HLS Will Provide Lab Laundry Services

Purchasing Resources Services recently selected a new vendor, HLS (Healthcare Laundry Systems), to provide lab laundry services to NU departments. This vendor was selected based on a formal bid process and will replace the laundry service currently provided through VWR.

Service begins on July 5 in Evanston and on July 6 in Chicago. Evanston pickups will be on Monday mornings. Chicago pickups will be on Thursdays. Note: Wednesday, June 22 was the last day to drop off garments for cleaning with VWR. These garments will be delivered on Thursday, June 30.

To enroll in person, stop by one of the HLS kickoff events. To enroll online and for more information on rates and procedures, visit the Laundry Services web page.

Once enrolled in the program, you can charge the service to your NU chart string. For service or procedure questions, contact Steve Bodziak, HLS Account Manager, 847-941-7027. For billing questions, contact Theresa McClain at 3-0510 or Matt Marzillo at 7-0837.

Lab Laundry Services Kickoff Events
Stop by the VWR stockroom to meet the new laundry services vendor, HLS, and sign up for service!

Order Business Cards and Stationery on iBuyNU

Effective in early July, the Corporate Business Cards (CBC) ordering website will be accessed through iBuyNU. To access the website, you will log into iBuyNU and then click on the CBC logo. The interface will look the same, with only a few minor changes to navigation.

When the transition occurs, we will post step-by-step instructions on the University Services Printing Services webpage, the CBC Vendor Profile webpage, and the upcoming issue of Dollars & Sense, the Purchasing Resource Services newsletter.

CBC is Northwestern’s Preferred Vendor for printing business cards, letterhead, envelopes, and other printed stationery items.

For questions about iBuyNU, contact Keith Paddy at 7-6963. For questions about CBC, contact Tom Luczkowiak at 1-8411 or Sheila Watkins at 1-8125.
Travel Policy Updates

Financial policies are reviewed annually in an ongoing effort to improve operational efficiency and enhance the internal controls environment of the University. The following summarizes changes to the University’s Travel Policy, effective June 1, 2011:

• Per diems are permissible for meals and incidental expenses (M&IE) for authorized business travel, whether domestic or international. For M&IE, the reimbursement method selected must be used for the entire trip. For lodging, all actual expenses must be supported by receipts. Per diem allowances shall not exceed the maximum stated by the government’s published standards. The M&IE per diem amount should be reduced by the per diem amount of the meal included in any registration or conference fee.

• An Intercampus Travel section was added to the Travel Policy. Intercampus travel arrangements must be authorized in advance by the traveler’s supervisor. Transportation and reimbursement options are subject to the budget availability of the unit, and the optimal time and budgetary trade-off for transportation services.

• The Lodging section was updated to provide guidance on non-conventional lodging options, including long-term stays and lodging with friends or relatives.

• The Travel Insurance section was updated to reflect changes to the University’s travel insurance coverage. Insurance is provided when business tickets are ordered through any of the three University-designated Travel Agencies and charged directly to a chart string.

Effective July 1, 2011, the rate for mileage reimbursement will increase to $.555 per mile. See page 5 for details.

The Travel Policy can be viewed online at: [www.northwestern.edu/financial-operations/policies-procedures/policies/travel.pdf](http://www.northwestern.edu/financial-operations/policies-procedures/policies/travel.pdf)

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Transportation News

TRACKERS INCREASE RIDERSHIP
Shuttle ridership continues to rise, in part because of the web-based bus tracker feature which has been in service for about a year and the introduction of Mobile Shuttle Tracker in the Northwestern app in February. You can always view the tracker through the Northwestern mobile app available at [http://mobile.northwestern.edu](http://mobile.northwestern.edu) or by pointing your phone web browser to [http://maps.northwestern.edu/mobile/shuttles/](http://maps.northwestern.edu/mobile/shuttles/).

BIKE COMMUTER STATIONS
Thanks to everyone who stopped by our Bike Commuter Stations on June 13th and 15th. We had a great turnout of NU employees taking part in Active Transportation Alliance’s Bike Commuter Challenge. Many bicyclists purchased Kryptonite locks at cost from University Police. We’d like to extend a special thanks to Turin Bicycle, Kozy’s Cyclery, and Village Cycle Center for giving bikes free lube checks and air.

Looking for more biking information, maps and information about shower facilities? Visit the University Services Bicycle Commuter web page.

GREENER SHUTTLES ON THE WAY
As a result of a new shuttle contract beginning in September, we will be introducing new buses with engines and exhaust systems that meet 2010 EPA emission standards. These buses will use new technology to burn fuel much cleaner than the current fleet. In addition, we will have one hybrid bus on the Evanston Loop and Ryan Field routes. Shuttle routes and schedules will be updated later this summer.

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FedEx Office Now Has Shipping Services at Norris
FedEx Office now offers shipping services at their recently remodeled Norris University Center location. For personal shipments, this is a convenient source to send FedEx letters and packages. For university-related shipments, you should continue to process FedEx shipments online and contact Mail Services for pickup. For shipments completed after the last mail pickup, FedEx Office at Norris Center can accept shipments up to 7:00 pm.

Don’t forget – FedEx Office is Northwestern’s preferred vendor for copy services. Convenient campus locations at the Norris Center in Evanston and Searle Building in Chicago provide fast and efficient printing services for creating manuals, presentations, brochures, flyers, posters, banners and signs.

For copying and printing work, email the file to your campus center:

Evanston: fmc3605@fedex.com
Chicago: fmc3610@fedex.com

• Include instructions and your chart string in the email.
• Your job will be produced and delivered to your campus office for free.
• If you need printing from a hard copy, bring it to a campus center or call for free pickup.

For more information, visit the University Services FedEx Office web page.
**Long-Time Employees Recognized**

Several University Services employees were recently honored at the NU Staff Recognition Luncheon for their years of service. We thank them for their dedication and hard work over the years:

- James Harrell – 35 years
- Stanley Coburn – 25 years
- Edward Thompson – 20 years
- Dylon Kettle – 20 years
- Ellen Barnes – 20 years
- Sara Priester – 15 years

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**Waiting for “Superman” Screening for United Way**

To help mark the start of the NUnited campaign in August, United Way will be hosting a screening of *Waiting for “Superman*”. Since its release last year, this documentary film has sparked lively discussions about the U.S. education system. With its focus on education in local communities, United Way seeks to initiate conversations about the best strategies for improving the system. Bring your lunch and your opinions for a stimulating film and conversation.

- **August 3: Evanston Campus**
  11:30 am–1:30 pm
  Norris Lake Room

- **August 4: Chicago Campus**
  11:30 am–1:30 pm
  McGaw 1-401

**Register Now!**

Sign up online if you plan to attend one of these screenings. Questions? Contact Jessica Jacobs at 7-2491.

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**WildCARD Advantage Spotlight**

**SIX FLAGS GREAT AMERICA**

The famous theme park and water park in Gurnee has over 50 rides and attractions as well as concerts, events, food and shopping.

To buy tickets, visit the WildCARD Advantage Six Flags Great America web page. From there, you will log in to the customized Six Flags website with the NU username and password (listed on the WildCARD Advantage page). This online benefit program offers substantial savings and allows you to “print and go” so you have your ticket in hand when you get to the park with no waiting in the line to purchase tickets.

Six Flags Great America
1 Great America Parkway
Gurnee, IL 60031
Located on I-94 at Route 132 (Grand Ave.)

www.northwestern.edu/uservices/wildcard/advantage_discounts

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**Collaboration Services: Free Microsoft Outlook Training Workshops Now Available**

Looking for hands-on training on the new email and calendar system? Register to attend one of the upcoming Microsoft Outlook workshops—now available to faculty and staff at no additional cost. These workshops are expected to fill up quickly, so register in advance to reserve your seat today!

**Outlook: Just Calendars & OWA (Outlook Web App) - 3 Hours:**

- Windows: [www.northwestern.edu/hr/training/computer.html#calendaring10](http://www.northwestern.edu/hr/training/computer.html#calendaring10)
- Mac: [www.northwestern.edu/hr/training/computer.html#calendaringmac10](http://www.northwestern.edu/hr/training/computer.html#calendaringmac10)

**Outlook: E-mail, Calendar, Tasks and OWA - Full Day (for new Outlook users):**

- Windows: [www.northwestern.edu/hr/training/computer.html#outlook10](http://www.northwestern.edu/hr/training/computer.html#outlook10)
- Mac: [www.northwestern.edu/hr/training/computer.html#outlook2011](http://www.northwestern.edu/hr/training/computer.html#outlook2011)

These workshops are funded by the Northwestern Collaboration Services project. Registration and approval with a chart string is required. Cancellation/no-show fees apply; otherwise, there is no fee. If a participant is unable to attend, they are able to offer their seat to a fellow colleague.

Read more about Northwestern Collaboration Services on the project site at [www.it.northwestern.edu/strategic-plan/collaboration/index.html](http://www.it.northwestern.edu/strategic-plan/collaboration/index.html)
IBUYNU SURPASSES SAVINGS ESTIMATES

The iBuyNU Marketplace is a web-based ordering tool that provides the most streamlined, cost-effective way for departments and schools to order many of the products they need from Preferred Vendors. Launched in 2008, there are now 33 vendors in iBuyNU, and nine more are being evaluated for enablement. Orders to these vendors are approaching 50% of the total number of procurement transaction at Northwestern. The original business case to support implementation of iBuyNU in conjunction with NUFinancials was based on achieving a certain level of hard and soft cost savings over a three-year period. In March 2011, we surpassed that estimate, eight months early.

For more information about iBuyNU, visit the PRS iBuyNU web page. To log in to iBuyNU, visit the NUPortal.

CARDINAL CARTRIDGE REMOVED FROM iBUYNU

Cardinal Cartridge, Northwestern’s Preferred Vendor for recycled toner cartridges, filed for bankruptcy on Friday, June 9th. Effective immediately, Cardinal has ceased product shipment, and their catalog has been removed from iBuyNU.

PRS is working quickly to find a new vendor for recycled toner cartridges. In the meantime, you can order toner cartridges in iBuyNU from Staples, our office supplies vendor, and from TIG, our computer supplies vendor. Both of these vendors have an extensive line of OEM and remanufactured toner cartridges.

If you have an outstanding order with Cardinal, we will assist you in transferring your order to a different vendor. If you have questions about maintenance on existing products, or need additional information, contact PRS at 1-8120 or purchasing@northwestern.edu for assistance.

Why Shred Your Documents?

• Reduce risk
• Comply with university guidelines regarding confidential information
• Prevent consumer fraud and identity theft
• Clear out your office
• Conserve paper - 100% of shredded paper is recycled

July 19: Chicago Campus
11:00 am-12:45 pm: Rubloff Dock, 375 E. Chicago (dock entrance on Superior)
1:15-3:00 pm: Tarry Dock, 745 N. Fairbanks

July 21: Evanston Campus
11:00 am-12:45 pm: 720 University Place (outside Human Resources)
1:15-3:00 pm: Norris Dock, 1999 Campus Dr.
11:00 am-3:00 pm: Allen Center, 2020 Campus Dr.

Great Rates for Regular Service
If you have more frequent shredding needs, contact ShredX to arrange regular service at a competitive rate.

For more information:
www.northwestern.edu/uservices/purchasing/shredding-event.html

NU’s Retention of University Records Policy:
www.policies.northwestern.edu/policies-by-category.html

For questions or more information, contact Shari Janoff at 1-5321.

Community Benefits for Contracted Workers
To recognize workers of contracted companies, Northwestern created and promoted Community Benefits including free tax preparation services to qualified food service and custodial workers of Sodexo, Aramark, LBR and Millard. As part of this program, University Services issued Contractor ID cards so qualified workers can identify themselves and take advantage of these benefits. A list of these benefits is online at www.northwestern.edu/uservices/docs/CommunityBenefitsEnglish.doc.

We recently added Work/LIFE Office workshops as a benefit and will work on adding language translation resources for Spanish and Polish speaking workers.

If you have suggestions for other benefits, contact Brian Peters at 1-8420.
Over 700 NU Employees Attended the Vendor Expos

Thank you to everyone who attended the 2011 Annual Vendor Expos in March. More than 70 vendors participated in this year’s Expos, displaying a variety of products and services from catering to hotels to printing services. Over 700 University employees were able to interact with vendors and ask questions about their services. If you missed the Vendor Expo and would like to learn more about the University’s Preferred Vendors, visit the PRS website. If you have feedback about the Expo, contact Jessica Jacobs at 7-2491.

Recycling Computers for Local Non-profits

University Services offers a computer recycling, or “e-cycling” program for schools/departments. In many cases, we are able to coordinate with the Office of Community Relations to donate sanitized and refurbished machines to local non-profit organizations. In FY10 we donated 385 computers, keyboards and mice to local nonprofits and kept 2,976 CPUs, monitors, printers and scanners out of NU’s waste stream. Since the program’s inception, we have kept 24,434 CPUs, monitors, printers and scanners out of the waste stream. As of April 2011, we had already given 183 computers to about 15 nonprofit organizations this fiscal year with more ready to be picked up. Since the program’s inception, NU has donated 884 computers to 89 nonprofit organizations.

For more information about our E-cycling program, visit the University Services E-Cycling web page.

Mileage Rate Reimbursement Increases

Effective July 1, 2011, the rate for mileage reimbursement will increase to $.555 per mile. This rate is based on U.S. Federal Government reimbursement rates. This reimbursement covers all fuel, maintenance, insurance, transportation, and operating costs. Fuel costs are included in the per-mile reimbursement rate and are not reimbursed separately for use of privately owned vehicles. Note: For 2011 reimbursements prior to July 1, use the $.51 per mile rate.