As you may know, the University’s agreement with Chase to provide ProCard services expires this fall. After review, it was decided this contract should be put out to bid and a variety of leading financial firms were invited to respond to the RFP request.

After reviewing responses, interviewing finalists and conducting online system reviews, PNC Bank was selected as the winner. PNC excelled in a variety of categories, but particularly with their online tool and customer service.

**Changes & Benefits**

As part of the transition, numerous changes and benefits will be taking place. Highlights include:

- New online system and reporting tool
- Better reminders of outstanding transactions
- Chip and Pin technology will be enabled on all new cards (used internationally, but coming to the US soon)
- Renewals will occur every three years, instead of two
- Replacement cards (lost/stolen) will be sent directly to the cardholder
- Visa branded cards

**Transition Timeline**

Procurement is currently working with PNC on the implementation – including customizing the online tool and standard reports, developing user hierarchy/accounts, incorporating card limits/restrictions, finalizing billing processes and card design.

We expect the majority of the transition to the new program will occur over the summer, with all existing Chase ProCards cancelled by mid-
August. Additional training will be offered in the fall for anyone who was unable to attend a summer session.

We ask that departments without an urgent need for a new card hold off until the PNC cards will be ready, so that users will not need to go through training twice. However, if there is an urgent need, please contact Laurie Krauel at x2-5272 or lkrauel@depaul.edu.

### Fiscal Year End: Important Dates!

The current fiscal year ends on June 30, 2014. Here are some important purchasing dates to be aware of:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, June 20th</td>
<td>Last day to enter all requisitions in PeopleSoft</td>
</tr>
<tr>
<td>Thursday, July 3rd</td>
<td>ProCard close date; all chartfield edits and approvals must be completed; any prepaid forms must be submitted</td>
</tr>
<tr>
<td>Tuesday, July 8th</td>
<td>All invoices must be submitted to Controller’s Office; requests for employee expense/travel reimbursement must be submitted</td>
</tr>
<tr>
<td>Monday, July 14th</td>
<td>Purchase order corrections must be completed</td>
</tr>
</tbody>
</table>

**ProCard:**
All ProCard charges made for FY14 must post before June 30th. It typically takes a few days from purchase for the transaction to post, so if a purchase needs to be accrued or prepaid (travel, conference fees, etc.), please complete the [ProCard Prepaid Form](#).

**Purchase Orders:**
*Remember, any goods or services ordered for FY14 must be delivered or performed before June 30, 2014.* Any goods or services that are delivered or performed after June 30, 2014 will need to be paid using FY15 funds. Please contact Procurement Services with any questions.

[Click here to view the entire FY14 Year-End Closing Schedule](#)

**FedEx Contract Renewal**
Procurement Services, in conjunction with Distribution Services and Student Records, recently completed an RFP for parcel shipping services. Both major domestic carriers, FedEx and UPS, responded to the RFP.

After careful evaluation, FedEx was selected as the winner of the RFP. This decision ensures that the process for FedEx shipments, waived pickup fees, and centralized billing remains the same for all Departments until the end of FY18.

In addition, Student Records was able to work with FedEx to optimize the shipping mode for student diplomas, which resulted in significant savings each year.

If you would like to set up a FedEx account, visit their Preferred Vendor page and complete the form today!

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New Demon Discounts Vendors & Salvage Store

The University Salvage Store has had a very successful year! We are closing in on $90,000 in sales this fiscal year. There is still a ton of great stuff available on the store, and much more to come over the summer.

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 Update
March 2014

Certificate of Insurance Requirements

Procurement Services is now collecting Certificates of Insurance (COI) with requisition documentation prior to requisition approval when contracts require them. Previously, the COI was collected by the Office of Insurance & Loss Prevention afterwards, which was difficult for departments and vendors to comply with.

Most DePaul standard contract templates, as well as many vendor contracts require that a COI be on file before work can begin. Departments are responsible for ensuring they have this paperwork, that it matches the terms of the contract and is submitted to Procurement Services and approved per normal purchasing policies.

If you have any COI questions please contact The Office of Insurance & Loss Prevention at insurancecertificate@depaul.edu. For questions regarding the process or purchase orders, contact Procurement Services at procurement@depaul.edu.

Staples Day

Staples Day
Thursday, April 10th
10am – 1pm
55 E Jackson, Room 801

Procurement Services and Staples Advantage will be hosting an information fair featuring many new productivity and sustainability products.

Staples Advantage will have information stations set up for:
- Wellness and Safety
- Ergonomics
- Tablets and Apple Accessories
- Eco Toner & Printing
• Products from Women and Minority Owned Businesses

Also, several short breakout sessions will be held during the event to show how to properly adjust your desk chair for both your comfort and health.

Click to add a reminder to your Outlook Calendar!

Staples Day.ics

Gift Cards

The Gift/Gift Card Authorization Form must be completed by any department that wishes to purchase and award gifts or gift cards regardless of who the gift recipients will be.

When completed, the Gift/Gift Card Authorization Form must be submitted to the Accounts Payable Department (accountspayable@depaul.edu) for approval prior to purchasing the gift or gift cards. If the gifts will be awarded to DePaul employees, the department's VP/Dean must approve the gift(s) and sign the form.

Leased Computers & Year End Ordering

With the end of the fiscal year in sight, it’s a good time to start planning the replacement of any upcoming leased computer returns. If you need lease schedules for your area, contact Natalie Max @ x2-5967 or nnmax@depaul.edu. For assistance ordering new computers, contact Jake Moy @ x2-8542 or jmoy@depaul.edu.

The last day for new computer orders will be Friday, May 30th. Having a cutoff date ensures that computers are received before the end of the fiscal year with funds.

New Demon Discount Vendors
Amazon Smile provides a benefit to DePaul, not a personal discount. By using the Amazon Smile link when ordering, Amazon donates 0.5% of the price of your purchase to DePaul University.

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
In this Update

Procurement Training Counts as Management Standards Training (MST) Credit

This year, the Office of Institutional Compliance is giving MST credit for attending Procurement Services training (through December 31, 2014). Procurement Services is offering the following upcoming courses:

<table>
<thead>
<tr>
<th>Training Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ProCard Reviewer Tips (PR001A)</td>
<td>May 14</td>
</tr>
<tr>
<td>Purchasing 101 (PU001A)</td>
<td>May 21 &amp; June 12</td>
</tr>
<tr>
<td>Selecting the Right Vendor (VS001A)</td>
<td>June 11</td>
</tr>
<tr>
<td>Sustainable Purchasing (GR001A)</td>
<td>April 22</td>
</tr>
</tbody>
</table>

FY15 course dates will be added in the next few months. For additional information and to register see:

https://financialaffairs.depaul.edu/procurement/training/classroom.aspx

Updated Category Codes for Dell & Apple

To help expedite orders of Dell & Apple computers, Procurement is requiring the following category codes be used when entering requisitions:

<table>
<thead>
<tr>
<th>Category Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP100</td>
<td>Dell desktops/laptops and accessories</td>
</tr>
<tr>
<td>CP200</td>
<td>Apple desktops/laptops and accessories</td>
</tr>
</tbody>
</table>

This change allows your order to route to the correct buyer, so the order can be approved and placed more quickly. If you have any questions regarding this change or computer purchases in general, please contact Procurement Services at x2-7510 or procurement@depaul.edu.
**Student Employee of the Year – Joe Wegner**

*Angela Shahjahan went missing at picture time...*

A big congratulations to Joe Wegner, in Procurement Services, on being named as the 2014 DePaul Student Employee of the Year! We couldn’t be more honored to have him as part of our team.

To read more about Joe and his accomplishments, visit the Office of Student Employment website.

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**Recent Toner Scams**

Over the past few weeks there have been a number of toner scam attempts:

- One involves a phone call from vendor attempting to give out “free” toner samples (sometimes the caller even attempts to impersonate an internal department). The caller asks what type of printer or fax machine you are using and for your shipping information. Once the toner is received, an invoice will follow shortly, usually for a price much higher than normal cost. These samples should never be ordered and if delivered, shipment should be refused.

- The other scam is an email offering a gift card or technology products in exchange for placing a bulk order. Likely you would be charged by this vendor but receive neither the toner nor the “free” gift. (in addition, receiving cash gifts from a vendor may violate the Gifts to Employees Policy)

All print toner should be ordered through DePaul’s preferred vendor, Staples Advantage.

Feel free to forward all calls and emails to Procurement Services at 312-362-7510 / procurement@depaul.edu. For more information on this and other potential scams, visit our Scam Warnings Page.
New Demon Discounts Vendors

Affordable Portables
Lifestyle Furniture

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
## Upcoming Year-End Purchasing Deadlines

The current fiscal year ends on June 30, 2014. Here are some important purchasing dates to be aware of:

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**Purchase Orders:**

Remember, any goods or services ordered for FY14 must be delivered or performed before June 30, 2014. Any goods or services that are delivered or performed after June 30, 2014 will need to be paid using FY15 funds. Please contact Procurement Services with any questions.

[Click here to view the entire FY14 Year-End Closing Schedule](#)
Please be sure to submit/approve invoices so Accounts Payable is able to process in a timely manner. When invoices are not paid on time, it can affect the university’s relationship with the vendor and occasionally results in late fees being incurred, higher prices or other losses.

If you have any questions, please contact Accounts Payable at accounts_payable@depaul.edu or x2-5336.

Technology Purchasing Updates

A few updates regarding technology purchases:

**LCD Monitors:**
- Dell LCD monitors can now be purchased via Staples Advantage. They can be treated like any other office supply. Simply add them to your cart and checkout. No special approval is required and pricing is better than purchasing directly from Dell. When shopping on Staples Advantage look for items with the “DePaul Best Value” logo, or view the “Dell Monitors” shopping list.

**Desktop & Laptop Orders**
- A requisition is still required for all Apple and Dell computer orders. For Apple orders, please use category code CP200. For Dell orders, please use category code CP100. Consumer grade tablets (Android, iPad, Surface RT) do not need a requisition. Please contact Natalie Max (nmax@depaul.edu / x2-5967) to order a Microsoft Surface Pro 2.

**Scanner Recommendations**
- If your desk or department is in need of a new scanner, Procurement Services and Records Management suggest these following models:
Scanners can be purchased from either Staples Advantage or CDWG.

Printer Recommendations

- If your desk or department is in need of a new printer, Procurement Services has added recommended printers on the Staples Advantage site. When shopping on Staples Advantage look for items with the “DePaul Best Value” logo, or view the “Printer Standards” shopping list.

If you need assistance with any technology purchases please contact Natalie Max (nmax@depaul.edu / x2-5967) or Jake Moy (jmoy@depaul.edu / x2-8542).

Club Quarters Gold Status & Rewards

All DePaul faculty and staff who stay at Club Quarters automatically receive Gold Status benefits. Automatic Gold Status Benefits include:

- Subsidized rates on weekends/holidays, from $65/£69
- Complimentary early arrival/low cost late check out
- Club Living Room with complimentary refreshments
- Complimentary WiFi
- Complimentary chilled, purified bottled water

Employees of member organizations may also elect to enroll in Gold Rewards, offering awards worth up to $125 value after just two stays. Earn a point for every qualifying stay and redeem for rich rewards, including:

- “Night on the House” certificate or One Room Suite Upgrade after 2 stays
- Gift cards to leading retailers in as few as 3 stays

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

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

- Procurement Services
Procurement Update
February 2015

In this Update

- ProCard – Online System Training/Refresher

Now that we have been using the IntelliLink ProCard system for a few months, Procurement Services will be hosting several refresher training sessions.

These sessions are designed to offer tips on ways to increase efficiency, improve processes or otherwise remind cardholders and approvers of tools in the system they may have forgotten since the initial rollout.

Topics to include:

- Receipt Scanning
- Cardholder/Approver Process
- Proxy
- Best-Practices
- System Reporting & Custom Reports
- General Tips
- Open Q&A

Please register for a session to attend so we are sure to have enough space. Also, if there are additional topics or questions you would like to address, please let us know on the registration form.

- March 10th @ 1pm – Loop, 55 E Jackson, 801
- March 11th @ 10am – LPC, TBD
- March 24th @ 1pm – LPC, TBD
- March 25th @ 10 am – Loop, 55 E Jackson, 801

- Amazon Sales Tax & Prime

Amazon Sales Tax
On February 1, 2015, Amazon began collecting sales tax in Illinois. As a non-profit organization, DePaul is exempt from sales tax. To obtain tax exempt status, follow the steps on this page.

PLEASE NOTE: The Amazon.com account used for university purchases cannot be the same as the account used for personal purchases.

The creation of a separate account is important to ensure only business related transactions receive tax exemption. Once a tax exempt certificate is loaded to an account, there is no way to differentiate between non-taxable purchases (university related) and taxable purchases (personal purchases).

Using the tax exempt account for personal use may cause the university to lose its tax exempt status and other penalties imposed upon you by the State of Illinois.

Amazon Prime
Amazon Prime offers free 2-day shipping on most items sold by Amazon. In addition it includes video streaming, music streaming, photo storage and other benefits.

DePaul considers Amazon Prime to generally be for personal use and not business. As such, purchases into this program are discouraged. When there is a legitimate business need the department must keep documentation on file substantiating it and in their ProCard narrative details.

New Preferred Vendor - JangoMail

JangoMail is a web-based email broadcast and marketing system. It allows you to create, send, and track email campaigns.

Highlights of DePaul’s contract include:
- 3 year agreement with significantly discounted rates (see JangoMail Preferred Vendor page for actual rates)
- No vendor advertising at the bottom of emails
- Data volume allowance of 100 KB per email
Anyone looking to create a new account can do so by completing the online JangoMail Account Request Form. If you already have an account with JangoMail please email procurement@depaul.edu so we can link you to the “master” account to receive our discounted rate.

Organizational Memberships

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

Procurement Services maintains a list of known organizations and associations where DePaul University is currently a member. If you or your department is considering joining an organization or association, please check to see if a membership currently exists as it may save you from having to spend the funds or save if group rates are available.

If any memberships/contacts listed on the website are incorrect or need to be added, please contact us at procurement@depaul.edu.

Recent Toner Scams

Over the past few days there have been a number of toner scam attempts:

The scam involves a phone call from vendor attempting to give out “free” toner samples (sometimes the caller even attempts to impersonate an internal department). The caller asks what type of printer or fax machine you are using and for your shipping information. Once the toner is received, an invoice will follow shortly, usually for a price much higher than normal cost. These samples should never be ordered and if delivered, shipment should be refused.

All print toner should be ordered through DePaul's preferred vendor, Staples Advantage.
Feel free to forward all calls and emails to Procurement Services at 312-362-7510 / procurement@depaul.edu. For more information on this and other potential scams, visit our Scam Warnings Page.

- New Demon Discounts Vendors Added

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

- Procurement Services
Procurement Update
January 2014

In this Update

Procurement Services Training

Procurement Services has a number of in-class training sessions remaining in FY14. Courses are offered on topics ranging from:

- Contracts in Procurement
- Ethics in Procurement
- Sustainable Purchasing
- ProCard Reviewer Tips
- Purchasing 101 & Requisition Process
- Vendor Selection & Bidding

All course descriptions, session dates and registration information can be found online. If you are interested in setting up a personalized training for yourself or your department, please contact Procurement Services at x2-7510 or procurement@depaul.edu.

2014 Standard Mileage Reimbursement Rates

Beginning January 1, 2014, the standard mileage reimbursement rates were decreased. The new rates for 2014 are:

- 56 cents per mile for business miles driven
- 23.5 cents per mile driven for medical or moving purposes
- 14 cents per mile driven in service of charitable organizations

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Please note the General Reimbursement Form currently reflects the new rate when the option CY 2014 is selected.

***Mileage reimbursements should only be submitted when using a personally owned vehicle. The reimbursement rate includes the cost of
both fuel and maintenance.

For more information, please visit the IRS website

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## Vendor Payments on the ProCard

Procurement Services and Accounts Payable are working to minimize payments to vendors via checks. Whenever possible, departments should utilize the ProCard for purchases under $2,500. If a vendor accepts credit cards but the amount is over $2,500 please contact Procurement Services to discuss options.

Using the ProCard allows for payments to be made in a timely manner, requires less university resources, decreases the chance for duplicate payments and provides an easier process for departments.

As always when using the ProCard, be mindful of all cardholder responsibilities, rules, and restrictions as outlined in the [Procurement Card Handbook](#).

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## 2014 Hotel Rates

Hotel rates for 2014 have been updated and a few new hotels have been added. Please take a look at the [Preferred Vendors Page](#) to view all hotels, rates and booking instructions.

If you are looking to book events in future years, contact Laurie Krauel, [lkrauel@depaul.edu](mailto:lkrauel@depaul.edu) / x2-5272, who can work with the hotels on pricing.

Visit the Preferred Vendor page to view more information

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

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- Procurement Services
In this Update

Cost Savings Tips

New Software Offerings for DePaul Users

Procurement Services Reporting

Salvage Store Sale!

Barnes & Noble Appreciation Days

New Demon Discounts Added

Procurement Quick Links

Forms
Preferred Vendors
Commodity Processes
Procurement Training

Demon Discounts
University Salvage Store

Procurement Update
November 2013

Cost Savings Tips

All departments should constantly strive to help save the University money. To help with this goal, Procurement Services compiled a list of simple, yet effective, cost savings ideas. Ideas range from savings when ordering computers to using internal services to recycling programs that generate revenue for the University! To see the full list of ideas, visit our website.

If you have any additional cost savings ideas or strategies, let us know! Contact Procurement Services at procurement@depaul.edu or x2-7510.

Additionally, Procurement Services is always available to assist departments in identifying cost savings opportunities. Whether it be running an RFP process or just brainstorming ideas, we are here to help. Give us a call or email and we can start thinking about ways to save in your area.

New Software Offerings for DePaul Users

Software for DePaul Computers
In order to make it easier for you to find information about software at DePaul, Information Services has consolidated and reorganized their software web pages, and created a dedicated DePaul owned computer software landing page.

Via this new site, users have access to download many software titles free of charge, including:

- Adobe Creative Cloud Suite
- Microsoft Office 2013 (upgrade)
- Visual Studio
- and more

If you have any questions about these options, please call the help
Software for Personal Computers
As a DePaul employee, you may also take advantage of very attractive discounts on a number of software titles, including:

- Adobe Creative Cloud Suite ($9.75)
- End Note (Free)
- Microsoft Office ($9.95)
- and more

For more information, and to purchase/install visit Information Services dedicated [personal owned computer software landing page](https://www.depaul.edu).

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Procurement Services Reporting

Procurement Services provides a variety of reporting on university initiatives, compliance, spend analysis, vendor utilization and market share, strategic vendor partnerships and sustainability programs.

Many of these reports are available on [Procurement Services' Website](https://www.depaul.edu), including:

- After-the-Fact Compliance
- Bid Compliance
- ProCard "Two Sets of Eyes" Compliance
- Purchase Order Summary
- Requisition Approvals
- Purchase Orders & ProCard Charges by Division
- Spend Summary
- ProCard Benchmarks
- ProCard Spend by Division

For more information or to inquire about data not presented here, contact us at [procurement@depaul.edu](mailto:procurement@depaul.edu) or x2-7510.

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Salvage Store Sale!

Be sure to check out the Salvage Store now and in weeks leading up to Christmas. We have tons of great gift items available for the
holidays including desktops, laptops, Apples, electronics, cameras and more. New items get added almost every day!

Also, as a special thank you for helping us make the salvage store a success, we are offering a 10% discount coupon from now until the end of the year.

When checking out, simply use coupon code: salvage13

www.universitysalvage.com

Barnes & Noble Appreciation Days

BARNES & NOBLE

Staff and Faculty appreciation days are coming up! From November 17th – November 23rd take an additional 10% off (30% total) books, emblematic wear & gift items. Discount available at both the Loop and Lincoln Park campus stores.

*Not valid on past purchases or special orders for items not currently in-stock. May not be combined with any other discounts. Does not apply to gift cards, gift certificates, textbooks, audio books, magazines, digital content, nook and related accessories, hardware and electronics, products from the Rosetta Stone Series, greeting cards, convenience items, or café purchases. Item selections vary by store.

New Demon Discounts Added

We have added two new Demon Discount offers to the program! For additional information please be sure to visit each partners individual Demon Discount webpage:

Northwestern Driving School

New City Moving

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

Website: procurement.depaul.edu
Procurement Update
October 2013

In this Update

Vendor Fair – Thank You For Attending!
The 2013 Vendor Fair was a success! A big thank you to the 308 staff and faculty members who attended and the 24 vendors who participated. We hope you found the event to be helpful.

A full list of vendors participating in the 2013 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

PaymentNet Updates
The new PaymentNet system is now live for all transactions that posted on or after September 16, 2013. To assist with the transition, four additional training have been added:

Loop
Monday, October 21st
10:00am & 1:00pm
55 E Jackson, Suite 801

LPC
Tuesday, October 22nd
10:00am & 1:00pm
McGaw 145

There is no need to register to attend any of these sessions, just show up!

Commonly Asked Questions About PaymentNet Transition:

How do I get emails when I have transactions to review or approve?
Click the “My Profile” icon in the top right and make sure the checkbox for “Transactions for Review” and “Transactions for Approval” are checked. The system will then send out reminders
when you transactions needing attention.

Are we reviewing charges from 8/16-9/15/2013 in the new system?
No, you should still be using Pathway to review that cycle.

Are any training materials available online?
Yes, we have a number of guides and resources available on the ProCard Resources Website!

New & Updated Preferred Vendors

Procurement Services recently added several new Preferred Vendors to the website. We also had one vendor recently change names.

B&H Photo Video
B&H is the largest non-chain photo and video equipment store in the United States, providing: photo, video, audio and creative technology products that fit the needs of education.

BusBank
The BusBank is the leader in providing a single-source for chartering a bus anytime, anywhere in North America.

Chicago Classic Coach
Whether you are in need of an Airport Shuttle or Motor Coach, Chicago Classic Coach provides the most memorable luxury transportation services in Chicago.

Conference Technologies (formerly United Visual)
Conference Technologies provides design, engineering, training, and support for professional audio, video, visual and control systems.

Purchasing Compliance Stats
Three months into FY14 and here are the purchasing compliance
stats, university-wide:

**After-the-Fact Compliance: 1.83% (University-Wide Goal <5%)**
767 Total POs
14 were considered after-the-fact

**Non-Bid Compliance: .98% (University-Wide Goal <1%)**
102 Total POs <$25k
1 was considered not bid compliant

A big thank you to everyone! We are on pace to meet and exceed our goals for FY14. If you have any questions or would like to set up a department specific training, please contact Procurement Services at x2-7510 or procurement@depaul.edu.

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**New Salvage Pickup Vendor – New City Moving**

We are excited to announce that New City Moving was recently selected as the moving service provider for salvage.

Please be on the look-out for them if you recently submitted a salvage request. DePaul’s campus is large and it takes a while to learn all the buildings.

We are currently working on creating a new Salvage Request database/form (more information to come soon). In the meantime, if you have a salvage request, please use the Salvage Request Template.

---

**New Demon Discount Vendors Added**

We have added even more new Demon Discount offers to the program! For additional information please be sure to visit each partners individual Demon Discount webpage:

[75 W Harrison Parking](#)

[Jam ’n Honey](#)
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

**September 2013**

### In this Update

- **Vendor Fair & LPC “Swap-Meet” (combined event)**
- **ProCard System Changes** *(Last Reminder)*
- **New Salvage Moving**
  - Vendor – New City Moving
- **New Demon Discounts**
  - Vendors Added

### Procurement Quick Links

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

### Vendor Fair & LPC “Swap-Meet” *(combined event)*

**Vendor Fair:**

The 2013 Vendor Fair is almost here! 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:

- **LPC Vendor Fair & “Swap-Meet” – Monday, October 7**
  - Student Center, Room 120 A & B
  - 10:00am – 1:00pm

- **LOOP Vendor Fair – Friday, October 11**
  - 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>AT&amp;T</td>
<td>Various Hotel Stays</td>
</tr>
<tr>
<td>Club Quarters</td>
<td>Visa Gift Cards</td>
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<tr>
<td>Dell</td>
<td>Gibson’s Gift Cards</td>
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<tr>
<td>Enterprise</td>
<td>Office Chairs</td>
</tr>
<tr>
<td>Go Promotions</td>
<td>Sports Tickets</td>
</tr>
<tr>
<td>Hiltons of Chicago</td>
<td>Car Rentals</td>
</tr>
<tr>
<td>Hotel Lincoln</td>
<td>More to come!</td>
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<tr>
<td>InterContinental</td>
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<tr>
<td>Interiors for Business</td>
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<td>IS Media Production &amp; Training</td>
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<td>KI</td>
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<td>MileNorth Hotel</td>
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<td>OEC Business Interiors</td>
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<td>PepsiCo</td>
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<td>R4 Services</td>
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<tr>
<td>Renaissance Blackstone Hotel</td>
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</tbody>
</table>
Staples Advantage

“Swap-Meet”
The Loop “Swap-Meet”, hosted a few weeks back, was highly successful. So, we would like to encourage Lincoln Park departments to bring unneeded/unwanted office supplies for another “Swap Meet”, hosted in conjunction with this year’s Vendor Fair.

Feel free to stop by and browse items for your department. Hopefully we can find a new home for unneeded supplies. Procurement Services will handle the recycling or donation of any remaining items.

If you have any items for the event, please drop them off by the start of the Vendor Fair at 10:00AM (Student Center 120, open at 9:30AM).

***Please note, these items are for DePaul business use only, not personal. Please only bring office supplies (pens, paper, folders, binders, toner, etc.). All computers should still be routed through the University Salvage Program.

ProCard System Changes (Last Reminder)

Chase is getting ready to upgrade all Pathway users to a new system called Payment Net. This new system will feature numerous improvements over Pathway, including:

- Single sign-in for both cardholders and approvers
- Improved search and reporting features
- Customized email notifications
- Online dispute process
- A forgot my password link

Training for the new system will begin in mid-September at both the Lincoln Park and Loop campuses at the times listed below. PaymentNet training slides and guides are now available online.

<table>
<thead>
<tr>
<th>Lincoln Park Campus</th>
<th>Loop Campus</th>
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<tbody>
<tr>
<td><strong>Wednesday, September 18, 2013</strong></td>
<td><strong>Tuesday, September 17, 2013</strong></td>
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<tr>
<td>10 am – 11 am</td>
<td>10 am – 11 am</td>
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<td>2 pm – 3 pm</td>
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<td><strong>Monday, September 23, 2013</strong></td>
<td><strong>Tuesday, September 24, 2013</strong></td>
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<tr>
<td><strong>Wednesday, September 25, 2013</strong></td>
<td><strong>Thursday, September 26, 2013</strong></td>
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</tbody>
</table>
New Salvage Moving Vendor – New City Moving

Procurement Services will begin using New City Moving for all salvage item moves, beginning this Thursday. Please be sure your staff is aware of this change to help prevent any confusion.

A new salvage form/database will be launched in the coming weeks, in the meantime please use the Salvage Import Template for any new salvage requests.

New Demon Discounts Vendors Added

Several great new vendors were recently added to the Demon Discounts program:

Forever Yogurt
http://discounts.depaul.edu/dining/foreveryogurt.html
I Dream of Falafel
http://discounts.depaul.edu/dining/IDreamofFalafel.html

Salon 1800
http://discounts.depaul.edu/retail/Salon1800.html

Standard Market Grill
http://discounts.depaul.edu/dining/StandardMarketGrill.html

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

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

- Procurement Services
Procurement Update
August 2013

ProCard System Changes

This September, Chase will be upgrading all Pathway users to a new system called Payment Net. This new system will feature numerous improvements over Pathway, including:

- Single sign-in for both cardholders and approvers
- Improved search and reporting features
- Customized email notifications
- Online dispute process
- A forgot my password link

Training for the new system will begin in mid-September at both the Lincoln Park and Loop campuses at the times listed below. Materials and additional information will also be available online as we get closer to launch. If your department would prefer to have training at a department meeting, please contact us to discuss.

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<tr>
<td><strong>Monday, September 30, 2013</strong></td>
<td><strong>Thursday, September 26, 2013</strong></td>
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<td>10 am – 11 am</td>
<td>10 am – 11 am</td>
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<tr>
<td><strong>Wednesday, October 2, 2013</strong></td>
<td><strong>Tuesday, October 1, 2013</strong></td>
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<tr>
<td>2 pm – 3 pm</td>
<td>2 pm – 3 pm</td>
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</tbody>
</table>
Room locations will be announced as we get closer to training dates. To RSVP for sessions, please email procurement@depaul.edu.

**Vendor Fair – Save the Date**

Save the date for the 2013 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:

**Lincoln Park Campus – Monday, October 7th**  
Student Center, Room 120 A & B  
10:00am – 1:00pm

**Loop Campus – Friday, October 11th**  
55 East Jackson, Room 801  
10:00am – 1:00pm

See next month’s procurement update for a full list of vendors and raffle prizes!

**Office Supplies “Swap Meet”**

**Friday, August 30, 2013**  
55 E Jackson, Room 801  
10:00AM - 1:00PM

Departments are encouraged to bring unneeded/unwanted office supplies for a university-wide “Swap Meet”.

Feel free to stop by and browse items for your departments. Hopeful we can find a new home for unneeded supplies. Procurement Services will handle the recycling or donation of any remaining items.

If you have any items for the event, please drop them off by 10:00AM
(the room will be open at 8:30AM).

***Please note, these items are for DePaul business use only, not personal. Only bring office supplies (pens, paper, folders, binders, toner, etc.). All computers should still be routed through the University Salvage Program.

Salvage Store

Be sure to check out the Salvage Store as We have added a lot of great items recently, including:

- Dell desktops & laptops
- Apple laptops & all-in-ones
- iPod Nano & Touch
- LCD TVs
- LCD TVs
- and more!

All current items can be seen and purchased online at: [www.universitysalvage.com](http://www.universitysalvage.com). Be sure to check back often as new items are added often!

New Demon Discount Vendor - 75 West Harrison Parking

Company Description
75 W. Harrison, the Printers Square Garage, is a great parking option in Chicago’s South Loop! Located at the southwest corner of Harrison and Federal.

Discount Information
75 W. Harrison is now offering discounted daily parking rates of $8.00 for DePaul Faculty, Staff & Students. The discounted rate is only valid
till midnight.

Visit 75 West Harrison Parking’s Demon Discount page for 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

- Procurement Services
Procurement Update

July 2013

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.

Be sure to provide Procurement Services with adequate time for review. Requisitions may need to be routed for further reviews (OGC, IS, Grants, etc.) which may take extra time as well. Requesting a requisition shortly before an event or service begins often doesn’t allow enough time for this process.

Also, departments are required to bid out good & service that will exceed $25,000 in value. Procurement Services is here to assist in bidding out goods and services. Please check with the buyer for the category for more details.

Compliance stats have been finalized for FY13. Thanks to everyone for your hard work this past year!

Bid Compliance

- 452 Total Requisitions (> $25,000)
- 444 Compliant
- 8 Non-Compliant
- **98.23% Rate of Compliance**

After-the-Fact Compliance

- 3,282 Total Requisitions
- 3,148 Compliant
- 134 Non-Compliant
- **95.92% Rate of Compliance**

Compliance goals for FY14 remain at 95% for after-the-fact purchases.
orders and 99% for bidding. For assistance with purchase orders, bids or to setup department-specific training programs contact us at x2-7510 or procurement@depaul.edu.

<table>
<thead>
<tr>
<th>ProCard Renewals</th>
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</thead>
<tbody>
<tr>
<td>As a reminder, Procurement Cards (ProCard) are set to expire on August 31, 2013. New cards will be distributed on both campuses in the middle of August. Look for an email with dates and times soon!</td>
</tr>
<tr>
<td>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. If either of you will be out of the office in mid-August, you may want to get these forms signed now to avoid any delays.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New Procurement Training Dates Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement Services recently added new classroom training dates for FY14. Courses are offered throughout the year on topics such as:</td>
</tr>
<tr>
<td>- Contracts in Procurement</td>
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<tr>
<td>- Ethics in Procurement</td>
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<tr>
<td>- Sustainable Purchasing</td>
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<tr>
<td>- ProCard Reviewer Tips</td>
</tr>
<tr>
<td>- Purchasing 101 &amp; Requisition Process</td>
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<tr>
<td>- Vendor Selection &amp; Bidding</td>
</tr>
</tbody>
</table>

All course descriptions, session dates and registration information can be found online.

<table>
<thead>
<tr>
<th>Procurement Policy Updates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement policies have been updated as part of the regular 3 year review process and are set to take effect on July 1, 2013. The changes were made to simplify language and provide better guidance to budget managers.</td>
</tr>
<tr>
<td>Procurement Services met with divisional budget managers across the university over the past few weeks to go through the changes in detail. If you need any additional information please contact your divisional budget manager or Procurement Services. Procurement would be happy to provide any area with additional training. Some specific policy changes include:</td>
</tr>
</tbody>
</table>

**Purchasing Authority**

All new or renewed master agreements over $2,500 require approval
by Procurement Services prior to execution. Procurement will ensure any additional approvals are obtained as part of its review process.

**Competitive Bidding**
Procurement Services must now be included in the bid process when a conflict of interest exists, the value is greater than $250,000, crosses multiple areas of the university, is greater than 3 years in length or is exclusive.

Additionally, when conducting a bid, the policy now spells out requirements to ensure it is conducted in a fair manner, including: confidentiality of responses, similar vendors for comparison, equal treatment and consistent evaluation criteria.

Lastly, when requesting an exemption from the bid policy, requesters should submit a [Bid Exemption Memo](#) that provides detail on why an exemption should be granted, an anticipated budget and contract start/end dates.

**ProCard Receipts**
If an original ProCard transaction receipt is lost, cardholders must attempt to retrieve a copy from the merchant or bank. If it is not possible to get a copy, cardholders must complete the [ProCard Missing Receipt Memo](#). This memo is then signed by both the cardholder and approving official, with a copy given to Procurement Services, and acts as the replacement for the original receipt.

Departments may have additional rules on missing receipts. Regardless of those rules, this process is required for all transactions with missing receipts.

**Vendors**
University vendors should not be solicited for gifts or donations without communicating with Procurement Services or Advancement beforehand. These areas will work with you to ensure the solicitation request best meets your department’s and the university’s needs.

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**AT&T Employee and Student Appreciation Days**

AT&T Corporate Stores in Chicago
In addition to saving 10% on all qualified monthly wireless plans, AT&T is offering an additional $25 off when you activate new service or upgrade your existing phone.

Click here for more information about this AT&T promotion offer.

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New Demon Discount : Microsoft Office Home Use

Description
DePaul University has partnered with Microsoft to provide Microsoft Office for home use at discounted prices. Purchase Microsoft Office Professional Plus 2013 for Windows or Microsoft Office Home & Business 2011 for Mac.

Discount Information
DePaul faculty and staff can get Microsoft office for just $9.95 with their DePaul email account.

Visit the Microsoft Office Home Use Demon Discount page for additional information and ordering instructions

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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://procurement.depaul.edu](http://procurement.depaul.edu)
Email: procurement@depaul.edu
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- Procurement Services