Procurement Update
June 2014

New ProCard Vendor Selected

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>Description</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 of 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!**

---

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

**May 2014**

---

### Upcoming Year-End Purchasing Deadlines

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>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, May 30th</td>
<td>Last day to enter PC and furniture requisitions in PeopleSoft</td>
</tr>
<tr>
<td>Friday, June 20th</td>
<td>Last day to enter all other 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](#)
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:
• Fujitsu iX500 (not for use with ImageNow)
• Fujitsu Fi-7160
• Fujitsu Fi-7260

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
April 2014

In this Update

Procurement Training
Counts as Management Standards Training (MST) Credit

Updated Category Codes for Dell & Apple

Student Employee of the Year – Joe Wegner

Recent Toner Scams

New Demon Discounts Vendors

Procurement Quick Links

Forms
Preferred Vendors
Salvage
Stationery
Demon Discounts
University Salvage Store

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](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:

**CP100** – Dell desktops/laptops and accessories
**CP200** – Apple desktops/laptops and accessories

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.
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.

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

- Procurement Services
Procurement Update
February 2014

In this Update

ProCard Reminders
A few reminders and updates regarding use of the ProCard. If you have any questions or concerns regarding your ProCard, please contact us at procurement@depaul.edu or x2-7510.

Inadvertent Personal Purchases
Personal purchases are not allowed on the card under any circumstances. However, if an inadvertent personal expense is placed on the card, the cardholder must reimburse the University for the expense. In addition, the cardholder must complete the ProCard Personal Purchase Form. The form must be reviewed and signed by their approving official and sent to Procurement Services along with a copy of the deposit receipt and check. The deposit receipt and check should be kept on file with the original purchase receipt.

3rd Party Reimbursements
Cardholders and Budget Managers are responsible for ensuring reimbursement from ProCard purchases made on behalf of third parties (e.g., meals, memberships, airfare, books). The deposit receipt from the 3rd party reimbursement should be filed along with the original ProCard receipt.

Proper Transaction Documentation
All transactions on the ProCard must be properly documented. This includes documenting any credits/refunds and transaction fees. Some specific guidelines for documentation include:

- All transactions require a business purpose
- Travel, hotel stays and conference registrations also require the dates of the trip or event
- Meals and entertainment expenses also require the names/titles/company/DePaul affiliations for all attendees
- For gift cards that have been approved by Accounts Payable, state that this approval has been granted
- For goods and services that cross fiscal years, also state that Financial Accounting has been notified

Disputed Transactions
Disputed transactions can result from failure to receive goods or
services, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, etc. Approving officials are ultimately responsible for resolving any erroneous or disputed transactions, even though resolution may take several months. Approving officials should document errors and disputed activities, attach corresponding information to the receipt(s), and ultimately ensure any warranted credit has been received. **If a transaction is deemed fraudulent, the bank should be contacted immediately and the card cancelled.**

---

**National & Enterprise**

DePaul faculty & staff members receive complementary membership in National’s Emerald Club (for business & personal rentals). Membership allows you to:

- Bypass the counter
- Choose your own car
- Speed up returns with an E-Receipt

For more information, or to register, visit DePaul's personalized Emerald Club Enrollment page.

Enterprise is also offering lower rates and a Free Upgrade Coupon, good all year!  *(see coupon for rules/restrictions)*

Both National & Enterprise are both offering lower rates this year. Check out the updated rate sheets on their Preferred Vendor pages.

---

**Save Data to Network Drives**

To avoid losing data, DePaul employees should save data on one of the two network drives. Unlike your computer/laptops local drive, both network drives are backed up regularly. Savings files here ensures they are still available if your hard drive should fail, a machine is lost/stolen or other problems arise.

U: the U drive is a network drive available only to you.
W: the W drive is a network drive shared with others in your department or other areas of the university.

Network drives are accessible through your DePaul computer, or off-campus via Campus Connection.

Vendor Ethics & Sustainability

DePaul frequently relies on business partners to provide necessary goods and services to run a modern university. DePaul seeks to ensure - to the best of its knowledge and abilities - that no business partner engages in practices that undermine basic standards of human dignity.

To help educate and monitor the standards by which our Preferred Vendors operate, Procurement Services has created a Vendor Ethics & Sustainability page.

New Demon Discounts Vendors Added

Make sure to check out the University Salvage store – stocked full of computers, office chairs, video cameras and much more. And in case you’re looking for something for “Wear Your Blue Day” (Feb 20), there are quite a few silk DePaul neckties in stock for only $5!

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
**Procurement Update**

**January 2014**

---

**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

---

**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](#).

---

**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 / x2-5272, who can work with the hotels on pricing.

Visit the Preferred Vendor page to view more information

---

**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:

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

- Procurement Services
Procurement Update
November 2013

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

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.

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, 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 or x2-7510.

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

---

**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:
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 7th
Student Center, Room 120 A & B
10:00am – 1:00pm

LOOP Vendor Fair – Friday, October 11th
55 East Jackson, Room 801
10:00am – 1:00pm

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

Vendors:
AT&T
Club Quarters
Dell
Enterprise
Go Promotions
Hiltons of Chicago
Hotel Lincoln
InterContinental
Interiors for Business
IS Media Production & Training
KI
MileNorth Hotel
OEC Business Interiors
PepsiCo
R4 Services
Renaissance Blackstone Hotel

Raffle Prizes:
Various Hotel Stays
Visa Gift Cards
Gibson’s Gift Cards
Office Chairs
Sports Tickets
Car Rentals
More to come!
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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday, September 18, 2013</strong></td>
<td><strong>Tuesday, September 17, 2013</strong></td>
</tr>
<tr>
<td>10 am – 11 am</td>
<td>10 am – 11 am</td>
</tr>
<tr>
<td>2 pm – 3 pm</td>
<td>2 pm – 3 pm</td>
</tr>
<tr>
<td><strong>Monday, September 23, 2013</strong></td>
<td><strong>Tuesday, September 24, 2013</strong></td>
</tr>
<tr>
<td>10 am – 11 am</td>
<td>10 am – 11 am</td>
</tr>
<tr>
<td>2 pm – 3 pm</td>
<td>2 pm – 3 pm</td>
</tr>
<tr>
<td><strong>Wednesday, September 25, 2013</strong></td>
<td><strong>Thursday, September 26, 2013</strong></td>
</tr>
<tr>
<td>Time</td>
<td>Time</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>10 am – 11 am</td>
<td>10 am – 11 am</td>
</tr>
<tr>
<td>2 pm – 3 pm</td>
<td>2 pm – 3 pm</td>
</tr>
</tbody>
</table>

Room locations will be announced as we get closer to training dates. To RSVP for sessions, please email procurement@depaul.edu.

**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](http://discounts.depaul.edu/dining/foreveryogurt.html)

- **Falafel**
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.

<table>
<thead>
<tr>
<th>Lincoln Park Campus</th>
<th>Loop Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday, September 18, 2013</strong></td>
<td><strong>Tuesday, September 17, 2013</strong></td>
</tr>
<tr>
<td>10 am – 11 am</td>
<td>10 am – 11 am</td>
</tr>
<tr>
<td>2 pm – 3 pm</td>
<td>2 pm – 3 pm</td>
</tr>
<tr>
<td><strong>Monday, September 23, 2013</strong></td>
<td><strong>Thursday, September 19, 2013</strong></td>
</tr>
<tr>
<td>10 am – 11 am</td>
<td>10 am – 11 am</td>
</tr>
<tr>
<td>2 pm – 3 pm</td>
<td>2 pm – 3 pm</td>
</tr>
<tr>
<td><strong>Wednesday, September 25, 2013</strong></td>
<td><strong>Tuesday, September 24, 2013</strong></td>
</tr>
<tr>
<td>10 am – 11 am</td>
<td>10 am – 11 am</td>
</tr>
<tr>
<td>2 pm – 3 pm</td>
<td>2 pm – 3 pm</td>
</tr>
<tr>
<td><strong>Monday, September 30, 2013</strong></td>
<td><strong>Thursday, September 26, 2013</strong></td>
</tr>
<tr>
<td>10 am – 11 am</td>
<td>10 am – 11 am</td>
</tr>
<tr>
<td><strong>Wednesday, October 2, 2013</strong></td>
<td><strong>Tuesday, October 1, 2013</strong></td>
</tr>
<tr>
<td>2 pm – 3 pm</td>
<td>2 pm – 3 pm</td>
</tr>
</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 7\(^{th}\)**
Student Center, Room 120 A & B
10:00am – 1:00pm

**Loop Campus – Friday, October 11\(^{th}\)**
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
- and more!

All current items can be seen and purchased online at: 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><strong>ProCard Renewals</strong></th>
</tr>
</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>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th><strong>New Procurement Training Dates Available</strong></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>
</tbody>
</table>

- 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.](#)

<table>
<thead>
<tr>
<th><strong>Procurement Policy Updates</strong></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>
</tbody>
</table>

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:

**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.

---

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

**DePaul University 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.

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

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