Quick Year-in-Review

As always, Procurement was busy last fiscal year! Here is a quick recap of some of what happened:

Purchase Orders
2,066 Purchase Orders were issued, for a total of over $68M
96% of POs were after-the-fact compliant

Bid Compliance
446 purchase orders were over $25,000
96.4% of them complied with the bid policy

ProCard Approvals
92% of ProCard transactions approved on time. The goal for FY18 is 95%, so make sure to get all transactions approved within 45 days!

Salvage Numbers
6,573 items picked up through Salvage
717 items sold through the Salvage Store— an average of 1.96 items per order for over $100K in revenue – a record year!

New Procurement Policies in Effect

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.

A high-level overview of the changes includes:

- Condensed seven purchasing policies down to four: Purchasing & Bidding, ProCard, Salvage and 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 time line is a set 45 days from the transaction’s post-date replacing the current two week time line 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 noncompliance.
• Clarified enforcement of the ProCard policy
• Created a new policy for prohibited and/or special processes related to spend. This policy consolidated information previously spread across numerous other policies.

You can view the full text at policies.depaul.edu.

Please feel free to contact Procurement Services (x27510) if you have any questions about the new policies or requisition changes.

Ask Lauren: Itemized Receipts

Hey Lauren,

You have been giving great advice with these ProCard questions; I thought that maybe you could take some time to answer a question I have about itemized receipts. I know my transaction was a legitimate expense for the university. What is the purpose to having an itemized receipt for every single transaction?

Thank you,
Money Well Spent

Hey Yourself, Money Well Spent,

Having an itemized receipt is the only true way to know what was purchased. A receipt that just says the vendor name and amount spent tells us almost nothing. For example - a business lunch. Was the order a typical lunch, was it a liquid lunch, or was it over the top? How much was the tip? Without the ability to know exactly what was purchased, we usually have no choice, but to jump to the worst possibility.

Additionally, here are some simple guidelines to documenting transactions:

Document the five W’s in Intellilink:
• Who – vendor name
• What – description of item(s) purchased
• When – date of transaction
• Where - location of transaction
• Why – business purpose of the transaction (i.e., class trip, workshop)

All of the information on the receipt must be clear and legible.

Accurate and detailed records of purchasing card purchases allows me and the auditors to verify purchases for compliance with University, state and federal policy, statutes, rules, and regulations. Individual departments can also establish their own procedures in order to ensure effective control over credit card usage within their departments.

Thank you!
“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.

Pen Recycling
Thank you to all the departments that participated in the pen-recycling program. DePaul recycled over 100K writing instruments. While this was a great program for the environment, TerreCycle is no longer accepting free shipments. If you have a green pen box, please dispose it.

New Pepsi Contract In The Works
Over the past few months, Procurement Services worked with Student Centers and Athletics on an RFP for pouring rights on campus (the drinks purchased in the cafeterias, vending machines and used through for catering on-campus meetings and events).

We are happy to announce Pepsi was renewed. The new agreement begins July 1st and includes improvements to revenues paid to the university, vending maintenance programs and additional benefits to student dining locations.

New Demon Discounts

"ALL-LOCAL DINING" Operated by Chicago hospitality collective 16" On Center, Revival Food Hall is an all-local dining concept spotlighting the best of Chicago’s acclaimed culinary scene under one roof. The massive, 24,000 square
Dearborn Denim & Apparel, a MADE IN CHICAGO company offering a quality product at an incredible price. Available in multiple styles & washes at only $59-$63 a pair, and with FREE custom hemming. Store open 7 days a week, 11am-8pm.

10% discount, in-store only.

Kings offers a memorable dining and entertaining experience unlike any other. Kings boasts a restaurant-first approach with amazing scratch dishes from its chef driven award-winning kitchen in classic retro environment. Guests can start with fan favorite appetizers such as the Buffalo Chicken Wontons & Bang Bang Calamari and move on to crisp salads, House Smoked Ribs, Fresh Salmon or Grilled Steak Tips while enjoying a premium cocktails. Guests can round out their meal with decadent desserts and craft beers. Of course, Kings also sets itself apart with timeless social gaming. Kings features family friendly days and a haven for adults in the evening. Kings - Eat, Drink, Play, Score!

Buy One, Get One ½ Off Bowling & 45 Minutes of Table Games FREE! And 20% off Max & Leo’ – Dine-in only. Not valid towards alcohol, tax or gratuity. Not valid during Happy Hour or towards booked events.
Luxury Eyesight

Luxury Eyesight is a family owned eyewear boutique and showroom in the heart of Chicago’s Lincoln Park neighborhood. Offer handcrafted highly exclusive eyewear with the utmost degree of personal service given to each patient. As a thriving independent business, they take pride in featuring only the finest independently owned collections from around the world. Their business was founded on the knowledge that every face is a unique work of art and deserves a great frame provided to them in an intimate atmosphere. They are an independent authorized retailer of MYKITA, MATSUDA, Gold & Wood, Face a Face, Bevel, ic! berlin, Kirk & Kirk, Anne et Valentin, theo, Eyebobs Readers and La LOOP Necklaces.

15% off all products to Alumni, Faculty / Staff, Students, Parents and Retirees. Show the DePaul ID card and mention the DePaul Demon Discount. (Does NOT apply or cannot be applied when using vision insurance).

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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:

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