where she assisted in budget management for the past three years. She is a graduate of DePaul and is preparing to take her CPA in the near future.

ProCard Commenting – Best Practices

Procurement Services has put together a best practices guide and examples of common ProCard purchases and how to best comment them in Pathway to meet both IRS guidelines and university policy. The document is incorporated into the ProCard Handbook and as a stand-alone document.

New Demon Discounts – Erin Gallagher Jewelry & RCN

Two great new Demon Discount offers have been added!

Erin Gallagher Jewelry
Company Description
Erin Gallagher Jewelry is a custom jewelry boutique. Visit our gem bar or website where you can choose from 100’s of stones to design the perfect piece of jewelry that compliments your style. Choose from necklaces, earrings and bracelets. Show school pride by choosing stones in your school colors or create a necklace with your birthstone. You'll find the perfect accessory for any outfit! All jewelry is hand-made by women at our Lincoln Park boutique.

Discount Information
Students, faculty, staff, alumni, parents and retirees receive a 10% discount both in store or online.

Visit the Erin Gallagher Jewelry Demon Discount site for ordering information

RCN

Company Description
RCN is Chicago's hometown provider or Cable, High Speed Internet and Unlimited Phone service. We've been a part of your community for over a decade, servicing Chicago residents in everything from single-family homes to the condos in Trump Tower with the latest cutting-edge digital entertainment products. With RCN, you'll receive over 215 all digital channels, including 60 HD channels in our basic tier and access to 1000's of On Demand movies and free On Demand TV. Our internet is super-fast and reliable, and there are 3 speeds available: 1.5Mbps, 10Mbps and 20Mbps. 60Mbps is also available in select areas! Plus, free access to ESPN3.com - watch live sports on your computer. Our Phone service is unlimited and includes features such as voicemail, call waiting, caller ID and more. For more information on our services, check out www.rcn.com.

Discount Information
RCN will upgrade any DePaul student or alumni's internet from 10Mbps to 20Mbps FREE for 6 months, doubling their speed!

Visit RCN’s Demon Discount site for ordering 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/](http://financialaffairs.depaul.edu/procurement/)
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- Procurement Services
Procurement Update
July 2010

In this Update

New Chartwells Account Code

As of July 1, 2010 the Controller’s Office has created a new account code 553700, Chartwells Catering Charges, to be used throughout the University Community for all catering charges from Chartwells.

ProCard defaults will be changed so that 553700 will be the default when ordering from Chartwells. However, please be sure to check that the correct account code is used when ordering from Chartwells.

Start the New Fiscal Year Off Right!

Just a reminder as we start the new fiscal year that all purchases over $2,500 must be entered as a requisition and approved BEFORE the order is placed or service started.

Also, departments are required to bid out any good/service that will total more than $25,000. For assistance or questions with bidding out a good or service, please contact Procurement Services at x2-7510 or procurement@depaul.edu.

New Staff Members – Jake Moy & Akash Trivedi

Procurement Services welcomes our new Technology Buyer, Jake Moy. With a strong background in customer service and technical knowledge, Jake brings 15+ years of IT expertise with non-profit and government association experience to DePaul.

Jake previously worked for Food Export Association as the IT Administrator. Prior to that he spent nearly 10 years working for DePaul in Information Services.

Procurement Services would also like to welcome Akash Trivedi to our team! As an Assistant Buyer, Akash will be responsible for the
Akash is currently a graduate student in CDM, pursuing a Masters degree in Computer Science. Akash recently moved to Chicago from Ahmadabad, India.

Responsible Purchasing Network (RPN)

Procurement Services is pleased to announce that we are now members of the Responsible Purchasing Network (RPN)—a network of professionals dedicated to socially and environmentally responsible purchasing.

As a part of this membership, all departments at DePaul now have access to RPN benefits. Simply Click Here to Register

By joining RPN DePaul has become part of a $53 billion strong purchasing network that includes the chief procurement officers in every state as well as hundreds of federal, state and local government agencies, universities and corporations. RPN membership entitles you to many benefits—here are just a few:

- Responsible Purchasing Guides on more than a dozen high priority products and service categories;
- A Green Products Database containing thousands of products conforming to green standards and certifications;
- Free webinars on timely responsible purchasing topics;
- Speakers available for events and conferences; and
- Online discussion forums for green products.

New Demon Discounts – Business Office Interiors & Amazon Student

Two great new Demon Discount offers have been added!
Company Description
Business Office Interiors can help with your home or personal office needs. We offer great, affordable new furniture that ships quickly. Additionally, we have gently used and showroom furniture available in our Lisle, IL warehouse location.

Discount Information
Receive discount of 50% of list prices (new furniture only).

Visit Business Office Interiors Demon Discount site for ordering information

Amazon Student

Discount Information
Join Amazon Student and receive the following benefits, simply by having a .edu email address:

- Amazon Prime free for one year ($79 value)
- Unlimited FREE two-day shipping on textbooks and millions of other items
- No minimum order size
- Upgrades to one-day shipping for $3.99/item
- E-mail alerts for exclusive deals and promotions

Visit Amazon Students Demon Discount site for account registration 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

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