Procurement Update

June 2015

Upcoming Year-End Purchasing Deadlines

The current fiscal year ends on June 30, 2015. Here are some important purchasing dates to be aware of:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Friday, June 19th</td>
<td>Last day to enter all other requisitions in PeopleSoft</td>
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<tr>
<td>Monday, July 6th</td>
<td>ProCard close date; all chartfield edits and approvals must be completed</td>
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ProCard:

All ProCard charges made for FY15 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.

Remember that you are able to submit each transactions individually. So, as we approach the end of the fiscal year, be sure to check for (and submit) new transactions often.

Purchase Orders:

Any goods or services ordered for FY15 must be delivered or performed before June 30, 2015. Any goods or services that are delivered after June 30, 2015 will need to be paid using FY16 funds. Please contact Procurement Services with any questions.

Staples Advantage - Fast Furniture Program

There is still time to order furniture through the Staples Advantage - Fast Furniture Program. DePaul has partnered with Staples Advantage to offer a selection of HON’s top-selling office chairs and other items;
all items delivered within 7 business days. Orders may be placed online through the Staples Advantage Site.

Fast Furniture Shopping Lists have been created to make it easy to find items included in this program. You can also view a PDF of All Staples Fast Furniture Items. Fast Furniture orders placed by June 19th will be delivered and invoiced no later than June 30th.

If you have any questions, please contact Angela Shahjahan at ashahjah@depaul.edu or x2-6992. Questions regarding furniture options and delivery may be directed to Deborah Beccasio of Staples Advantage at Deborah.Beccasio@Staples.com or (773) 677-4235.

End of Year Cleaning? – Salvage!

Are you beginning to clean out old items from this past academic/fiscal year? Be sure to remember that items no longer needed are evaluated by Procurement Services to determine the appropriate method of disposal through the Salvage Program. Typical items that may be disposed of through this program include:

- Artwork
- Audio/Video Equipment
- Cell Phones
- Computers and other technology
- Vehicles
- Other Items

To submit items for salvage, simply complete the online request form.

Once received, Procurement will review the items and determine the appropriate method of disposal based on the item's nature, condition, and estimated value. Common methods of disposal include:

- Reallocation to another department within the university
- Sale via the online University Salvage Store
- Donation to an appropriate non-profit charity
Discard or recycled in a manner consistent with local, state and federal guidelines.

New Demon Discounts Vendors

Alt-Cycle Shop

Big City Bikes

(user to be iGo)

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
Upcoming Year-End Purchasing Deadlines

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Remember that you are able to submit each transactions individually. So, as we approach the end of the fiscal year, be sure to check for (and submit) new transactions often.

Purchase Orders:
Any goods or services ordered for FY15 must be delivered or performed before June 30, 2015. Any goods or services that are delivered or performed after June 30, 2015 will need to be paid using FY16 funds. Please contact Procurement Services with any questions.

Watch for the full year end scheduled, which will be emailed soon!
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.

Recent Changes to IntelliLink

The Visa IntelliLink system was recently updated and includes a few beneficial changes:

**Auto-select of Receipt checkbox**

When an image is attached to a transaction, the “Yes” receipt attached checkbox will be automatically selected. Please note, you will need to change the “Yes” to a “No” if the image you uploaded is the ProCard Missing Receipt Form.

**Image Preview Enhancements – Image Widget**

Approvers will no longer have to drill into each transaction to view an image. A new Image Widget now allows for one-click viewing of receipt images attached to transactions. This change now displays a Yes hyperlink (see image below) which, when clicked, shows the image widget containing the linked image(s).

If multiple images are attached to a single transaction, the user can toggle between images by clicking the arrow. Clicking the image will bring up the full sized version.
New Demon Discounts Vendors

Beef & Brandy
Market Creations Cafe
Snow Dragon Shavery

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
Procurement Update
March 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 address, please let us know on the registration form.

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

Salvage Reminder

Recently, a few asset recycling vendors have been contacting departments directly to offer their services, as a reminder:

The Salvage Program provides the only way for university departments to safely and efficiently dispose of unneeded equipment. All assets purchased with university funds or obtained by a department because of its connection to DePaul (i.e., donations or grants), are the property of DePaul University and Procurement Services holds responsibility for their disposal.
Procurement Services acts as the clearinghouse for evaluating an item's worth and ultimate disposition when an item is no longer needed by a department. **Departments are not authorized to dispose of their own equipment.**

Common examples of items that should be salvaged include: AV Equipment, Cell Phones, Desktops/Laptops, Artwork, Vehicles, Furniture and other equipment.

If your department has items to salvage, please start by filling out the [Salvage Request Form](#).

For additional information on the salvage store, visit our [Salvage Program Website](#). Also, be sure to take a look at the [University Salvage Store](#) to see University salvaged items currently available for sale.

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**New Preferred Vendor – Warehouse Direct**

![Warehouse Direct](#)

Procurement Services recently added a new promotional items preferred vendor, [Warehouse Direct](#). As a full-service promotional products company, Warehouse Direct offers a wide variety of promotional products from wearables to writing instruments and everything in between.

For additional details, discount information, and contact/ordering instructions, visit the [Warehouse Direct Preferred Vendor page](#).

Warehouse Direct joins our other promotional vendors, including:

- FGS, Inc.
- Go Promotions
- Staples Promotional Products

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**Procurement (Salvage) Staffing Updates**

**Goodbye Joe**

Procurement Services is sad to announce that Joe Wegner will be leaving us on March 20th. Fortunately for DePaul, he has accepted a
full-time role with Information Services! Joe will be working as an Associate Systems Engineer with the Infrastructure team. We know Joe will do a great job and IS made a smart hiring decision!

Hello Bruce

We are excited to introduce our newest staff member, Bruce MacLean. Bruce will be taking over the duties of the salvage program. Bruce is an undergrad in CDM where he is studying Network Technologies. Bruce was able to spend the past several weeks working alongside of Joe, and is ready to take over!

Cost Savings Tips

As we move closer to the end of the fiscal year (where does the time go?), many departments begin to think about usage of their remaining funds.

With that in mind, it’s important for all departments to strive to help save the University money. To help with this goal, Procurement Services has compiled a webpage with simple, yet effective, cost savings ideas, including:

Cost Savings Tips Site
- Office Supplies & Furniture
- Printing
- Technology
- Travel & Entertainment
- General & Other

New Demon Discounts Vendors Added

Moe's Southwest Grill

Sox
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
Procurement Update
February 2015

In this Update

ProCard – Online System Training/Refresher

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

Amazon Sales Tax & Prime

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

Procurement Services, in conjunction with 10 university departments recently concluded an email marketing service RFP. The winner of the RFP was 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
Live support from 6 a.m. to 5 p.m. CST M-F at 855-709-4099
24 hour emergency support at www.jangomail911.com

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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- Procurement Services
In this Update

AT&T Rollover Data
2015 Standard Mileage Reimbursement Rates
ProCard – Card Sharing
2015 Hotel Rates
New Demon Discounts
Vendors & Offers

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Commodity Processes
Procurement Training
Demon Discounts
University Salvage Store

Procurement Update
January 2015

AT&T Rollover Data

AT&T recently announced that beginning January 25, all new and existing AT&T Shared Value (Data) Plans will automatically receive Rollover Data at no additional cost.

Offer Details

- Available to new and existing lines (business and personal) customers for domestic data usage only.
- All levels of AT&T Mobile Share Value plan customers automatically receive the Rollover Data feature – no signing up, no additional cost.
- Rollover Data can be shared with everyone on the same Mobile Share Value plan.
- If you do not use your full allotment of plan data in a given month, the extra amount automatically rolls over and is available to be used within the next month.
- Within a given month, you will use your plan allotment first, before you begin using your Rollover Data. Unused Rollover Data does not carry over.

For more information and examples of the benefits visit the AT&T press release page.

2015 Standard Mileage Reimbursement Rates

Beginning January 1, 2015, the standard mileage reimbursement rates were increased. The new rates for 2015 are:

- 57.5 cents per mile for business miles driven
- 23 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 2015 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

ProCard – Card Sharing

Over the past few months, we have had several cases of fraud directly linked to employee ProCard card sharing!

If you are a ProCard holder, you are ultimately responsible for charges posted to the card. You should not be physically sharing your card or number with anyone else, at any time.

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

2015 Hotel Rates
Hotel rates for 2015 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

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New Demon Discount Vendors & Offers

**Johnnys**

**Milito's Mobil**

**Hotel Chicago Downtown**

*All DePaul bookings receive complementary access to the Concierge Lounge until 2/28/2015*

**Dell**

*Between 1/23/15 – 1/30/15, Dell is offering an additional 17% off all consumer desktops, notebooks, and tablets priced $299 or more!*

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- Procurement Services
In this Update

Happy Holidays From Procurement Services

Software Offerings for DePaul Users

University Salvage Store

Barnes & Noble Appreciation Days

New, Updated and Holiday Specials - Demon Discounts

Procurement Quick Links

Forms
Preferred Vendors
Commodity Processes
Procurement Training

Demon Discounts
University Salvage Store

Happy Holidays From Procurement Services

Software Offerings for DePaul Users

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)
- Lynda.com (Free)
- Microsoft Office ($9.95)
- Microsoft Windows 8.1, 8, and 7 ($19.75)
- Parallels Desktop 10 for Mac ($39.99)
- and more

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

Please note: Kivuto eligibility must be renewed each year. To check the status of your eligibility, sign-in, click on “Your Account/Orders”, then “Your Eligibility”.
University Salvage Store

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

www.universitysalvage.com

Radisson Blu Aqua Hotel

The Radisson Blue Aqua Hotel is offering a special $149/night rate along with a $15 Food and Beverage Credit to Filini Bar & Restaurant. Click here for additional details and booking instructions.

Hotel facilities include: free high speed internet, room service, indoor pool, health club and pets allowed.

Barnes & Noble Appreciation Days

Staff and Faculty appreciation days are coming up! From November 30th – December 6th 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, audiobooks, 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, Updated and Holiday Specials - Demon Discounts

We have added new Demon Discount vendors and Updated & Holiday Specials to the program! For additional information please be sure to visit each partner's individual Demon Discount webpage:

**Updated & Holiday Specials**

**CRAIN'S CHICAGO BUSINESS**
50%+ savings on print/online subscriptions

**DELL**
Black Friday comes early for DePaul staff, faculty and students at Dell.

**at&t**
DePaul employees get a $150 credit for each eligible line switch to AT&T when purchase a smartphone with AT&T Next.

**New Discounts**

**ELEVENTH HOUR SALON**

**WONDROUS FURNITURE**

**SpaceWays**

**karyn's**
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

Vendor Fair & Office Supplies “Swap-Meet” – Thank You For Attending!

lynda.com
R4 Services Contract Renewal
Purchasing Compliance Stats
Cost Savings Suggestions Follow-up
New Demon Discount Vendors Added

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Demon Discounts University Salvage Store

Vendor Fair & Office Supplies “Swap-Meet” – Thank You For Attending!

The 2014 Vendor Fair and Office Supplies “Swap-Meet” was a success! A big thank you to the 231 staff and faculty members who attended and the 18 vendors who participated. We hope you found the event to be helpful.

A full list of vendors participating in the 2014 vendor fair and raffle prizes 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 prizes from the event

lynda.com

Whether you are looking to get up-to-speed with the latest software, creative, or business skills, lynda.com offers hundreds high-quality instructional videos and courses at all levels.

Training topics include: Microsoft Office, Adobe Creative Suite, Mac & Windows, web design, social media, developer, database, SPSS, photography, audio & video, design, animation, business, and more.

Media Production and Training (MPT) in Information Services will be offering a free training and demonstrations of lynda.com for faculty and staff on the Lincoln Park Campus:

Wednesday, October 15th
10:30-11:30 am
Lincoln Park Student Center Room 220
For more information about the courses available or to create your free account, visit software.depaul.edu/lynda. If you have any questions, or would like fliers to distribute to your students or colleagues, please email MPT@depaul.edu.

**R4 Services Contract Renewal**

Procurement Services is happy to announce that the R4 Services contract for document storage and shredding has been extended until Fall 2017.

All pricing levels will remain the same for both document storage and shredding services! In addition, billing will continue to be centralized and monthly usage charges will appear on your Mobius report.

If you have any questions about the contract or billing please contact Abe Reising at areising@depaul.edu or x2-6359.

If you would like to sign up or modify your service please contact Anne Stern at astern@r4services.com or (773) 843-3907.

**Purchasing Compliance Stats**

The first quarter of FY15 is complete and here are the purchasing compliance stats, university-wide:

**After-the-Fact Compliance:** 98% *(University-Wide Goal >95%)*
714 Total POs
15 were considered after-the-fact

**Non-Bid Compliance:** 100% *(University-Wide Goal >99%)*
96 Total POs >$25k
0 have been considered non-bid compliant

A big thank you to everyone! We are on pace to meet and exceed our goals for FY15. 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.
Cost Savings Suggestions Follow-up

We received a few additional cost savings suggestions last month – a few are being worked on, while others were forwarded to the appropriate office for review. Topics received this month included cell phone stipends, shared membership programs, food usage and more.

As always, you can read all the suggestions (posted anonymously) and see the status of each on the responses page. Please keep your suggestions coming! And you can submit your own suggestions here!

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:

**NEW!** Students are eligible for a $55 Annual Membership (regularly $75)

Faculty & Staff are eligible for a $65 Annual Membership (regularly $75).

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

Website: [http://financialaffairs.depaul.edu/procurement/](http://financialaffairs.depaul.edu/procurement/)
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Procurement Update
September 2014

In this Update

Vendor Fair & Office Supplies “Swap-Meet”

Cost Savings Suggestions – Website & Follow-up

IntelliLink – Receipt Required

New Demon Discounts

Vendors Added

Procurement Quick Links

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Preferred Vendors
PC Buying Guide
Cell Phone Buying Guide

Demon Discounts
University Salvage Store

Vendor Fair & Office Supplies “Swap-Meet”

Vendor Fair:
The 2014 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:

Loop Campus – Friday, October 3rd
55 East Jackson, Room 801
10:00am – 1:00pm

Lincoln Park Campus – Monday, October 8th
Student Center, Room 314 A & B
10:00am – 1:00pm

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

Vendors:
AT&T
Club Quarters
Dell
Enterprise
Go Promotions
Grainger
Hiltons of Chicago
Hotel Lincoln
MPT/IS at DePaul University
KI
OEC Business Interiors
R4 Services
Renaissance Blackstone Hotel
Staples Advantage
University Center

Raffle Prizes:
Various Hotel Stays
Visa Gift Cards
Office Chairs
Sports Tickets
Car Rentals

More to come!
“Swap-Meet”
Last year’s “Swap-Meets” were highly successful. So, we would like to encourage departments to bring unneeded/unwanted office supplies to the Vendor Fairs this year.

In addition to meeting with Preferred Vendors, you can browse and take 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 either event, please drop them off between 9:30-10:00am the day of the fair.

***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 or other assets should still be routed through the University Salvage Program.

Cost Savings Suggestions – Website & Follow-up
Last month, Procurement Services launched a cost savings suggestion form as a pilot program to give the university the ability to submit ideas on ways to save money.

We’ve received nine suggestions so far – a few are being worked on, while others were forwarded to the appropriate office for review. You can read the status of each at the responses page. Keep your suggestions coming!

In addition, Procurement also has a Cost Savings Tips page, with many smaller ways you can save money in your department.

ProCard Transition – Final Update
As of September 1, 2014, all Chase ProCards were cancelled. If you still have a Chase ProCard, please cut-up and discard. PaymentNet is still accessible until October 15 and cardholders who have transactions are required to submit all charges/credits for approval.

As of today, 91% of the PNC cards have been distributed and over $3m has been charged university-wide. Feedback on the IntelliLink system has been positive, with ease of use and receipt scanning functionality getting the most praise!
If you have any questions regarding this change or the IntelliLink system in general, please contact Laurie Krauel at krauel@depaul.edu or x2-5272.

New Demon Discounts Vendors Added

EDZO’S BURGER SHOP

TREASURE ISLAND FOODS

(student discount)

SmoothWind Kites

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
**Procurement Update**

August 2014

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**In this Update**

- ProCard Transition Updates
- Vendor Fair – Save the Date
- New Procurement Website Resources
- Goodbye “Staples Lady”
- New Demon Discounts Vendors & Book Sale!
- Procurement Quick Links
  - Forms
  - Preferred Vendors
  - PC Buying Guide
  - Cell Phone Buying Guide
  - Demon Discounts
  - University Salvage Store

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**ProCard Transition Update**

The University is well underway in its transition to the new PNC/IntelliLink ProCard system. Trainings are continuing and over 300 cards have been distributed so far.

New sessions have been added for late August and September. Make sure to register as soon as possible to ensure you have your new card before the Chase cards are cancelled on August 31st.

**Training & Timeline**

In addition to attending training, a new Employee Acknowledgement of Responsibilities / Agreement to Accept form must be signed by both the cardholder and approving official before cards can be released.

You can see dates and register for training online. Additionally, Procurement Services can conduct training at your office’s staff meetings or other functions. Contact us to schedule one if this will work better for your area.

**IMPORTANT NOTE**

All Chase ProCards will be deactivated on August 31st.

**Additional Resources**

More information, including guides and training materials, can be found on the ProCard Transition page.

If you have any questions, feel free to contact Procurement Services at x2-7510 or procurement@depaul.edu.

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**Vendor Fair – Save the Date**

Save the date for the 2014 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:
Loop Campus – Friday, October 3rd  
55 East Jackson, Room 801  
10:00am – 1:00pm  

Lincoln Park Campus – Monday, October 8th  
Student Center, Room 120 A & B  
10:00am – 1:00pm  

See next month’s Procurement Update for a full list of vendors and raffle prizes!  

New Procurement Website Resources  

Procurement Services recently added a few new pages to our website:  

- **Cost Savings Suggestions** – Under this pilot program, faculty and staff can use this form to submit ideas on ways the university can save money. Procurement Services will review suggestions regularly and determine appropriate steps, if any, to take.  
- **PC Leasing Expirations** - A new spreadsheet is now online with all machines and their expiration dates to help budget manager’s plan ahead.  
- **Master Agreements** - This page provides additional information on master agreements and when to use them.  

Be sure to also check out some other pages on our website you may not be aware of, including:  

- **Cost Savings Tips**  
- **Commodity Specific Purchasing Processes**  
- **DePaul Memberships**  
- **FAQ’s and How To’s**  
- **Internal DePaul Resources**  
- **Negotiation Tips**  
- **Scam Warnings**  
- **Training Programs**  
- **Vendor Ethics & Sustainability**  

Goodbye “Staples Lady”
Friday, August 1 was Jackie Van Zant’s last day working at Staples Advantage. She will be retiring and relocating to sunny Florida. *(Apparently this past winter pushed her over the edge!)*

Jackie worked as DePaul’s on-site representative for the past 10 years. She was always around campus and truly loved working with DePaul. We will miss having such a great partner to work with and wish her the very best.

Replacing Jackie will be Michael Aulenta, who has been with Staples for over 9 years. Michael’s contact information can be located at the bottom of the Staples Advantage Preferred Vendor Page.

**New Demon Discount Vendors & Book Sale!**

*University Salvage* currently has 100s (possibly even thousands!) of new books for sale. Feel free to stop by 55 E Jackson, Suite 802 to take a look!

All combinations are $10.00:
- 5 paperbacks or 3 hardcovers
- 2 hardcovers & 2 paperbacks
- 3 paperbacks & 1 hardcover

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
July 2014

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ProCard Transition

As you may know, the University is converting to a new ProCard program through PNC Bank. This new program features many changes and improvements, specifically:

- A new online system, IntelliLink, for transaction review, edits and approvals
- Automatic email reminders about outstanding charges and approvals
- Receipt scanning and storage in IntelliLink
- Ability to have a cardholder proxy edit transaction notes and chartfields
- Chip and Pin technology built into all cards
- Renewals will occur every three years (instead of two)
- Replacement (lost/stolen) cards will be sent directly to the cardholder

Training & Timeline

Rollout and training of the new program will begin the week of July 21st. Training will continue throughout the summer and into the fall, but we encourage employees to make the switch early. All Chase ProCards will be deactivated on August 31st.

Training is required in order to obtain your new card. In addition, a new Employee Acknowledgement of Responsibilities / Agreement to Accept form must be signed by both the cardholder and approving official before cards can be released.

You can see dates and register for training online. Additionally, Procurement Services can conduct training at your office’s staff meetings or other functions. Contact us to schedule one if this will work better for your area.

Additional Resources

More information, including guides and training materials, can be found on the ProCard Transition page.
Fiscal Year Stats Roundup

Now that FY14 is behind us, a few quick stats:

**Purchase Orders**
- 2,981 Total Purchase Orders Issued
- $77,521,886 Total Purchase Order Value

**Bid Compliance**
- 475 Total Requisitions >$25,000
- 471 Compliant
- 4 Non-Compliant
- **99.16% Rate of Compliance**

**After-the-Fact Compliance**
- 2,981 Total Requisitions
- 2,900 Compliant
- 81 Non-Compliant
- **97.28% Rate of Compliance**

**ProCard Compliance ("2-sets of eyes")**
- 71,321 Total Transactions
- 69,606 Compliant
- 1,715 Non-Compliant
- **97.60% Rate of Compliance**

**Salvage**
- 4,831 Items Received Into University Salvage
- 608 Orders via the University Salvage Store
- 1,152 Items Sold
- **$93,130 Net Sales (…can we hit $100k in FY15?)**

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

On-Campus Catering
As a reminder, DePaul University’s exclusive catering provider is Chartwells. They provide all catering for DePaul owned and operated facilities on the Loop and Lincoln Park Campuses. Chartwells offers catering for the entire range of programs; from small meeting receptions or luncheons, to the most significant events. Other catering companies are not allowed under this contract.

Chartwells catering office may be contacted at x5-7499 for the LPC and x2-5041 for the Loop. They are happy to answer any questions or customize your order. The catering website is [www.depaulcatering.com](http://www.depaulcatering.com) and accepts Chartfields or ProCard payments. For more information on catering, please refer to the catering listings in [DePaul’s Policy and Procedure website](#).

If you have questions about the policy or contract, call Joe Mroczkowski at x5-4075.

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**New Salvage Form Online**

Procurement Services recently launched a new [Salvage Request Form](#). This new form should make the salvage process quicker and easier for everyone. After the form is submitted, requests are processed by Procurement Services staff members.

When possible, items will be picked up by a Procurement Services staff member. Larger items or quantities will be picked up by [New City Moving](#) on pay-week Thursdays.

For more details on the University Salvage Program, please visit the [salvage program website](#). If you have items that need to be salvaged, please fill out a [Salvage Request Form](#).

Salvage questions can be sent to [procurement@depaul.edu](mailto:procurement@depaul.edu) or x2-7510.

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**New Demon Discounts Vendors**

- [DIVY](#)
- [Jos. A. Bank](#)
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