In this Update

Fiscal Year End: Important Dates!

The current fiscal year ends on June 30, 2012. Here are some important purchasing dates to be aware of:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, June 22nd</td>
<td>Last day to enter requisitions in PeopleSoft</td>
</tr>
<tr>
<td>Thursday, July 5th</td>
<td>All invoices must be submitted to Controller’s Office; requests for employee expense/travel reimbursement must be submitted</td>
</tr>
<tr>
<td>Thursday, July 5th</td>
<td>ProCard close date; all chartfield edits and approvals must be completed; any prepaid form must be submitted</td>
</tr>
<tr>
<td>Friday, July 13th</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>

ProCard:
Please make sure that all charges made in FY12 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 FY12 must be delivered or performed before June 30, 2012. Any goods or services that are delivered of performed after June 30, 2012 will be paid using FY13 funds. Please contact Procurement Services with any questions.
Several major changes are coming to PC Leasing and Dell this summer:

**PC Leasing**
- Effective July 1st, new orders of individual-use computers may no longer be leased. These machines must be purchased and paid for at the time of order. Large orders for labs may still be leased at the department’s discretion.

**Dell Contract**
Procurement Services recently completed a bid for computer equipment, with Dell winning a new contract. The new agreement will take effect over the summer and changes include:

- Pricing on standard models and specifications will drop between 15 and 32% from current prices
- Budget managers will be able to place orders online directly with Dell – there will be no need to enter a requisition or lease request with Procurement Services
- During the ordering process, budget managers can increase machine specifications above the minimum requirements if they need more processing power
- Orders with Dell will be paid via ProCard

Machines will still be shipped to IT Field Support, who will then contact the department to arrange an installation time. Procurement Services will still be available to provide support and help determine which machines best suite your needs.

Additionally, later in the year DePaul will begin rolling out reports showing PC inventory for each department, including last user to login to a machine, date of the last login and the machines end of useful life (to aid in planning replacements).

Training on the new processes will be offered in July on both the
Lincoln Park and Loop campuses. More information will be available as implementation of these changes moves forward.

Lunch & Learn – Corrigan Moving Systems

Friday, June 22, 2012
55 E Jackson, 801
12:00-1:00PM

Corrigan Moving Systems/United Van Lines will be hosting a relocation services Lunch & Learn session next Friday. This session will give each participant the opportunity to learn more about services offered by Corrigan for both current and incoming DePaul faculty and staff.

Representatives from Corrigan will provide a general services overview, discuss IRS tax considerations, home sale and home finding options, moving allowances, direct billing options and additional resources.

If you are interested in attending this Lunch & Learn session with Corrigan, please send an RSVP email to procurement@depaul.edu by Wednesday, June 20th. An RSVP is required since lunch will be provided.

Mobile Device and Salvage Policies Updated

The Cellular Devices policy was recently updated to be called Mobile Devices. This policy details the methods of purchase and use for cellular phones, tablets and app purchases. For more information see the policy at http://policies.depaul.edu/policy/policy.aspx?pid=22.

The Salvage of University Owned Equipment policy was also updated to clarify that departments are not able to give university equipment to employees, students or others without approval by Procurement Services.
If someone wishes to purchase equipment no longer needed, Procurement will attempt to make it available to that individual as part of the Salvage Store process. Please contact Procurement Services for more details, x2-7510.

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
May 2012

Year End Dates and Deliveries During NATO

As a reminder, to ensure delivery before the fiscal year end, all PC and furniture orders must be placed before Thursday, May 31, 2012. For all other orders, the requisition system will close on Friday, June 22, 2012 at 5:00pm.

All ProCard charges made for FY12 must post before June 30th. It typically takes a few days from purchase for the transaction to post. If a purchase is made that needs to be accrued or prepaid (travel, conference fees, etc.), please use the ProCard Prepaid Form.

One last reminder that with the NATO summit, May 20-21, deliveries will likely be an issue. With expected increases in traffic, parking restrictions and protests the week leading up to the summit, deliveries have the potential to be delayed. Please be sure to plan accordingly.

***The Loop campus, including the Procurement Services office, will be closed on May 18th and 21st. Be sure to inform vendors about this closure so they can delay or expedite shipments as needed.

ProCard Updates & Reminders

Below are several reminders and updates regarding the ProCard program. Feel free contact Procurement Services at x2-7510 if you have any questions.

Monthly Statement Notifications:
ProCard holders and approvers may be familiar with the monthly reminder notices for un-submitted/approved statements. In the past, Procurement has been generous with the deadline and notifications before submitting compliance reports to executive offices and other areas.

Starting in FY13, reminder notices will only go out once (about 2 weeks after statements close). Compliance reporting is then finalized and distributed two weeks after reminders go out.
Departments are encouraged to set internal deadlines of when statements should be submitted to allow sufficient time for the approver to complete the review process. See this calendar for suggested and required FY12 timeframes related to ProCard approvals.

Receipt Retention:
Just a reminder, all ProCard users are required to keep original (not just scanned copies) and itemized receipts on file for seven (7) years. Procurement Services is currently evaluating scanning solutions, and will let ProCard holders know if a policy change is made to allow scanned receipts.

Personal Transactions / Splits:
Personal purchases are not allowed on the ProCard as doing so can jeopardize the university’s tax-exempt status. If an inadvertent personal expense is placed on the card, the cardholder must notify their approving official and Procurement Services immediately and reimburse the University.

When traveling where personal and business are mixed, cardholders should request separate restaurant checks, hotel folios, car rental invoices, etc. to reduce inadvertent personal expenses charges on the ProCard.

Ace Coffee Bar Contract Update
Procurement Services recently bid out bottled water services and awarded a new contract to Ace Coffee Bar. The new agreement includes both bottled and bottle-less* water cooler services. Ace Coffee Bar now provides the following services and discounted rates for DePaul University:

- Bottled water cooler rental (cold or hot/cold) - No rental charge
- Five gallon water bottles - $5.00 per bottle
- Bottle-less* water cooler rental (cold or hot/cold) - $19.95 per month

*Bottle-less water coolers connect directly to a water source. Coolers must be no further than 25 feet from a water source (i.e. break room
Installations may not go through ceilings or walls. Facility Operations approval is required prior to any bottle-less water cooler installation. Procurement Services will facilitate this approval.

If your department is interested in the initial roll-out of bottle-less water coolers, please complete the request form and return it to Procurement Services no later than Thursday, May 24th at noon.

For more information, including pricing, please visit the Ace Coffee Bar preferred vendor page.

If you have any questions please contact Angela Longoria-Shahjahan at alongor1@depaul.edu or x2-6992.

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**Final Lunch & Learn with PNC Bank**

Financial Strategies that Can Change Your Life with PNC Bank (F1001A)
May 25, 2010
55 E Jackson, 801
12:00-1:00PM

Description:
Like many people, you strive for a secure financial future. It may include a comfortable retirement filled with travel and leisure activities, or a college education for your children. However, as with any pursuit in life, achieving financial security requires a plan. This seminar explores the benefits of financial planning and how it can lead to a more secure financial future. Find out how you can get started on the right track to achieve your goals.

***Lunch will be provided and registration is required to attend. See below for registration instructions.***

Registration Instructions:
To register for any of these session simply log into Campus Connect at https://campusconnect.depaul.edu and follow these directions:

> Navigate to "For Employees" on Left Side  
> Select Employee Self Service  
> Select Learning and Development  
> Select Request Training Enrollment  
> Search by Course Number (course # in red above)
New Preferred Vendors

United Visual:
United Visual is a leading provider of state-of-the-art integrated technology solutions. We focus on designing and installing visual communications and presentation systems for organizations small and large in both corporate and education markets. From a large complex boardroom system to a simple classroom, United Visual can meet all your organization's visual communications and integrated technology needs.

For more information and ordering instructions, visit the United Visual Preferred Vendor Page.

Business Interiors by Staples:
Our furniture experts take time to understand your challenges on campus and then make recommendations on planning, design, installation and other services. The end result is a tailored solution specifically for your campus-- from project inception to completion.

For more information and ordering instructions, visit the Business Interiors by Staples Preferred Vendor Page.

New Demon Discount Vendor: Go-Part.com

Company Description:
Go-Part is a leading nationwide retailer of commonly needed replacement parts such as headlights, tail lights, and side mirrors. Every part comes with a manufacturer's lifetime warranty. In addition, most orders are shipped out within 24 hours.

**Discount Information:**
Faculty, staff, students and retirees received 20% off all auto parts sold

[Visit Go-Part.com’s Demon Discount page for more discount Information and ordering instructions](#)

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
April 2012

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- Deliveries During NATO Summit & Year End
- After-the-Fact Purchases: Fiscal Year Summary
- PC Leasing
- Fraud Alert: e-Bills
- Upcoming Lunch & Learn Sessions
- New Salvage Request Form

Procurement Quick Links

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

Deliveries During NATO Summit & Year End

With the upcoming NATO summit, May 20-21, please be aware that deliveries could be an issue. With expected increases in traffic, parking restrictions and protestors the week leading up to the summit, deliveries have the potential to be delayed. Please be sure to plan accordingly and order necessary goods in advance of the summit, if possible.

The Loop campus will also be closed on May 18th and 21st. Be sure to inform vendors about this closure as we get closer to the dates so they can delay or expedite shipment.

Also, to ensure delivery before the fiscal year end, all PC and major furniture orders must be placed before May 31, 2012. More information on year end deadlines will be available in the coming weeks.

After-the-Fact Purchases: Fiscal Year Summary

Fiscal year to date, the university wide after-the-fact non-compliance rate stands at 8%. The Board of Trustees has set a university wide goal of under 10% in FY12, and less than 5% in FY13. So we are on target currently, but have a bit more work to do by FY13.

Of the 28 university divisions, 17 have after-the-fact non-compliance rates under 10%. That leaves 11 divisions over the target compliance goal. Each division manager receives a report monthly highlighting non-compliance in their areas. Please contact them with specific questions or concerns or Procurement if you need information about purchasing processes.

Procurement Services is ready and wanting to provide department-specific training sessions to assist in meeting these goals. Contact us for details on setting up department specific programs.

Procurement Services: x2-7510 or procurement@depaul.edu
**PC Leasing**

Earlier this month, lease return notifications emails were sent to budget managers who leases will expire before June 30, 2012. **In an effort to clear out leasing schedules before the end of the fiscal year, we need to hear back from those budget managers BEFORE April 30th.**

If we have not heard back by April 30th, budget managers will be notified that machines will be bought-out with the fee being charged back to the department. Buy-out rates vary, but are generally about 20% of the original purchase price. Bought-out machines are out of warranty and generally not considered to be up to the standards for university equipment.

If funds are available, we recommend purchasing replacement machines outright as the overall cost is significantly lower over the life of the computer.

If you have leased equipment in your area and want to make sure you are in compliance, please contact Natalie Max at nmax@depaul.edu. Please be sure to provide the service tag number for each machine. Natalie will be able to tell you the status of your lease and when it is scheduled to expire. She can also assist you with deciding on new equipment, provide you with a quote and explain the ordering process.

**Fraud Alert : e-Bills**

We've received reports of very accurate looking e-bills/invoices, appearing to come from reputable vendors that are actually fraudulent (AT&T, Verizon, PayPal and American Express so far).

Often these fraudulent emails have extremely high bill amounts and links to unusual sites.
If you suspect an email invoice you received is fraudulent, please feel free to contact Procurement Services at procurement@depaul.edu or x2-7510. We would be happy to take a look with you and follow up with the account representative if needed.

**Upcoming Lunch & Learn Sessions**

Be sure to join Procurement Services at one (or all) of our upcoming Lunch & Learn sessions:

**Adobe Creative Suite Updates (AC001A)**

April 20, 2012
55 E Jackson, 801
11:00-1:00PM

**Description:**
Join CDW-G and Adobe for a lunch and learn session highlighting Adobe Creative Suite (Photoshop, InDesign, Dreamweaver and Acrobat). As publishing content for students and colleagues has become increasingly complex, we'll explore options within Creative Suite that help create and distribute content via print, pdf, web and tablet devices. Bring your questions and ideas to share.

***Lunch will be provided and registration is required to attend. See below for registration instructions.***

**Homebuyer Club Workshop with PNC Bank (HC001A)**

April 27, 2012
55 E Jackson, 801
12:00-1:00PM

**Description:**
You may dream of buying your own home one day. With a disciplined savings plan and good credit, your dream can become a reality. This series of classes teaches future homebuyers how to increase their chances of getting a mortgage, and how much home they can realistically afford. Get practical advice on buying real estate so that you make more informed decisions when shopping for your dream home.

***Lunch will be provided and registration is required to attend. See below for registration instructions.***

**Financial Strategies that Can Change Your Life with PNC Bank (FI001A)**

May 25, 2010
55 E Jackson, 801
12:00-1:00PM

Description:
Like many people, you strive for a secure financial future. It may include a comfortable retirement filled with travel and leisure activities, or a college education for your children. However, as with any pursuit in life, achieving financial security requires a plan. This seminar explores the benefits of financial planning and how it can lead to a more secure financial future. Find out how you can get started on the right track to achieve your goals.

***Lunch will be provided and registration is required to attend. See below for registration instructions.

Registration Instructions:
To register for any of these session simply log into Campus Connect at https://campusconnect.depaul.edu and follow these directions:

> Navigate to "For Employees" on Left Side
> Select Employee Self Service
> Select Learning and Development
> Select Request Training Enrollment
> Search by Course Number (course # in red above)
> Select Session
> Select Continue
> Select "Submit"

New Salvage Request Form

Procurement Services, in conjunction with Corrigan Moving Systems, recently launched a new Salvage Request Form. This new form should make the salvage process quicker and easier for everyone. After the form is submitted, requests are processed by Procurement Services staff members.

When possible, items will be picked up by a Procurement staff member or can be sent via inner-office mail. Larger items or quantities will be picked up by Corrigan Moving Systems on pay-week Thursdays.

For more details on the University Salvage Program, please visit the
If you have items that need to be salvaged, please fill out a Salvage Request Form.

Salvage questions can be sent to procurement@depaul.edu or call x2-7510.

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

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

- Procurement Services
# Procurement Update

**February 2012**

## In this Update

- **Lunch & Learn – Raising Money Smart Kids**
- **Writing Instrument Recycling Program**
- **InterCall – Contract Expiring**

## Procurement Staff Updates

- **Vendor Solicitations**
- **University Salvage Store**

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- **PC Buying Guide**
- **Cell Phone Buying Guide**
- **Demon Discounts**
- **University Salvage Store**

## Lunch & Learn – Raising Money Smart Kids

Be sure to join Procurement Services and PNC Bank at our upcoming Lunch & Learn session:

**Raising Money Smart Kids**

- **March 9, 2012**
- **55 E Jackson, 801**
- **12:00-1:00PM**

**Description:**

Kids learn most of what they know about money from their parents. By teaching your children about money at an early age, you can help them develop good financial habits – ones they may carry with them for the rest of their lives. In this class, you’ll learn practical tips, such as how to use your kids’ allowance as a teaching tool, and when to let your teen have their own credit card. Discover how you can pass along your financial values and give your kids hands-on experience in managing their money.

***Lunch will be provided and registration is required to attend.***

**Registration:**

To register for this session simply log into Campus Connect at [https://campusconnect.depaul.edu](https://campusconnect.depaul.edu) and follow these directions:

Navigate to "For Employees." Then follow these simple steps:

> Select Employee Self Service
> Select Learning and Development
> Select Request Training Enrollment
> Search by Course Number (Course #SK001A)
> View Available Sessions
> Select Session
> Select Continue to "Submit Request"
> Select "Submit"
Also watch for more information on other financial sessions, including:

- April 23 – Homebuyers Club Workshop (Course #HC001A)
- May 25 – Financial Strategies that can Change Your Life (Course #FI001A)

### Writing Instrument Recycling Program

Did you know:

- 1.6 billion writing instruments are thrown away nationally each year!
- 2.2 billion pieces of waste have been collected by the Terracycle Writing Instrument Brigade so far
- 275 different types of Terracycle products are being made today from recycled items

Procurement Services has partnered with Stanford and joined the Terracycle Writing Instrument Brigade. This is a free recycling program that gives DePaul the opportunity to earn money for recycling writing instruments. DePaul will earn $0.02 for every acceptable item.

Acceptable items to recycle:

<table>
<thead>
<tr>
<th>Markers</th>
<th>Highlighters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dry Erase Markers</td>
<td>Pens</td>
</tr>
<tr>
<td>Correction Tape (NOT FLUID)</td>
<td>#2 Wood Pencils</td>
</tr>
<tr>
<td>Mechanical Pencils</td>
<td>Erasers</td>
</tr>
<tr>
<td>Crayons</td>
<td>Colored Pencils</td>
</tr>
</tbody>
</table>

You can request to have a collection box for your department and boxes will soon be around campus. Simply drop your used items in the collection box and help DePaul earn some money and reduce waste in our landfills.

Want to join the DePaul Brigade? Contact [Procurement Services](#) to
request additional information or to get a collection box for your area.

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**InterCall - Contract Expiring**

The University’s agreement with InterCall, who offers audio and video conferencing services, will be expiring at the end of February. Procurement Services will not be renewing a contract with InterCall and departments that use their service can expect to see rates increase.

Procurement Services recently added Conference America as its new preferred vendor for audio, web and video conferencing services.

Conference America provides superior customer service and lower rates, including:

- AlwaysOn Conferencing® (Toll-Free Reservationless) $0.050/minute
- 800 Meet Me (Toll-Free Operator Answered) $0.210/minute
- Operator Assisted (Operator Dial Out) $0.210/minute
- Web Echo® (Data/Video Conferencing) $0.140/minute

With any DePaul account you never pay for any of the following:

- Monthly Minimum Usage Fee
- Reservation Fee
- Subscription Fee
- Account Activation Service Fee

For more information and instructions on setting up an account visit the Conference America Preferred Vendor page.

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**Procurement Staff Updates**

Procurement Services is excited to welcome two new staff members to our team, but sad to see one go.

Shashin Patel joins us as a graduate student in CDM. He is studying for his Master’s degree in database management. Shashin helps oversee the salvage program and the online salvage store. He also assists with technical projects for the department.
Katherine Coronel helps with the Demon Discounts program, new vendor setup and marketing programs. Coming to DePaul from Ecuador she is currently studying for her MBA in International Business.

Procurement Services is also sad to say goodbye to Annie Fleming. Annie previously oversaw our Demon Discounts program, new vendor setup and marketing programs. Annie and her husband are expecting their first child any day now. She will be taking a few months off to be with the little one and plans to finish her Master of Education degree in the fall quarter. Annie has been a valuable member of the Procurement Services team and will be missed!

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**Vendor Solicitations**

Does your department continuously receive vendor solicitation calls? Procurement Services is here to help!

Feel free to forward any and all vendor calls directly to us at 312-362-7510. We will speak to vendors on your behalf and have prospective vendors email information to us directly. From there, we can help determine the appropriate department to review. If the vendor is of interest, feel free to contact them... otherwise, just ignore!

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**University Salvage Store**

Don’t forget to check out the University Salvage store. We have tons of great and inexpensive items for sale, including:

- Laptops
- Desktops
• Monitors
• Cell Phones

Be sure to check back often, as new items are added to the store as they are received.

http://www.universitysalvage.com/

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

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

- Procurement Services
Procurement Update
January 2012

In this Update

Lunch & Learn – Staples Remanufactured Toner
University Salvage Update
New Preferred Vendor – Conference America
ProCard Sales Tax Reminder
Demon Discount Update:
  New Hotels and Updated 2012 Rates

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

Lunch & Learn – Staples Remanufactured Toner

Did you know:

- An estimated 100 million toner cartridges are consumed in the United States each year
- 97% of a toner cartridge is recyclable...and can save up to 4 quarts of oil vs. producing the same new cartridge
- Remanufactured toner cartridges are equal in performance to new and drastically reduce pollution and waste
- By switching to remanufactured brands, the university can save an estimated $34,000 per year

Procurement Services is pleased to host Staples Advantage for a Lunch & Learn on Sustainable Earth Remanufactured Toner Cartridges including the recycling process and how your department can take part in achieving sustainability goals.

When: Wednesday, January 25
Where: 55 East Jackson, Room 801
Time: 10:00 – 11:00

***Please RSVP to procurement@depaul.edu to attend this session.

University Salvage Updates

The State of Illinois recently updated its Recycling and Reuse Act, making it illegal to dispose of e-waste in landfills. Fortunately, DePaul University has had a salvage program in place for many years to appropriately handle our e-waste.
To learn more about the University Salvage Program, please visit our [website](#). If your department needs to dispose of any assets, [click here to fill out the asset disposal form](#). This includes all university owned assets, such as cell phones, computers, laptops, iPads/tablets, pagers, furniture, etc.

Procurement Service’s salvage program was also recently featured in a [DePaulia article](#) along with several programs offered by the Department of Environmental Health and Safety.

In addition to disposal of old or unneeded assets, equipment used by an employee should be returned prior to their last day of employment. If an employee wishes to purchase or keep equipment for any reason, Procurement Services must be notified in advance at x2-7510 or procurement@depaul.edu.

### New Preferred Vendor – Conference America

![Conference America Logo](#)

Procurement Services recently added Conference America as its preferred vendor for audio, web and video conferencing services. Conference America provides the following services and discounted rates to DePaul University:

- AlwaysOn Conferencing® (Toll-Free Reservationless) $0.050/minute
- 800 Meet Me (Toll-Free Operator Answered) $0.210/minute
- Operator Assisted (Operator Dial Out) $0.210/minute
- Web Echo® (Data/Video Conferencing) $0.140/minute

With any DePaul account you never pay for any of the following:

- Monthly Minimum Usage Fee
- Reservation Fee
- Subscription Fee
- Account Activation Service Fee

[For more information and instructions on setting up an account visit the Conference America Preferred Vendor page](#)
ProCard Sales Tax Reminder

As a reminder, the university’s tax exempt status should be applied to ProCard purchases when appropriate and honored. In FY11 over $10,000 was incorrectly paid in sales tax (that’s almost half of a full tuition payment!).

If a vendor does not accept the tax exempt number embossed on the front of the ProCard, contact Procurement Services and the tax exempt letter can be provided to the vendor directly via email or fax.

Corrigan Moving Systems – Renewed Contract

Procurement Services recently renewed its contract with Corrigan Moving Systems to provide moving services for the University community. The new contract offers deeper discounts on Interstate moves as well as these additional benefits:

- **Discounted rates** for interstate moving with No Seasonal Rate Increases
- **Guaranteed Load & Delivery Dates**
- **Preferred Service** during Peak Season
- **Discounted Storage** in our Secured & Temperature Controlled Warehouse
- **Dedicated DePaul Customer Service Representative** – Single Point of Contact 24/7
- **Web Based Shipment Tracking**
- **Secure & Safe** – 100% Background Screening of All Employees
- **Customer Appreciation Program** – Cash Back on the sale & purchase of a home. Call Corrigan before you contact a real estate agent for details on this lucrative benefit!
- **Free estimates**

For more information about Corrigan Moving Systems and contact information please visit their Preferred Vendor Page.
Demon Discount Update: New Hotels and Updated 2012 Rates

Hotel rates for 2012 and several new hotels have been added to the Demon Discount website. Please take a look at the Demon Discount hotels page to view all hotels, rates and booking instructions.

Visit the Hotels 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/
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- Procurement Services
Procurement Update
November 2011

In this Update

Fisher Scientific Contract Extension

Battery Recycling

Barnes & Noble Appreciation Days

Allerton Hotel – Thanksgiving Week Rate

New Demon Discount: Mrs. Fields

New Demon Discount: Volvo of Oak Park

Fisher Scientific Contract Extension

Procurement Services is happy to announce the Fisher Scientific contract has been extended for an additional year. This extension allows our university science community to continue to take advantage of a wide variety of scientific products at discounted prices. Fisher Scientific has also been a supporter of the Campaign for Excellence in Science. In addition to this extension, BD Labware has partnered with Fisher Scientific to bring even better discounts.

For question and pricing for Fisher Scientific or BD Labware products, please contact our sales representative, Mike Gerulis at 800-955-6666 x19922500 or through email at mike.gerulis@thermofisher.com.

Battery Recycling

Did you know that DePaul has a program in place for recycling alkaline, lithium and rechargeable batteries? Simply drop off business or personal batteries to the following locations for recycling:

<table>
<thead>
<tr>
<th>Lincoln Park Campus:</th>
<th>Loop Campus:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAC 1st floor - by elevators near Kenmore entrance</td>
<td>DePaul Center – 1st floor Public Safety Desk</td>
</tr>
<tr>
<td>Ray Meyer Center - front desk</td>
<td></td>
</tr>
<tr>
<td>Student Center - 1st floor near information desk</td>
<td></td>
</tr>
<tr>
<td>Munroe Hall - lobby</td>
<td></td>
</tr>
<tr>
<td>John T. Richardson Library - hallway entrance, Kenmore side</td>
<td></td>
</tr>
<tr>
<td>School of Music - straight ahead when entering 1st floor</td>
<td></td>
</tr>
<tr>
<td>Environmental Sciences - McGowan South 203</td>
<td></td>
</tr>
<tr>
<td>Housing Services office - Centennial Hall 301</td>
<td></td>
</tr>
</tbody>
</table>
Please note, obsolete university cell phones, toner, electronic equipment or any other university assets must still be processed through the salvage program. For additional information regarding the battery recycling program please visit the Office of Risk Management’s website.

Barnes & Noble Appreciation Days

Staff and Faculty appreciation days are coming up! Take an additional 10% off (30% total) between December 4th - 10th on books, emblematic wear & gift items. Discount available at both the Loop and Lincoln Park campus stores.

Allerton Hotel – Thanksgiving Week Rate

Are you (or someone you know) planning to be downtown the night before Thanksgiving? The Allerton Hotel is offering a great rate of just $79.

Call 312.440.1500 and ask to make reservations under the Black Wednesday Rate.

*This rate is available during the dates of November 20-24, 2011. Rate excludes 15.4% tax and there is a 24-hour cancellation policy.

New Demon Discount: Mrs. Fields

Company Information
Mrs. Fields Cookies has been in business for over 30 years. The mission has always been to create the highest quality product possible - every time. That commitment has yielded products like no others, deeply satisfying personal indulgences that consumer just can't get enough of!

**Discount Information**

Students, faculty, staff, retirees, alumni, retirees and parents receive 20% off.

Visit the Mrs. Fields Demon Discount page to view more discount information

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**New Demon Discount : Volvo of Oak Park**

**Company Description**

Volvo of Oak Park Chicagoland’s largest volume dealer in Illinois and is owned by Antonio Scalzo and Carmelo Scalzo (a DePaul Alumnus). Centrally located in the heart of the Chicagoland, Volvo of Oak Park is known for their 7 car Volvo glass tower showroom display visable from I-290.

**Discount Overview**

Volvo of Oak Park is offering a special discount on new Volvos and genuine Volvo service & parts.

- Get $500 below invoice on any new Volvo in stock.
- Get 15% off labor when servicing your Volvo at Volvo of Oak Park
- Get 15% off genuine Volvo parts (which come with a 2 Year Warranty from Volvo)
- Get a complimentary car wash with any Volvo of Oak Park service
- Get a complimentary Volvo service loaner with any Volvo of Oak Park service (with appointment)

Visit the Volvo of Oak Park 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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If you cannot view this email please click here

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October 2011

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Vendor Fair – Thank You For Attending!

The 2011 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.

A full list of vendors participating in the 2011 vendor fair can be found at the link below. You can also find a full listing of DePaul’s Preferred Vendors online.

Click here to see a list of participating vendors and raffle prize winners from the event.

Palmer House Hilton Tour

Procurement Services is hosting a tour of the historic Palmer House Hilton on Friday, October 28th @ 1:00pm. A representative from the hotel will take participants on a tour of the lobby, ballrooms and a several guest rooms, including the Penthouse suite (with secret passages). Participants should meet in the lobby a few minutes before 1:00.

This tour is limited to the first 20 respondents, so sign up quickly! To register please send an email to procurement@depaul.edu. A confirmation email will be sent out a few days before the tour.
R4 Services – Contract Extended

Procurement Services, in conjunction with Records Management, recently re-signed a Preferred Vendor agreement with R4 Services. R4 Services has been the universities preferred off-site records storage and document shredding vendor since 2009. They provide outstanding service at a great price.

If your department is not currently using R4 Services and would be interested in learning more or setting up service, please contact our dedicated representative:

Anne Stern
astern@r4services.com
773-843-3907
http://financialaffairs.depaul.edu/procurement/vendors/r4.htm

Staples Updates

When placing orders via Staples Advantage, you’ve probably noticed suggestions for low-cost alternatives. Since February 1, 2011 DePaul departments have seen the following statistics regarding these alternative suggestions:

<table>
<thead>
<tr>
<th>Total Alternatives Offered:</th>
<th>1,103</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Alternatives Accepted:</td>
<td>179</td>
</tr>
<tr>
<td>% Alternatives Accepted:</td>
<td>16.23%</td>
</tr>
<tr>
<td>Savings Realized:</td>
<td>$3,748</td>
</tr>
<tr>
<td>Potential Savings Not Realized:</td>
<td>$19,260</td>
</tr>
</tbody>
</table>

Procurement Services understands that not every suggested alternative is the best option for your department. However, please take the time to look at these alternatives when they are offered as they can add up to significant savings for the university. Staples continues to increase the number of Staples branded and other low cost items it offers. These items are typically much less than name-brand products and are of the same quality and performance.
Company Information
Bailiwick Chicago is a new theatre company that was formed by a group of dedicated actors, directors, and production professionals after Bailiwick Repertory Theater closed its doors in September 2009. This group, called the "Collective", is the artistic ensemble responsible for the artistic mission and vision of the company.

Balliwick’s mission is to tell stories that stimulate our audience and celebrate our diverse community, enhancing an understanding of both themselves and others.

Discount Information
Faculty, Staff and students receive heavily discounted tickets to performances

Visit Bailiwick Chicago’s Demon Discount page to view more discount information

Company Description
Janik’s is a family owned business serving breakfast and lunch all day, seven days a week from 8am - 4pm. They offer table service, carry-out, catering, and delivery. Some of our products include: signature sandwiches, great choices on made-to-order salads, pasta bowls, an assortment of pancakes, French toast, Belgian waffles, eggs benedict, etc.
delicious omelets, smoothies, shakes and more.

Discount Information
Faculty, staff, and students receive 20% off food purchases seven days a week.

Visit the Janik’s Café 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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Vendor Fair – Almost Here!

Save the date for the 2011 Vendor Fair. This year’s fair will be “sustainability” themed. Vendors have been asked to show sustainable products and talk about sustainable initiatives they participate with.

As always, 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 – Wednesday, October 5th
Student Center, Room 120
10:00am – 1:00pm

Loop Campus – Friday, October 7th
55 East Jackson, Room 801
10:00am – 1:00pm

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

Vendors:
Southwest
Corrigan
KI Furniture
AT&T
Dell
OEC Furniture
Enterprise
HP
R4 Services
Staples

Raffle Prizes:
Hotel Stays
Visa Gift Cards
Desk Chairs
Outdoor Grills
LEY Gift Cards
Laser Printers
Round-Trip Airfare

More to come!

ProCard – Confidential Data

Over the past several months, there have been a few instances of sensitive ProCard data not being properly protected. We would like
to remind cardholders to safeguard any confidential ProCard data that is stored as part of ProCard supporting documentation.

If any of your documentation relating to a ProCard transaction contains your full ProCard number or confidential personal information, please be sure to redact that information. Often times this documentation is shared and reviewed by various staff members/departments.

A few safeguarding tips include:

- Redact your ProCard number on any order or registration forms
- Redact confidential personal information on ProCard backup documentation
- Never provide your ProCard number via email, call the vendor instead

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**Lunch & Learn – Remanufactured Toner**

Did you know:

- An estimated 100 million toner cartridges are consumed in the United States each year
- 97% of a toner cartridge is recyclable...and can save up to 4 quarts of oil vs. producing the same new cartridge
- Remanufactured toner cartridges are equal in performance to new and drastically reduce pollution and waste
- By switching to remanufactured brands, the university can save an estimated $34,000 per year

Procurement Services is pleased to host Staples Advantage for a Lunch & Learn on Sustainable Earth Remanufactured Toner Cartridges.

Please join Procurement Services, Staples and an industry expert to
learn more about remanufactured toners, the recycling process and how your department can take part in achieving sustainability goals.

When: Monday, September 26  
Where: 55 East Jackson, 802  
Time: 11:00 – 12:00

***Please RSVP to procurement@depaul.edu to attend this session. Staples Advantage is providing desserts and drinks. Feel free to bring a lunch with you.

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### PNC WorkPlace Banking

If you are currently looking for a new bank, PNC has a great promotion going! This month, when you sign up for a new WorkPlace account receive up to $100 and get entered for a chance to win $25,000, a grill, pool table, hot tub, or home sauna!

[Check out the flyer for additional details and rules](#)

### New Demon Discount: Nook Color & Simple Touch

Barnes & Noble is now offering a 10% discount on the Nook Color and Nook Simple Touch (device only, not accessories) to faculty and staff.

[For more information regarding the Nook visit Barnes & Noble’s online store.](#)

To purchase a discounted Nook visit the DePaul Barnes & Noble store.
New Demon Discount : Great Clips

Company Description
Great Clips, Inc. was established in 1982 in Minneapolis. Today, Great Clips has more than 3,000 salons throughout the United States and Canada, making it the world's largest salon brand. With more than 140 salons in Chicago and Northwest Indiana, Great Clips makes getting a high-quality haircut affordable and convenient. No appointments needed, and salons are open nights and weekends.

Discount Information
Students, faculty, staff, alumni and retirees receive $9.99 haircuts and 20% off on products at the 1005 W Webster location.

Visit Great Clip’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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Breakfast & Learn with R4 Services

R4 services will be hosting a Breakfast & Learn session in conjunction with Records Management and Procurement Services this Friday, August 19th. They plan to talk about shredding, sustainability and the benefits of off-site file storage.

If you are interested in joining this Breakfast & Learn session, please RSVP to procurement@depaul.edu so we are sure to have enough food!

R4 Services – Breakfast & Learn
Friday, August 19th
9:30 – 10:30
55 E Jackson, 801

For more information about R4 Services, please visit their Preferred Vendor page!

Vendor Fair – Save the Date

Save the date for the 2011 Vendor Fair. This year’s fair will be “sustainability” themed. Vendors have been asked to show sustainable products and talk about sustainable initiatives they participate with.

As always, 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 – Wednesday, October 5th
Student Center, Room 120
10:00am – 1:00pm
Loop Campus – Friday, October 7th
55 East Jackson, Room 801
10:00am – 1:00pm

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

<table>
<thead>
<tr>
<th>Vendors</th>
<th>Raffle Prizes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southwest</td>
<td>Hotel Stays</td>
</tr>
<tr>
<td>Corrigan</td>
<td>Visa Gift Cards</td>
</tr>
<tr>
<td>KI Furniture</td>
<td>Desk Chairs</td>
</tr>
<tr>
<td>AT&amp;T</td>
<td>Outdoor Grills</td>
</tr>
<tr>
<td>Dell</td>
<td>LEY Gift Cards</td>
</tr>
<tr>
<td>OEC Furniture</td>
<td>Laser Printers</td>
</tr>
<tr>
<td>Enterprise</td>
<td>Round-Trip Airfare</td>
</tr>
<tr>
<td>HP</td>
<td>Many more to come!</td>
</tr>
<tr>
<td>R4 Services</td>
<td></td>
</tr>
<tr>
<td>Staples</td>
<td></td>
</tr>
<tr>
<td><em>Many more to come!</em></td>
<td></td>
</tr>
</tbody>
</table>

New ProCard Pickup

All university ProCards are set to expire this August 31st. Pickups for new ProCards will take place at the following times/locations:

<table>
<thead>
<tr>
<th>Lincoln Park Campus</th>
<th>Loop Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Thursday, August 18, 2011</strong></td>
<td><strong>Monday, August 15, 2011</strong></td>
</tr>
<tr>
<td>Schmitt Academic Center</td>
<td>55 E. Jackson, Room 802</td>
</tr>
<tr>
<td>SAC# 471</td>
<td>Procurement Services</td>
</tr>
<tr>
<td>10:00am – 3:00pm</td>
<td>10:00am – 3:00pm</td>
</tr>
<tr>
<td><strong>Monday, August 22, 2011</strong></td>
<td><strong>Tuesday, August 23, 2011</strong></td>
</tr>
<tr>
<td>Schmitt Academic Center</td>
<td>55 E. Jackson, Room 802</td>
</tr>
<tr>
<td>SAC# 471</td>
<td>Procurement Services</td>
</tr>
<tr>
<td>10:00am – 3:00pm</td>
<td>10:00am – 3:00pm</td>
</tr>
</tbody>
</table>

In order to pick up your card you must complete the ProCard Acceptance Agreement and obtain all signatures. Please bring the form with you when you come to one of the pickup locations.

If you are unable to make these pickup times, please let contact Laurie Krauel at lkrauel@depaul.edu to make other arrangements.
Tablet & PC Purchasing

As a reminder, the ProCard should not be used for any PC purchases. Per ProCard and Procurement policies, all computer purchases require a requisition to be entered in the eProcurement system regardless of the dollar amount.

The following classify as PC(s) and require a requisition:
- Tablets (iPad, Xoom, Galaxy, Playbook, etc.)
- Laptops
- Desktops (including Mac Minis)

If you have any questions regarding the PC purchasing restrictions, or need assistance selecting a machine, contact Jake Moy at x2-8542 or jmoy@depaul.edu.

Mileage Rate Change (CORRECTION)

In last month’s Procurement Update we listed the new mileage rate incorrectly. The updated standard mileage reimbursement rate for the use of a personal vehicle should be 55.5 cents per mile.

We apologize for the confusion...but at least the rate was raised!

For more information regarding mileage rates visit the IRS website

New Demon Discount : Big Bowl

**BIG BOWL**

**Company Description**
Big Bowl is a pioneering Asian restaurant distinctive in cuisine, vibrant in design and true in its commitment to earth-friendly practices and sustainable and seasonable products. Integrity defines Big Bowl, from the authentic Chinese and Thai ingredients that sync traditional flavors with contemporary tastes to supporting small and local businesses.
**Discount Information**

Students, faculty, and staff receive 20% off any food or drink item purchased. Offer redeemable at the Big Bowl Cedar and Big Bowl Ohio locations only. Dine-in only, no delivery.

**Getting the Discount**

Simply show your DePaul ID to receive the discount.

Visit Big Bowl’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/](http://financialaffairs.depaul.edu/procurement/)
Email: procurement@depaul.edu
Phone: (312) 362-7510
Fax: (312) 362-7547

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July 2011

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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. Departments are not authorized to place orders over $2,500 without this approval in place.

Also, departments are required to bid out any good/service that will total more than $25,000. Procurement Services is here to assist in bidding out goods and services and may authorize an exemption to the bid process when necessary. Please check with the buyer for the category for more details.

The Board of Trustees recently set a goal of 95% compliance on after-the-fact purchase orders and 99% compliance for bidding by FY13. Procurement is currently developing reporting for senior management showcasing their area’s non-compliance to help meet this goal.

Help us help keep you off those reports and meet these university goals!

For assistance with purchase orders, bids or to setup department-specific training programs contact us at x2-7510 or procurement@depaul.edu.

Personal ProCard Charges

Personal purchases are not allowed on the ProCard under any circumstances. Doing so can jeopardize the university’s tax-exempt status. If an inadvertent personal expense is placed on the card, the cardholder must notify their approving official and Procurement Services immediately.

In the case of an accidental personal purchase, the cardholder is required to immediately reimburse the University for the expense.
The deposit receipt should be kept on file with the original purchase receipt.

Here are a few tips to help you from accidently using your ProCard instead of your personal credit card:

- Put a bright/bold sticker on your ProCard so you don’t confuse it with a personal card
- Keep your ProCard in a different section of your wallet/purse than the rest of your personal cards
- Never authorize a website to save your ProCard information for future use

In FY11 we had a total of 187 mistaken personal transactions that accounted for over $14,000 in inappropriate spend. A single mistaken charge that is properly reported and reimbursed is typically forgiven, but multiple issues may lead to forfeiture of the ProCard or other disciplinary action, including termination.

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**ProCard Renewals**

As a reminder, Procurement Cards (ProCard) are set to expire on August 31, 2011. New cards will be distributed on both campuses in the middle of August. Look for an email with dates and times soon!

In order to pick up your new card, a new agreement to accept form must be filled out and signed by both the cardholder and supervisor.

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**Staples Minimum Order Amount**

Effective immediately, DePaul is requiring a minimum order of $25 on all Staples Advantage orders. Orders smaller than $25 may be approved only with the permission of Procurement Services.

This change helps keep office supply prices low and assists in meet sustainability goals through the conservation of fuel and delivery.
boxes required for multiple, smaller shipments. In FY11 we had close to 600 orders under $25, with some orders as small as 17 cents!

To avoid the minimum requirement, we suggest grouping smaller orders together, established a dedicated day of the week/month for orders, better anticipating future needs and ordering supplies in bulk.

For more information about order consolidation or Staples in general, please contact Natalie Max at x2-5967 or nmax@depaul.edu.

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**Mileage Rate Change**

As of July 1, 2011 the standard mileage reimbursement rate for the use of a personal vehicle will be **55.5 cents** per mile.

Only vehicles owned, leased or rented 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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**New Demon Discount : PerkSpot**

![PerkSpot Logo]

**Company Description**
PerkSpot is your personal online savings resource - a place to find discounts and rebates on good and services from many of the best known brand names in the U.S. - online and off, nationally and locally.

**Discount Information**
The PerkSpot Employee Discount Program provides the DePaul community with a web-based platform to display online discounts from hundreds of national retailers in addition to local area discounts and savings.

**Getting the Discount**
Simply visit DePaul.PerkSpot.com and complete the easy registration process located under the "New Members" heading.

Visit PerkSpot’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
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- Procurement Services