Procurement Update
July 2016

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FY16 Procurement Stats
Here’s a quick recap of what happened during Fiscal Year 2016, Procurement-wise:

Purchase Orders
2,135 Purchase Orders were issued.
$165M was the total combined value of all POs.
Another 357 computers were ordered through the PC Ordering Catalog.

Bid Compliance
450 Requisitions over $25,000 were entered.
428 were Compliant.
22 were Non-Compliant.
95.2% Rate of Compliance – this is lower than the year before, let’s aim to get back to 99%+ for FY17!

After-the-Fact Compliance
97.75% Rate of Compliance –slight increase from FY15.

ProCard Approvals
93% of ProCard transactions approved within 45 days – this is good, but let’s try to get it closer to 100%!

ProCard Sales Tax
$13,000 was spent on sales tax that shouldn’t have been last year. Make sure to tell vendors that you are tax-exempt when making purchases on the ProCard!

Salvage
9,976 items were submitted to University Salvage - a 57% increase from FY15! Number of items submitted by campus:
- 6,403 LPC
- 3,091 Loop
- 481 Naperville
Salvage Store
389 Orders were placed via the University Salvage Store. 533 Items were sold - an average of 1.37 items per order. $45k net Salvage Store sales – down from FY15, but July sales started off strong.

Requisition Tip
To ensure that the vendor name appears on every line in your requisition, use the “Multi Line Default” link. This step will spare you from having to reenter the vendor name and chart fields for every line of a multi-line requisition... and will help speed up the PO process by reducing approver adjustments!

Reminder about Photocopiers
Document Services would like to remind the university community that their office is responsible for providing all campus copiers, defined as any device that has the ability to make a copy off the glass or through a document feeder. Through their competitive bid process, bulk buying, knowledge of industry standards, and centralized service & supply hubs, Document Services secures the best price on equipment, supplies, and maintenance services. If you feel your existing copier is not meeting your needs please contact their office at 312-362-6285 or documentservices@depaul.edu and they will do their best to accommodate your needs.

Upcoming Procurement Training
Procurement offers various training options throughout the year. Purchasing 101 sessions will be coming up soon (schedule pending) to provide an overview of purchasing policies and best practices.

Requisition Primer will take you through the steps on how to enter a requisition using PeopleSoft. Visit Procurement Training to register.
Procurement Quick Links

A few resources to keep in mind for your personal spend:

- The [Salvage Store](http://procurement.depaul.edu) is constantly updating its inventory. From the ever-popular iMacs, to salad plates, and music CDs, we have eclectic offerings, perfect for bargain hunters. Check us out to see what’s new!

- [Demon Discounts](http://procurement.depaul.edu) has hundreds of deals with local and national partners. Follow us on Facebook or Twitter to stay on top of special deals, and look for our new brochure around campus!

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
Phone: (312) 362-7510
Fax: (312) 362-7547
As we enter FY17, Procurement Services wants to remind all cardholders and approving officials of some rules associated with the ProCard Program. The items listed below are common findings in QARs and other compliance reviews, but are easily correctable:

- **Receipts** – Itemized receipts are required for all purchases, including food. Scans or photos of the receipt must be legible when uploaded to IntelliLink. The missing receipt form is only to be used if it is not possible to obtain a duplicate copy from the vendor when the original is lost. Excessive missing receipts can lead to non-compliance findings.

- **Timeliness** – ProCard transactions must be approved in a timely fashion. While the majority of transactions are, we still see too many transactions that take over six weeks to be approved! Automated emails from IntelliLink are distributed twice weekly with a list of all outstanding transactions.

- **Personal Charges** – Personal charges are not allowed on the ProCard. Please use the sticker provided to help differentiate the card from your personal cards, and take care when purchasing online to ensure the correct card is used. If a personal charge does occur, you must reimburse DePaul immediately.

- **Sales Taxes** – DePaul is tax-exempt in most cases (food, travel, utilities and out of state purchases may be taxable). The university spent roughly $13,000 on unnecessary sales tax in the past year. Please remind vendors we are tax-exempt and show them the number on the card if needed.

- **Ride Sharing Services** - Please be mindful about charge settings when using ride sharing services, such as Uber or Lyft. A vast majority of mistaken ProCard purchases lately have been attributable to users forgetting to switch payment.
settings off the ProCard for personal travel. It is a simple mistake to make, but we hope this gentle reminder will spare some ProCard holders (and Procurement staff) additional paperwork!

If you have any questions, feel free to reach out to us or visit one of the following resources:

- Procurement Card Program - [http://financialaffairs.depaul.edu/procard/procard.htm](http://financialaffairs.depaul.edu/procard/procard.htm)

Salvage Store Sale!

The Salvage Store is offering a “back to school” discount from August 15 – September 6, 2016. Use the promo code bluedemon10 at checkout to receive a 10% discount on all items available on the website.

CDW-G Pricing

Our contract with CDW-G has recently changed for the better. As a member institution in the National Joint Power Alliance (NJPA), DePaul is eligible for even more favorable discounts on many items than we received under our previous contract. If you have a CDW-G account, you should automatically get the new, lower pricing. Please see our Preferred Vendor page for more information about CDW-G and their relationship to DePaul.
Some of the items we have received through the Salvage Program lately require special means of disposal, or consist of items that can simply be thrown out. As a reminder, the DePaul Salvage Program is designed to facilitate the disposal of university-owned assets, particularly:

- Art work
- Audio/video equipment
- Telephones
- Computers and other technology
- Furniture and appliances (contact Facility Operations first to see if reallocation is an option)
- Vehicles

Items that should not be disposed of through the Salvage Program include:

- Office supplies (including binders, staplers, desktop organizers, etc.)
- Large furniture
- Hazardous materials
- Cleaning products

If you have any questions about asset disposal and what constitutes a salvageable item, please contact us at procurement@depaul.edu or x27510. Please do not send items to Procurement for disposal that are not listed on the Salvage Form. The Salvage Policy is available for reference on the Policy and Procedures webpage.

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**Upcoming Procurement Training**

Please consider attending one (or more) of our upcoming training sessions, listed below. Visit Procurement Training to register.

- Requisition Primer – August 16
- Procurement 101 – August 22
- Requisition Primer – September 20
- Contracts in Procurement – September 22
- Ethics in Purchasing – September 27

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**Procurement Quick Links**

A few resources to keep in mind for your personal spend:
• The **Salvage Store** gets new items all the time. Check out the store during this month’s promotion to see what’s available!

• **Demon Discounts** has hundreds of deals with local and national partners. Follow us on [Facebook](http://facebook.com) and [Twitter](http://twitter.com) to stay on top of special deals, and look for our new brochure around campus!

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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Salvage Pickup Schedule - LPC

Due to the lower volume of salvage requests around the holidays, New City Moving pickups from Lincoln Park will be scaled back to **one per month from November through January**. The updated schedule is listed below. If you expect to dispose of salvage items during these months, please plan your requests accordingly.

The submission deadline is noon on the Wednesday before the pickup date. Further information about the Salvage Program may be found [here](#).

- November 17
- December 15
- January 19

Tableau Software Discount

DePaul faculty and staff are eligible for a substantial discount on Tableau Desktop licenses now until September 27th! Contact Senior Area Manager, Greg Lyons, at (206) 634-5561 or [glyons@tableau.com](mailto:glyons@tableau.com) to purchase individual software licenses for $100 off, or bundles of three or more licenses for $150 off per license.

Southwest Airlines SWABIZ® Discount

Southwest Airlines is currently offering a 10% promotional discount off all Business Select® and Anytime fares in all Southwest Airlines domestic markets! Fares must be booked through SWABIZ® (Southwest’s online corporate booking tool) for travel between August 15th and November 30th. Please click the image below for more information about the promotion. For additional ordering information, including DePaul’s SWABIZ company ID, visit the [Southwest Preferred Vendor](#) page.
Sales Tax Reimbursement on Apple Accessories

Unfortunately, Apple’s online ordering site is not equipped to provide sales tax exemption at the point of sale. After placing the order, call Apple’s customer service line at 1-800-692-7753 to request a sales tax refund, providing the order number and tax exemption number stamped on your ProCard.

Revised Toner Recycling Process

Spent cartridges may still be sent to the recycling program through interoffice mail, but instead of addressing the cartridge shipments to Distribution Services, they should be addressed to Procurement Services. As a reminder, please continue to mark that the shipments are for recycling.

For more details, please see our Toner Recycling page, or contact Procurement Services at procurement@depaul.edu or x27510.

Upcoming Procurement Training

Please consider attending one (or more) of our upcoming training sessions, listed below. Visit Procurement Training to register. Note that Purchasing 101 is scheduled to coincide with Budget Manager II training, so you can complete both modules in one sitting.

- Purchasing 101 – September 19
- Requisition Primer – September 20
- Contracts in Procurement – September 22
- Ethics in Purchasing – September 27
- Purchasing 101 – October 20

DePaul Night at the Art Institute
The Art Institute of Chicago is hosting DePaul University Night on Thursday, September 22nd from 5:00 to 8:00 p.m. DePaul faculty, staff, students, and their guests may receive complimentary tickets by showing their DePaul IDs at the Modern Wing entrance. The evening will include music, lectures, and gallery talks. Please see the event flyer for more details.

**CAPAG Discount**

Recently, DePaul University joined the Chicago Area Public Affairs Group (CAPAG) at the Premier Sponsor level. CAPAG is a public affairs organization that hosts monthly meetings, featuring guest speakers from the leading ranks of government, public policy, civic engagement, media, and politics. The Premier Sponsorship allows DePaul University students, faculty, and staff to take advantage of incentives, including event admission at the reduced-cost “Sponsor” level.

Visit the [CAPAG website](http://capag.org) to register for upcoming events. To enjoy the event discount, enter DePaul University as the company name on the registration page, and use the Sponsors dropdown to indicate the number of tickets requested at that admission rate. For more information on DePaul’s partnership with CAPAG, contact Julie Emms in the office of Community & Government Relations at [jemms@depaul.edu](mailto:jemms@depaul.edu).

**New Demon Discounts**

- **Potbelly Sandwich Shop**
  - 2264 N Lincoln Ave
  - 1 free fountain drink with purchase of a sandwich, available to Faculty, Staff, and Students with DePaul ID

- **Nando’s PERI-PERI CHICKEN**
  - 670 W Diversey Parkway, or 1500 N Clybourn Ave Suite C106
  - 20% off orders (alcohol excluded) for Faculty, Staff, and Students with DePaul ID
Procurement Quick Links

A few resources to keep in mind for your personal spend:

- Keep on top of the latest at our Salvage Store to find deals on used computer equipment and a variety of other offerings.

- Demon Discounts has hundreds of deals with local and national partners. Follow us on Facebook and Twitter for news about available discounts; and look for our new brochure around campus!

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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Fax: (312) 362-7547
New Look for Demon Discounts

We are excited to announce an updated Demon Discounts website! The new version has all of the same great discounts, but it is now in a format that is friendlier to smart phone and tablet screens, so you can reference deals on the go. In addition to the sharper look, you will notice more functions and features, such as embedded Google maps displaying the locations of hotels, shops and restaurants. Follow us on Facebook or Twitter to keep up to date on new partners and discounts!

Art Institute Free to Faculty, Staff & Students

Now that you’re back from the Demon Discounts site, we hope that in the midst of your excitement you saw the news about the Art Institute. Admission to the museum is now free to faculty and staff, in addition to students.

...And as if that weren’t enough, tomorrow (October 15th) is DePaul Day, which means your guests may also enjoy free admission from 10:30 a.m. to 4:00 p.m. and lectures from DePaul faculty on several of the exhibits. Please bring your DePaul ID and enter through the Modern Wing. See the event flyer or revisit the Demon Discounts website for details.

Vendor Fair Postponed

In last month’s newsletter we announced our plans to hold a Vendor Fair in October. However, due to scheduling difficulties, we have decided to postpone the event on both campuses indefinitely. Stay tuned, because we expect to bring the fairs back in the future.

Salvage Store Spooky Discount
We don’t really know what makes it spooky (other than we’re going for a theme here)... but what we do know is that all purchases from the Salvage Store starting today, until October 31st (Halloween!) are discounted 10% when you use promo code depaulblue at checkout. Trick or Treat!

Salvage Pickup Schedule - LPC

Starting next month and lasting through January, salvage pickups from Lincoln Park will be scaled back to one per month. The temporary change is in response to lower salvage volume around the holidays. The updated schedule is listed below. If you expect to dispose of salvage items during these months, please plan your requests accordingly.

The submission deadline is noon on the Wednesday before the pickup date. Further information about the Salvage Program may be found here.

- November 17
- December 15
- January 19

Upcoming Procurement Training

Purchasing 101 is now scheduled to coincide with Budget Manager II training, so you can complete both modules in one sitting. If you missed our September sessions but are interested in some of the other modules, please reach out to us at procurement@depaul.edu to provide us with your feedback. We are always looking for ways to improve our modules and make training more accessible. Visit Procurement Training to search for available sessions and to register.

- Purchasing 101 – October 20

Procurement Quick Links

A few resources to keep in mind for your personal spend:

- Our Salvage Store sale starts today! The hottest items will move quickly, but keep checking back, as we are constantly
replenishing our inventory with quality, used items at bargain prices.

- Check out the new look of our Demon Discounts website, and browse the many attractive deals with local and national partners. You can also follow us on Facebook and Twitter for news about the latest discounts.

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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Preferred Bus Vendors

Procurement recently partnered with Athletics, CDM and the Office of Student Involvement to complete the bidding process to determine DePaul’s preferred vendors for bus and charter rental. The three preferred vendors are:

- American Sightseeing Chicago
- Chicago Classic Coach
- First Student Charter Bus Rental

For more information, please follow the links to each vendor’s Preferred page. For help selecting a vendor, please contact Laurie Krauel at lkrauel@depaul.edu or use our general department email address: procurement@depaul.edu.

Intellilink’s Login Page is Getting a New Look

On December 10th Intellilink is updating the “login” and “memorable word” pages in order to achieve a more modern look and feel for its website. The login and memorable word process will remain the same, and no other pages will be changed on December 10th (although additional visual upgrades are planned in the coming months). Here’s a tiny preview of the new look:
Salvage Pickup Schedule - LPC

This month begins the reduced salvage pickup schedule from Lincoln Park. The temporary change is in response to lower salvage volume around the holidays. The updated schedule is listed below. If you expect to dispose of salvage items between now and February, please plan your requests accordingly.

The submission deadline is noon on the Wednesday before the pickup date. Further information about the Salvage Program may be found here.

- November 17
- December 15
- January 19

FedEx Delivery Issues

We are aware of recent issues with some departments’ FedEx deliveries. Procurement and Distribution Services are working with FedEx to avoid further mishaps and delays, including efforts to improve driver consistency and training.

Here are some details on current FedEx procedures:
FedEx is responsible for delivering items directly to individual DePaul offices, provided the correct address and suite number is on the package label. Distribution Services only accepts packages from FedEx that are ambiguously addressed, in which case the items are logged into our own internal tracking system and promptly delivered.

Distribution Services continues to use FedEx as a supplement to the U.S. Postal Service for outgoing items, particularly for larger packages or Overnight/2nd Day Air service. Please ensure that items shipped out via FedEx include the most complete return address possible.

Please use the format below both for return addresses and for incoming FedEx items shipped to DePaul:

Sender Name
DePaul University
Department Name + Suite #
Street Address
Chicago, IL 60604 (or 60614)
Contact Phone Number
New Chicago Bulls Discount!

From our friends at the Chicago Bulls office, here's an exciting deal for DePaul on tickets for games in December...

- Monday, December 5th vs. Portland Trail Blazers
- Monday, December 19th vs. Detroit Pistons

On these special nights, all DePaul University students, alumni, faculty, staff, retirees, family and friends have the opportunity to purchase Chicago Bulls tickets at half price. Tickets regularly priced at $60 (300 Level, rows 1-7) are available for only $30, and tickets regularly priced at $46 (300 Level, rows 8-17) are available for only $23.

Follow this link to enjoy the discounted ticket prices. Additional games will be made eligible for the offer throughout the season.

Barnes & Noble Faculty/Staff Appreciation

Between November 13th – November 23rd Barnes & Noble is showing its appreciation for DePaul faculty and staff with a 30% discount on in-store purchases of select books, emblematic ware and gift items. Visit the DePaul Bookstore website to see what’s available!

Upcoming Procurement Training

Purchasing 101 is now scheduled to coincide with Budget Manager II training, so you can complete both modules in one sitting. Visit our training page for more information and instructions on how to register. Please note that room locations have yet to be determined for the sessions below. When you sign in, you will see that we have sessions scheduled on both Lincoln Park and Loop campuses. Register early, as we will notify attendees with updates, including room locations, once the classroom schedule is finalized.

- Purchasing 101 – December 12th
- Purchasing 101 – January 24th
- Requisition Primer – January 25th
- Purchasing 101 – February 20th
- Vendor Selection & Bidding – February 21st
Procurement Quick Links

A few resources to keep in mind for your personal spend:

- Keep an eye on our Salvage Store, as we are constantly replenishing our inventory with quality, used items at bargain prices.

- Check out the new look of our Demon Discounts website, and browse the many attractive deals with local and national partners. You can also follow us on Facebook and Twitter for news about the latest discounts.

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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New Mileage Reimbursement Rate for 2017

Beginning on January 1, 2017, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) is:

- 53.5 cents per mile for business miles driven, down from 54 cents for 2016

The change will be reflected in employee reimbursements for automobile miles traveled. More information about employee reimbursements may be found on the Accounts Payable webpage.

Purchasing Checklist

To start the new year, Procurement would like to remind everyone about a resource document that some might find useful when making purchases on behalf of the university.

The Purchasing Checklist provides a summary of purchasing procedures and provides links to related policies and guides. The checklist may be especially helpful for newer employees that are uncertain about such items as dollar thresholds and contract rules.

Commodity Councils

Procurement recently hosted the first meetings of several Commodity Councils, designed to bring a variety of people from around the university together to discuss a category. Instead of a preset agenda, the councils asked questions like “who do you buy from,” “what works,” “what doesn’t work,” “what could be better?” as a starting point for discussion. The hope is to find new ways of doing business that save money, make ordering/billing simpler or otherwise help everyone benefit. Council themes include:

- Mission-related Vendors
- Promotional Items
- Reallocate/Reuse/Recycle
- Technology
- Travel
If you would like more information about Commodity Councils, contact procurement@depaul.edu.

🌟 **Ask Lauren: Personal Ride Share on ProCard**

*We are introducing a new feature in this issue of Procurement Update. “Ask Lauren” (aka Lauren Jeffries, Compliance Coordinator) will answer some of the frequently asked compliance questions that we in Procurement often hear.*

Dear Lauren,

I accidentally used my ProCard to pay for a ride sharing service for transportation unrelated to work. What should I do? Am I a wicked person?

Sincerely,

IOU DePaul

Dear IOU,

You are certainly not a wicked person; and to rectify the ride sharing issue, you will want to fill out the [ProCard Personal Purchase Form](mailto:procurement@depaul.edu) and send it to procurement@depaul.edu, as well as reimburse the institution, preferably within two weeks of the charge. This can be done at one of the Cashier’s Offices, located at both the Loop and Lincoln Park Campuses. You can take some comfort in the fact that you are not alone. Many DePaul employees have made the same mistake.

Though common in nature, this issue can create a lot of extra work for ProCard holders, approving officials, budget managers, the Cashier’s Office and yours truly! The mistake is an easy one to make, but the best way to prevent a recurrence is to make a conscious effort to switch the payment settings on your ride sharing account back to your personal credit card immediately after you have taken a reimbursable trip on DePaul business. This may sound like a hassle, but if you can get in the habit of doing so, it will save you a headache or two down the road.

And last but not least, Procurement keeps track of personal purchases and other ProCard misuses. Multiple offenses can lead to compliance findings and action taken, so charge with care!
Salvage Pickup Schedule - LPC

January is the last month for which there will only be only one Salvage pickup from Lincoln Park. The pickup date will be January 19, so there is still time to place a last-minute request before the deadline. Beginning in February pickups from Lincoln Park will resume their previous schedule, occurring on the Thursday before each payday.

As always, the submission deadline is noon on the Wednesday before the pickup date. Further information about the Salvage Program may be found here.

Upcoming Procurement Training

Purchasing 101 is now scheduled to coincide with Budget Manager II training, so you can complete both modules in one sitting. Visit our training page for more information and instructions on how to register. The room location has yet to be finalized for some of the sessions below, but you will receive a calendar appointment with the building and room number at least a week in advance of the training date.

- Purchasing 101 – January 24 (LPC)
- Requisition Primer – January 25 (Loop)
- Purchasing 101 – February 20 (Loop)
- Vendor Selection & Bidding – February 21 (LPC)

Procurement Quick Links

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IntelliLink’s New Look

On March 5th, users of IntelliLink, the online ProCard platform, will see a completely new user interface when they log in to edit or approve transactions. Functionality will not change, but there will be a new look for the home page, new navigation menu options, links to statements and a “pinned items” panel that will let users save links to their most frequently used pages within the site.

Procurement has not seen the new site yet, so please watch for additional announcements leading up to the launch. Preliminary information is posted on the Procurement website, which includes this user interface refresh guide.

ProCard Text Alerts

PNC has added the option for ProCard holders to receive text alerts whenever suspicious transaction activity is detected. The feature is designed to detect fraudulent transactions more quickly and to reduce the chances of a legitimate transaction being declined because it was flagged as “suspicious.”

For instructions on how to register for text alerts, please reference the user guide posted on the Procurement website.

Ask Lauren: ProCard Reminder Emails
Dear Lauren,

What’s up with those ProCard reminder emails about transactions older than 30 days? I thought we had 45 days to approve transactions?

Sincerely,
Inundated by Emails

Dear Inundated,

You are correct about the 45 day approval window. We send out the 30-day reminders to help people keep track of transactions that are approaching the deadline to hopefully prevent or reduce the incidence of transactions falling out of compliance if they remain unapproved after 45 days. Cardholders get the reminder every other Monday, and approvers receive their reminder on the off weeks. This is in addition to the weekly IntelliLink reminder about all unapproved transactions.

Timely approval reduces the risks associated with tracking down old receipts, detecting fraud, or just plain forgetting about older transactions. The good news is that 92% of transactions are approved within 45 days, but we are always seeking improvement!

Happy ProCard editing!
-Lauren

“Ask Lauren” (aka Lauren Jeffries, Compliance Coordinator) is a recurring feature that answers compliance questions that may or may not have been asked by real people looking for guidance... as opposed to conversations that have been invented by Procurement staff for instructional purposes.

Distribution Services Has a New Name

Distribution Services has changed their name to **Print and Mailing Services**. The new name is intended to provide a clear, straightforward description of their services, which remain the same as before:

- Daily delivery and pick-up of interoffice and first class mail
- Postage metering for faculty and staff
- Addressing, presorting and mailing preparation
- High quality photocopying and printing
- Copyright clearance services

Additionally, Print and Mailing Services can help with graphic design and proper layout; and they can coordinate large scale printing efforts.

Contact Print and Mailing Services at x28367 or x57579 or go.depaul.edu/printmail with any questions.

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**New Demon Discounts**

Faculty & Staff are eligible for a $25 blowout at Blown Away. Book your next move through Move Matcher and receive a $100 rebate.

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**Upcoming Procurement Training**

Purchasing 101 is now scheduled to coincide with Budget Manager II training, so you can complete both modules in one sitting. Visit our training page for more information and instructions on how to register. The room location has yet to be finalized for some of the sessions below, but you will receive a calendar appointment with the building and room number at least a week in advance of the training date.

- Purchasing 101 – February 20 (Loop)
- Purchasing 101 – March 20 (LPC)
- Vendor Selection & Bidding – February 21 (LPC)
- Requisition Primer – March 23 (Loop)
- Requisition Primer – April 5 (LPC)

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Ace Coffee Bar is Now Canteen

Ace, the university’s preferred vendor for bottled water and coffee, has become a part of Canteen Refreshment Services. (You may have already seen their representatives on campus servicing the vending machines.)

Water deliveries and billing will continue as before. If you receive an invoice from Canteen for water, you should not pay it. Procurement will continue to pay a consolidated monthly invoice and charge departments back for their allotment on the monthly flat file.

If you would like more information, please visit our Preferred Vendor Page for Canteen.

Ask Lauren: Reporting Lost ProCards

Dear Lauren,

Recently, I was on vacation and misplaced my wallet with my ProCard inside. I do not keep much else of importance in my wallet, so I didn’t report the card missing until I returned home. Earlier this week when I logged in to IntelliLink I noticed a couple of charges on my account that were not made by me! When I called the bank to dispute, they told me they could not reverse the charges because I didn’t report them in time. Is there anything you can do to help me?!

Sincerely,
Defrauded Abroad
Dear Defrauded,

I am so sorry to hear about your mishap! Lost wallets are certainly cause for anguish and frustration. Unfortunately, if fraudulent charges aren’t reported in a timely fashion, there isn’t any recourse for reversal. That is why it is crucial for the cardholder to contact PNC immediately if one’s ProCard is missing or unauthorized charges occur. I realize some fraud is beyond the cardholder’s control, but I can’t stress enough the importance of keeping a close eye on your account and reporting any suspicious activity as soon as possible. In addition, consider locking your ProCard up somewhere safe when you do not need to have it with you for a business purpose.

To provide some perspective: in 2016 DePaul employees submitted 39 claims for fraudulent charges, adding up to $33,530.40. Of this amount, nearly $8,000 was unrecoverable because too much time had elapsed before the charges were reported.

Sincerely,
-Lauren

“Ask Lauren” (aka Lauren Jeffries, Compliance Coordinator) is a recurring feature that answers compliance questions that may or may not have been asked by real people looking for guidance... as opposed to conversations that have been invented by Procurement staff for instructional purposes.

Ben Walters is Leaving Procurement

After a blissful year and a quarter as the Facilities Buyer for Procurement, Ben has accepted a position in the Treasurer’s Office as a Financial Analyst, reporting to the Manager of Banking Operations. The transition will take effect on Monday, March 27\textsuperscript{th}. Ben’s last day in Procurement will be Friday, March 24\textsuperscript{th}.

We caught up with Ben to ask if he had any reflections on the transition. This is what he answered:

As with any job transition, this one is bittersweet. There is a lot I am going to miss about Procurement, but fortunately I am not going very far, so it’s not really “goodbye.” I am very excited about the new Financial Analyst role. My duties will involve many of the concepts I have been studying in business school here at DePaul, so I am looking forward to applying and enhancing that knowledge. There will be a lot
to learn, but once I get my bearings I think I will be a good fit for the job.

With Ben’s departure, many of the Buyer responsibilities are shifting. Here is a list of whom to contact for different categories:

**Eric Cruz** | Assistant Director | x2-5332

- Professional services contracts
- Vehicle leases and purchases
- Salvage program and University Salvage Store
- Demon Discounts
- Sustainability initiatives

**Laurie Krauel** | Procurement Systems, ProCard and Travel Buyer | x2-5272

- ProCard program
- Travel and entertainment
- PeopleSoft systems
- Sage wisdom

**Natalie Max** | Supplies and Facilities Buyer | x2-5967

- Office supplies
- Facility construction and maintenance
- Promotional items
- Print
- Bottled/bottle-less water orders
- Furniture

**Jake Moy** | Technology Buyer | x2-8542

- Technology
- Dell computer purchases
- Apple Computer purchases
- Cell phone agreements
- Science supply and equipment
- Photocopier leases and purchases

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IntelliLink’s New Look
On March 5th, PNC implemented a new user interface for IntelliLink, DePaul’s ProCard website. Most of the functionality is the same, but the site’s appearance and some of the features have changed.

This user interface refresh guide provides a summary of the upgrades. We have also updated the ProCard guides and resources on our website to reflect the changes.

).[Image 226x472 to 363x538]

![New Demon Discounts](#)

Faculty, Staff & Students receive 10% off dine-in food purchases with a DePaul ID.

Faculty, Staff & Students receive free entry to the nightly blues shows with a DePaul ID.

).[Image 417x468 to 496x562]

Upcoming Procurement Training

We have two Requisition Primer sessions coming up soon – one on each campus. If you are new to PeopleSoft requisitions, or are rusty and would like a refresher, visit our training page for more information and instructions on how to register for a session.

- Requisition Primer – March 23 (Loop)
- Requisition Primer – April 5 (LPC)

).[Image 221x369 to 249x396]

Procurement Quick Links

A few resources to keep in mind for your personal spend:

- Keep an eye on our Salvage Store, as we are constantly replenishing our inventory with quality, used items at bargain prices.
Visit our Demon Discounts website, and browse the many attractive deals with local and national partners. You can also follow us on Facebook and Twitter for news about the latest discounts.

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
Phone: (312) 362-7510
Fax: (312) 362-7547
Procurement Update
April 2017

Year-End Dates for Procurement

Yes, it is that time of year again – Year End! While the official memo has not been released yet, Procurement has a few recommendations for you to be aware of as we start to close out Fiscal Year 2017.

Furniture purchases can take anywhere from four to six weeks for delivery. We recommend requisitions be entered by May 19th to make sure the items are delivered and invoiced before June 30th.

Just a reminder that all computer purchases, with the exception of Apple iPads and Microsoft Surfaces, will need to be processed through the PC Catalog. Once ordered, these purchases can take up to three weeks for delivery. The last day to order technology through the PC Catalog will be Friday, May 26th.

The last day to enter all other requisitions will be Friday, June 16th.

Any questions?

Please contact Natalie Max for furniture questions or Jake Moy for Technology questions. For all other questions, email Procurement Services at procurement@depaul.edu.

Procurement Policy Changes Coming Soon!

All Procurement policies recently went through the triennial review process and we took the opportunity to rewrite each and make them easier to understand. The policies will take effect July 1, 2017.
Watch for more information as we get closer, but for now a high-level overview of the changes includes:

- Condensed seven purchasing policies down to four:
  - Purchasing & Bidding
  - ProCard
  - Salvage
  - Prohibited/Special Processes Spend
- Raised the PO threshold and the default ProCard limit from $2,500 to $3,500
- Reduced the number of approvers in the requisition approval process
- Clarified the requirements for conducting a bid
- Added advertising agencies and “deeply integrated” software to the bid exemption list
- Part-time employees are now eligible to receive a ProCard (following the same approvals as full-time employees)
- Approval timeline is a set 45 days from the transaction’s post-date replacing the current two week timeline after the cycle closes
- Provided departments more leeway in minor violations like sales tax and missing receipts etc. For low-dollar, low-risk transactions these purchases will no longer count as non-compliant.
- Clarified enforcement of the ProCard policy
- Created a new policy for prohibited and/or special processes related to spend. This policy consolidated information which was previously spread across numerous other policies.

Procurement expects to have more detailed information on our website and to host training sessions on each campus as we get closer to July 1.

FedEx Supplies

We have noticed that some departments are using their FedEx account numbers to purchase shipping supplies from brick-and-mortar FedEx stores, and that these transactions usually include sales tax.

Please note that you may order shipping supplies for free online, sparing your department and the university the extra cost for these materials. In addition, the in-store purchases are often charged to the incorrect account, which creates the need for correcting journal
entries to charge the right departments. Whenever possible, please order FedEx shipping supplies online. If an emergency arises and you need shipping materials immediately, please use your ProCard instead of your FedEx account number, and ensure that you are not charged sales tax.

**Ask Lauren: Lost Receipts**

Dear Lauren,

I am usually really good about putting my receipts in my wallet and separating my personal purchase receipts from my DePaul purchases. But, occasionally I misplace them or accidentally throw them away. I know I should keep better track of them, but I don’t think about them until it’s time to do my ProCard edits. Are they really that important to keep?

Sincerely,

Receipt-less

Dear Receipt-less,

Though it happens that receipts sometimes fly away from our minds and our wallets on occasion, it is important to try to keep ahold of those original receipts from the establishment where the purchase was made. A couple of easy solutions would be to:

- make a special folder/envelop and keep it in your desk drawer
- scan them to the network drive as soon as you make the purchase.

That way they will always be in a safe place.

If the receipt is lost, the first step is to attempt to obtain the actual receipt from the merchant. If it is not possible to get the receipt, you must fill out the missing receipt form. This form must be signed by both parties (the cardholder and the approving official) and uploaded to the online ProCard system. And, remember, it is one form per missing receipt!

I tend to see documentation with only the cardholder’s signature and nothing else. So reiterating if a receipt cannot be obtained and you
are using the form, please fill it out in its **entirety**, to not do so is actually a policy violation.

Here's a quick reference to the policy as well, “If a receipt is inadvertently lost, the cardholder must attempt to obtain a copy from the vendor or the bank. If unsuccessful, the cardholder must then fill out the ProCard [Missing Receipt Form](#) for transactions over $25 and have it physically signed by both the cardholder and the AO. A scan of the signed memo must then be put into the online ProCard system. These documents are treated as the receipt for records management or other purposes.”

-Sincerely,
Lauren

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**Welcome Mohan to Procurement**

Welcome Mohan!

Mohan Vegesna is a Graduate student for the Master's program in Information Systems. He was previously working in our Housing Services department as a desk receptionist. He joined our team mid-March as our Salvage Program assistant. His technical background and customer service has fit in nice for us.

A terrific addition to the team!!

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**Procurement Quick Links**

A few resources to keep in mind for your personal spend:

- Keep an eye on our [Salvage Store](#), as we are constantly replenishing our inventory with quality, used items at bargain prices.
Visit our Demon Discounts website, and browse the many attractive deals with local and national partners. You can also follow us on Facebook and Twitter for news about the latest discounts.

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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In this Update

FY 17 Closing
New Computer Contract
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Ask Lauren – Split Transactions
ProCards Expiring

Procurement Quick Links

University Salvage Store
Demon Discounts
Procurement Services

Fiscal Year 2017 Coming To A Close

June 30th is quickly approaching and there are many dates you should aware of now. The Controller’s Office has officially released the Year-End Closing Schedule.

The Office of the Controller is also offering information sessions to go over all the year-end dates. Please contact the Office of the Controller for more information about the information sessions.

In addition to those dates, Procurement Services would like you be aware of specific Procurement related dates and procedures.

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture &amp; Technology Requisitions</td>
<td>Friday, May 26</td>
</tr>
<tr>
<td>All other Requisitions</td>
<td>Friday, June 16</td>
</tr>
<tr>
<td>Staples Orders</td>
<td>Friday, June 23</td>
</tr>
<tr>
<td>ProCard Approvals</td>
<td>Wednesday, July 6</td>
</tr>
<tr>
<td>Invoice/Voucher Payments</td>
<td>Tuesday, July 11</td>
</tr>
<tr>
<td>Purchase Order Corrections</td>
<td>Friday, July 14</td>
</tr>
</tbody>
</table>

Any questions?

Please contact Natalie Max for furniture questions or Jake Moy for Technology questions. For all other questions, email Procurement Services at procurement@depaul.edu.

New Dell Computer Contract Coming July 1st
Procurement and Information Services have been working diligently on a bid for a new contract for university PCs and we are excited to announce that Dell has been awarded this new contract.

Under this new agreement, the computer prices for the desktops and laptops will have significant savings for better model configurations. The new models will come standard with Windows 10, a 256GB SSD Hard Drive and 8GB RAM. Prices fall significantly as well. Check out the PC Catalog for more details!

Have questions about this new contract or process, contact our Tech Buyer, Jake Moy.

Procurement Policies Are Changing

As we stated in the April Procurement Update, our seven policies recently went through an overhaul. We condensed them down to four, which we hope will be better guidelines to good purchasing practices for the university. All policies will go into effect on July 1, 2017.

To summarize the changes:

**Purchasing Policy**
- Closer to federal grant rules
- Reduced number of requisition approvers and category codes (from 91 to 65)
- Requisition attachments are now mandatory
- Bidding exemptions now include advertising agencies & deeply integrated software

**Prohibited Policy**
- New policy
- Consolidated all spend restrictions and special processes
- New Restriction: 15 passenger vans

**ProCard Policy**
- Part-time employees are now eligible for a ProCard
New requirement on personal spend reimbursements
Minor violations restrictions loosened
New section detailing non-compliance and consequences

The Procurement website has the full text of each policy available. If you feel that your specific area would benefit from a departmental training session, please call Procurement Services (x27510) to set up a meeting.

Ask Lauren: Split Transactions

Dear Lauren,

I know my credit card limit per transaction is $2,500. I also know that anything over $2,500 needs a purchase order. I really do not want to do a requisition—it is just easier and faster to have my sales rep run my ProCard a couple of times to use my credit card. Others have told me I shouldn’t do this, but what is the real harm?

-Swiped Twice

Dear Swiped Twice,

Thank you for your letter! I am certain you are not alone out there with your split transactions.

A split transaction occurs when a transaction is processed multiple times to stay within the set limits. For example, if you were purchasing a piece of furniture for $2,891, you probably asked the vendor to run the card for $2,500 first and then do a second transaction for $391. These types of transactions are violations of the ProCard policy and in some cases can violate other policies like the Competitive Bid and Purchasing Requirements.

If you do need to make a larger purchase on your ProCard, please contact Procurement Services for a one-time increase. You will need the approval from your Approving Official.

We are happy to help you!

~Lauren
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**New ProCards Arriving on Campus**

Check those ProCard expiration dates!!! That is right, your cards are expiring in June 2017! The new ProCards will be arriving directly to the cardholder in May. So, be on the look-out in your new card in the daily mail delivery. We know you will miss your quick visit with Laurie to get your new card and, as she says, to “sign your life away”, rest assured, she will be here for any questions you might have.

Email Laurie Krauel for additional details.

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**Procurement Quick Links**

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