Mileage Rates Increased

Good news for those of you who submit reimbursements for mileage. Beginning on January 1, 2018, IRS has increased the mileage rates for cars (also vans, pickups or panel trucks). The new rate is:

54.5 cents for every mile of business travel driven, up 1 cent from the rate in 2017

The change will be reflected in employee reimbursements for automobile miles traveled. More information about employee reimbursements, visit Accounts Payable.

ProCard Reminders

As we start the new year, let’s not forget about those transactions! Here are some helpful reminders for you:

- ProCard holders and approvers should review, submit and approve transactions in a timely manner. To keep transactions from building up, this is best done as the reminder emails are received. Ensure all transactions have proper chartfields, a business purpose (including dates and attendees for travel/entertainment) and legible receipts are attached. Remember, you only have 45 days to make your edits and get approved.

- Approving officials have the ability to look up transactions that have not been submitted by their cardholders. Simply run the “Employee Unapproved Transactions” report on the Intellilink home page.

- ProCards are for legitimate business purchases only. If a personal purchase is inadvertently charged to your ProCard, the cardholder must reimburse the university within 14 days of the transaction.

- Transactions between university departments are also known as internal to DePaul. The ProCard should not be used to purchase tickets to DePaul.
events like a Blue Demon’s basketball game, the Theatre School Gala or an Alumni event.

If you have any questions, please contact Procurement Services or refer to the ProCard policy.

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**New City Salvage Pick-ups - LPC**

We are still on the holiday pick-up schedule. The next New City salvage pick-up will be Thursday, January 18th. The normal pick-up schedule, every payday Thursday, will resume on February 1, 2018.

Use the [salvage form](#) to submit your items for pick-up by noon the Wednesday before the scheduled pick-up. Please send [Eric Cruz](mailto:eric.cruz@depaul.edu) a message if you have questions.

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**Salvage Reminder**

Without the accessories, the salvage items cannot be properly tested or put on the Salvage Store. Accessories include the charging cables and power cords. Remember to remove all passwords on these devices. We can reset them back to their original factory settings once the passwords are removed if you are having trouble. Apple devices require a little more work as you will need to remove the iCloud account and turn off the “Find My iPhone” feature.

If you have questions or need assistance with your salvage items, please contact [Eric Cruz](mailto:eric.cruz@depaul.edu).

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**Inside Procurement**

Do you ever wonder what Procurement is working on besides the everyday requisitions and purchase orders? Here is a snapshot of some other projects we have been working hard on:

Eric Cruz met with the reallocation commodity council and they are developing plans to reallocate resources such as extra software licenses, unused toner, and even office furniture. In addition, they are building a communication plan to notify the university about items when they are ready for reallocation.

Laurie Krauel has been hard at work with her travel commodity council. At their December meeting they decided to research airlines and how DePaul might benefit from having a preferred airline onboard.

Natalie Max and the promotional commodity council members met in December to discuss t-shirt purchases. They are planning to meet with industry
leaders determine if there is a more efficient and cost-effective way to order printed apparel.

Jake Moy has a meeting with the technology commodity council later this month to discuss toners and printers.

Aside from the Commodity Councils, we are also busy working on RFP’s for new contracts or contract extensions. Here is a brief overview of the current RFP’s:

**Athletic T-Shirts**
*Fast-paced RFQ went out to several vendors. Proposals were reviewed and selected to print logo t-shirts for an upcoming game giveaway.*

**Commencement Floral Services**
*Families can purchase flowers for their graduates. The proposals have been received and are being reviewed.*

**Production Management**
*Ravenswood proposal for commencement has been accepted by DePaul. Currently in contract negotiations.*

**R4 Services**
*Recently extended the agreement for a few months to take a look at the marketplace and ensure competitive pricing and services are being offered.*

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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](mailto:), as we are constantly replenishing our inventory with quality, used items at bargain prices. Pick-up hours: Monday – Friday 10am to 4pm.

- Visit our [Demon Discounts](mailto:) website, and browse the many attractive deals with local and national partners. You can also follow us on [Facebook](mailto:) and [Twitter](mailto:) 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: [procurement.depaul.edu](mailto:)
Email: [mailto:procurement@depaul.edu](mailto:)
Phone: (312) 362-7510
Fax: (312) 362-7547