Happy snowy April!

**Year End Spending**

As we approach the fiscal year end, we wanted to remind budget managers to ensure funds are spent properly. From the [purchasing and bidding requirements policy](#):

*Budget managers have the fiduciary responsibility to ensure funds are properly spent, including:*

- Ensuring purchases are based on genuine need, avoiding the acquisition of unnecessary or duplicate items;
- Ensuring that funds are not expended solely to utilize budget dollars.

Procurement offers a variety of common tips on how to save money when spending university funds on our website. Some include:

- Purchases Staples brand supplies instead of name brand
- Not purchasing toner in bulk (we get a lot of unused toner through salvage because a printer broke or was replaced)
- Purchase Dell desktops over Apple or laptops
- Careful considering if an employee needs a cell phone to do their job
- Utilize DePaul’s in-house resources (copying, student temps, training, etc.) rather than pay outside vendors

Have ideas to add? Shoot an email to procurement@depaul.edu!

**Year End Deadlines**

In addition to the above, there are a few purchasing-related year end deadlines quickly coming up:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
</tr>
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<tbody>
<tr>
<td>Computer orders</td>
<td>May 25th</td>
</tr>
<tr>
<td>Furniture orders</td>
<td>May 25th</td>
</tr>
<tr>
<td>Last day to enter requisitions</td>
<td>June 22nd</td>
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<tr>
<td>--------------------------------</td>
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<tr>
<td>ProCard approvals</td>
<td>July 5th (end of business)</td>
</tr>
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**ProCard PINs**

Procurement has noticed lately that more and more retailers are requiring PINs for purchases made on the ProCard. While we’re sure everyone kept the mail with their PIN number from four years ago, we thought we’d remind cardholders on how to get it just in case.

If you’ve forgotten or never knew your PIN number, simply call the phone number on the back of your ProCard – 1-800-685-4039. You will need the last four digits of your DePaul ID# handy to verify your identity.

While we’re on the topic, DO NOT write your PIN number on your ProCard or keep it in the same location (e.g. a purse or wallet) as your card. Memorize your PIN instead and keep the number secure.

**Salvage Program Updates**

Have you stopped by the Salvage Store lately? We’ve got iMacs, hard drives, monitors, a replica of the Heritage Building and whole bunch of serving plates!

Through the end of March, the salvage program has had nearly 5,000 pieces of equipment come through. 80% of those are sent off to a recycler, with the rest being sold through the store or reallocated to other university departments. So far this year, we’ve sold just shy of $100,000 worth of product, generating revenue for the university!

**Demon Discount Updates**

DePaul Night at the Art Institute of Chicago will be this Thursday, April 19, from 5pm – 8pm. Admissions is free for you and your guests with your DePaul ID. Attend gallery talks by DePaul faculty, alumni, and students, listen to live music by The Hunter Diamond Trio in Griffin Court, or browse the Museum at your leisure.
Details are outlined in this flyer. We hope to see you there!

Procurement Services | procurement.depaul.edu | x2-7510
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