U.S. Bank Moving to Larger Location in Norris

This spring, the U.S. Bank branch location at Norris University Center will be relocating across the ground floor to the former FedEx Office location. This exciting change will allow U.S. Bank to provide more space and privacy to accommodate banking customers.

The new location is scheduled to open April 1. Prior to the opening, U.S. Bank will be remodeling the space to accommodate banking operations. The adjacent rendering image shows what the new branch office will look like.

For more information on U.S. Bank services and linking your WildCARD to your U.S. Bank checking account, visit the University Services website.

Note: Due to the upcoming construction of the new parking/office facility adjacent to the Henry Crown Sports Pavilion/Norris Aquatics Center (SPAC), the U.S. Bank ATM at SPAC will be relocated on February 7. It will be moved from the front entrance of SPAC to the south side of the building on North Campus Drive.

New Blanket Purchase Orders Required for Coffee Service and Shredding Service

After recent ownership changes, both Embassy Coffee and ShredX by Rentacrate have changed business names. Current customers will need to create new Blanket Purchase Orders for both services.

ShredX by Rentacrate Becomes Cintas

ShredX by Rentacrate was recently purchased by Cintas. Cintas has now taken ownership of the NU contract and is providing document destruction services for the University community.

If you are a current customer, the shredding bins in your department will remain, and a “Cintas” sticker will be placed over the ShredX name. Cintas has begun coordinating the route service and has already visited many of our end users.

Any current Blanket Purchase Orders under the previous name “ShredX by Rentacrate” should be cancelled out by the end user. This vendor account has been deactivated in the NU accounting system, and you will no longer be able to issue orders under your previous Blanket PO.

Any previous invoices from “ShredX by Rentacrate” will need to be paid via an online voucher. End users will need to issue a new Blanket PO for shredding services to: “Cintas Document Management”.

continued on next page
**Transportation News**

**PRE-TAX TRANSPORTATION BENEFIT INCREASES TO $245**

Earlier this month, Congress passed legislation increasing the pre-tax transit benefit from $125/month to $240/month. Shortly after that increase, the IRS adjusted that amount for inflation and raised it to $245/month. If your monthly transit expenses exceed $125/month, you may want to take advantage of this additional pre-tax benefit.

In order to increase your February deduction, you must complete a new enrollment form and return to the Payroll Office no later than February 5th.

Additional information and the enrollment form can be found on the Human Resources website. If you have any questions, contact the Payroll Office at 1-7362.

**TRY THE EMERGENCY RIDE HOME PROGRAM (ERH)**

Northwestern offers an Emergency Ride Home Program (ERH) for all of Northwestern’s registered PACE Rideshare participants. In the event of an emergency, reimbursements will cover taxi rides and single Metra, Pace, or CTA tickets home.

Covered emergencies include:
- Accident or injury to you or your immediate family
- Sudden and unexpected illness
- Major individual catastrophe (fire, gas leak, flood, etc.)
- Unexpected breakdown in your usual commuting plans home (last-minute cancellation of carpool, mechanical problems, etc.)

To make a claim, you simply submit a completed ERH reimbursement form and the original receipt within 30 days of travel.

For more information, visit the University Services website.

---

**New Blanket Purchase Orders Required for Coffee Service and Shredding Service**

The Cintas Document Management (formerly ShredX) Vendor Profile has been renamed and revised to include the updated vendor form and pricing sheet.

**Embassy Coffee Becomes Embassy Canteen Refreshment Services**

Embassy Coffee has recently been purchased by Compass Group USA and is now doing business as Embassy Canteen Refreshment Services.

Any current Blanket Purchase Orders under the previous name “Embassy Coffee” should be cancelled out by the end user. This vendor account has been deactivated in the NU accounting system, and you will no longer be able to issue orders under your previous Blanket PO.

Any previous invoices from “Embassy Coffee” will need to be paid via an online voucher. End users will need to issue a new Blanket PO for coffee orders payable to: “Embassy Canteen Refreshment Services”.

The Embassy Vendor Profile has been revised to include the updated vendor pricing sheet, which also includes the updated product code numbers. Contact Embassy Canteen Refreshment Services to obtain your new order form.

New Feature Coming Soon: With this new change, you will soon be able to order your coffee products directly through Embassy’s online ordering system. Once that is ready and available, you will be notified and can simplify your ordering process. Stay tuned for further updates.

---

**Advertise on NU Shuttle Bus Interiors**

University Services now offers advertising opportunities on the interiors of some NU shuttle buses. Advertising is currently only available to NU-affiliated departments, schools, programs/services, and approved student groups. Interior ads will be installed on 10 “Gillig”-style buses that service the Intercampus, Ryan Field, Evanston Loop, Campus Loop, Chicago Express, and Shop-N-Ride routes.

NU operates several shuttles on the Evanston campus which serve NU faculty, staff, students, affiliates, and faculty/staff spouses. In addition, student spouses, contracted workers and part-time/temporary employees have access to ride certain shuttles.

- Average monthly one-way rides during the school year: 80,000
- Average monthly one-way rides during the summer: 40,000

Ad space can be reserved in 1 month increments up to 1 year. All reservations begin on the 1st of the month and are billed monthly. Advertisers are responsible for all costs of advertising, including production of materials. All ads are 11.125” tall with your choice of three different widths (18”, 36” or 72”).

For more information on rates and reservations, visit the Shuttle Advertising web page. Reservations are based on availability. For questions, contact Jessica Jacobs at 7-2491.
**United Way Campaign**

**Donations Set Record**

Once again, Northwestern University faculty and staff have come together to help those in need. This year, the NU community raised a record $330,182 for the United Way of Metropolitan Chicago and other non-profit organizations. This year’s total represents a 14.55% increase over the prior year’s results.

Congratulations to the 2012-2013 participation rate winners:

- **$1500 – First Place:** Controller’s Office 1 – Student Accounts and Loans
  100% participation
  Campaign Manager: Sabrina Flowers

- **$1000 – Second Place:** Feinberg – Institute for Healthcare Studies
  65% participation
  Campaign Managers: Rochelle Tapping & Kristina Nelson

- **$750 – Third Place:** Facilities Management – Design & Construction/Planning
  41% participation
  Campaign Manager: Steve Kindrick

- **$500 – Fourth Place:** University Relations
  38% participation
  Campaign Manager: Al Cubbage

- **$250 – Most Improved:** NU IT
  18 percentage point increase
  Campaign Managers: Suzanne Auburn & friends

Thank you to everyone who contributed, our campaign managers, and our campaign co-chairs, Brian Peters, Lucile Krasnow and Jessica Jacobs. We greatly appreciate your time and generosity.

---

**WildCARD Advantage Spotlight**

**EAST OF THE TRACKS & MODERN**

Located right next to each other on Central Avenue in Evanston, East of the Tracks & Modern offer antique furnishings, lighting, and decor in a variety of styles. East of the Tracks focuses on high-quality American and European pieces from 1800-1940 while Modern specializes in mid-20th century finds.

1810 Central St.
Evanston, IL 60201
847-475-6800

[www.swan-iques.com](http://www.swan-iques.com)

We’ve added some other new members lately – see the list below. Complete discount details are on our website.

Don’t forget you can always visit our website for the full list of businesses, or click on “Discounts” on the NU Mobile App.

<table>
<thead>
<tr>
<th>New Member Location</th>
<th>Location</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEL 50</td>
<td>738 N. Clark St., Chicago</td>
<td>10% off</td>
</tr>
<tr>
<td>Cheesie’s Pub &amp; Grub</td>
<td>622 Davis St., Evanston</td>
<td>10% off</td>
</tr>
<tr>
<td>Chem-Wise Ecological Pest Management</td>
<td>5050 Newport Dr., Rolling Meadows</td>
<td>$30 off initial service</td>
</tr>
<tr>
<td>East of the Tracks</td>
<td>1810 Central St., Evanston</td>
<td>10% off</td>
</tr>
<tr>
<td>Evanston Jazzercise</td>
<td>600 Main St., Evanston</td>
<td>$39 per month</td>
</tr>
<tr>
<td>Flaco’s Tacos</td>
<td>46 E. Chicago Ave., Chicago 725 S. Dearborn St., Chicago</td>
<td>$10% off</td>
</tr>
<tr>
<td>Flowers for Dreams</td>
<td>2000 Greenleaf St., Evanston</td>
<td>25% off</td>
</tr>
<tr>
<td>Flywheel Sports</td>
<td>600 Central Ave., Highland Park</td>
<td>$15 per class</td>
</tr>
<tr>
<td>Grateful Yoga</td>
<td>1108 Davis St., Evanston</td>
<td>$10 drop-in class</td>
</tr>
<tr>
<td>La Grande Vie</td>
<td>215 E. Chestnut St., Chicago</td>
<td>20% off</td>
</tr>
<tr>
<td>Modern</td>
<td>1810 Central St., Evanston</td>
<td>10% off</td>
</tr>
<tr>
<td>Onterie Fitness Center</td>
<td>446 E. Ontario St., Chicago</td>
<td>Reduced rates</td>
</tr>
<tr>
<td>RadioShack</td>
<td>716 Church St., Evanston</td>
<td>10% off</td>
</tr>
<tr>
<td>Revolution Spin</td>
<td>904 Sherman Ave., Evanston</td>
<td>20% off packages</td>
</tr>
<tr>
<td>The Bistro by the Pier</td>
<td>580 E. Illinois St., Chicago</td>
<td>10% off</td>
</tr>
</tbody>
</table>

[www.wildcardadv.northwestern.edu](http://www.wildcardadv.northwestern.edu)
OGC Review No Longer Required for Hotel/Restaurant/Catering Reservations and Agreements

Effective immediately, hotel booking, restaurant reservations, and catering agreements do not need to be reviewed by the Office of General Counsel (OGC). However, any such agreements still require review and signature by an authorized Northwestern University signatory.*

Hotel Booking Contract Guidance

Hundreds of hotel block room reservations, booking agreements, and meeting room rentals are processed by the University each year. Purchasing Resource Services has tried to minimize the associated administrative burden and negotiate favorable terms with several local hotels, providing substantial value to end-users. However, using Preferred Vendors may not be feasible in certain circumstances. When Preferred Vendors are not being used, units or departments should review carefully the business terms in hotel contracts before the agreements are signed.

Before entering into any hotel agreement, review the Cancellation and Attrition Fees and Food and Beverage Minimums provisions which may be included. These provisions often require the customer to pay steep fees for either cancelling the room reservation or simply having fewer guests. Likewise, the food and beverage minimums may require that the University “make up the difference” where the hotel does not recognize enough food and beverage revenues from University guests. Units and departments should make sure that these terms are acceptable to them before the University signs the agreement. Jeff Levin, Manager of Travel Services, can also provide assistance in reviewing group reservations and attrition terms.

Also, some hotel agreements include contract terms making the University indemnify for harm that University guests cause. Sometimes, the hotel will refuse to rent the rooms without the customer agreeing to such a provision. If a hotel contract includes an indemnification clause, then the unit or department should evaluate whether the planned activity or guests present an unusual risk before agreeing to indemnify for guest-cause harm. The OGC and the Office of Risk Management can provide further guidance on this issue.

Restaurant Reservation & Catering Contract Guidance

Using NU Preferred Vendors will make your review of the business terms easy. However, where Preferred Vendors are not being used, the units or departments need to ensure that the vendor will be responsible for any problems the vendor’s food or beverage service causes. The vendor must also carry insurance and name Northwestern University as an additional insured. This is particularly important when alcohol is being served because the University does not carry liquor liability insurance. Accordingly, beverage providers must have liquor liability insurance if alcohol is being served at a University event. The OGC has drafted standard template contract terms which must be added to the restaurant’s or caterer’s agreement.

For questions or further information, contact:
Office of General Counsel, 1-5605
Office of Risk Management, risk@northwestern.edu, 1-5610
Purchasing Resource Services, purchasing@northwestern.edu, 1-8120
Travel Services, Jeff Levin, 1-5993

*Note: This policy change does not authorize any new individuals to sign agreements. This change means those people that currently have signature authority can now sign these agreements without sending them to OGC. Therefore, when there is a hotel, restaurant, or catering agreement that needs to be signed, it can be directed to the person(s) with signature authority in a respective department/school without sending it to OGC first for signature.
International Travel Resources

Extremé weather, emergencies, and unexpected events can wreak havoc on travel plans and leave travelers stranded. There are several services and resources available to assist NU travelers:

**ISOS Travel Alerts**
Northwestern travelers have 24-hour access to the latest health, safety, and travel advice worldwide through International SOS (iSOS) travel alerts. This informational service is available to all faculty, staff, and students who travel outside the United States for study or University business. More information can be found on the Travel Services website.

**NU-Approved Travel Agencies**
Use of the approved travel agencies will enable the university to assist you in the event of a travel disruption or emergency. If you need to change your plans during your trip, Tower Travel and Travel 100 Group offer 24-hour emergency service. More information is available on the Travel Services website.

**Health Insurance**
Domestic healthcare coverage has limited utility abroad. For NU faculty, staff, and students traveling outside the U.S. on University business, NU has arranged health insurance coverage through HTH Worldwide. Coverage includes authorized evacuations in the case of a significant civil unrest or natural disaster. This is a reimbursable expense. More information is on the Risk Management website.

**Smart Traveler Enrollment Program (STEP)**
U.S. citizens and permanent residents should register travel plans with the U.S. Department of State Smart Travel Enrollment Program. This will place you on a consular listserv to receive time-sensitive updates from the local U.S. Embassy. More information can be found on the State Department website.

Non-U.S. citizens should inquire about similar services provided by their home government.

---

**Use Correct Chart Strings in VWR Stockrooms**
The VWR stockrooms provide the convenience of being able to pick up items and charge them to your department chart string; however, the charges are often placed on an invalid COA (Chart of Accounts number) or a grant that has been closed. To prevent these errors from occurring, please review the COAs that you are using in the Chicago and Evanston campus stockrooms. It takes 48 hours for VWR to perform any deletions, corrections or new additions. When you have personnel changes for those within the lab/department who use the stockroom, you need to fill out the Stockroom Registration Form to reflect the changes. Please drop off completed forms to the stockroom. For questions, contact Ellen Barnes at 1-3274.

**Save Time and Money with Equipment Maintenance Program**
The Equipment Maintenance program is designed to eliminate the need for separate maintenance agreements and bundles them together under one umbrella maintenance policy. This program is administered by Specialty Underwriters, LLC, which contacts and pays the service provider on your behalf whenever you need equipment maintenance. You determine who services your equipment while saving 15-30% over your current agreement. At Northwestern, Specialty Underwriters currently manages 138 pieces of equipment across 20 departments and 15 vendors.

Specialty Underwriters’ contract with NU provides a discount from the most recent manufacturers’ and/or third party’s price for maintenance/repair coverage for office automation equipment, communications/telephone, information technology (IT), scientific laboratory equipment, mail equipment, security alarm and medical equipment.

To learn more, visit the University Services Equipment Maintenance web page or contact Ellen Barnes at 1-3274.

**Register for Mettler-Toledo Calibration Week in February**
Mettler-Toledo will be holding its quarterly Balance Calibration Week from Feb. 25-March 1. If your lab has balances or scales, they can be maintained through Mettler-Toledo’s calibration program. Mettler-Toledo can service a variety of manufacturers’ devices – see the list on our Lab Services News web page.

Preventative maintenance includes balance/scale cleaning, calibration, adjustments and minor repairs. Service is billed at $65/unit to your department/school chart string.

Pre-registration is required by completing the online pre-registration form before Feb. 15. Upon receipt of the form, a technician will contact you to schedule an appointment.

If the timing of this event doesn’t work for your lab, the next Calibration Week will be held in May. For questions about calibration services, contact Ellen Barnes at 1-3274.
Save the Date for the Annual Vendor Expos

The University Services Vendor Expos are your annual opportunity to meet NU Preferred Vendors. From furniture to software to lab supplies and more, you’ll find it at the Expos. Stop by to talk to our Preferred Vendors and learn about their valuable products and services.

In Evanston, the Lab Vendors will be in the Pancoe Pavilion while all other Vendors will exhibit in the Norris Louis Room. In Chicago, the Expo will be held in the Lurie Atrium. Visit the PRS News web page for updates or contact Jessica Jacobs at 7-2491.

Chicago Campus Evanston Campus
Tuesday, March 26 Thursday, March 28
11:00 am – 2:00 pm 11:00 am – 2:00 pm
Lurie Center – Atrium Lab Vendors: Pancoe Pavilion – Second Floor
All Other Vendors: Norris Center – Louis Room

Get the Convenience and Flexibility of Car Sharing with I-GO

Pay for a car only when you need it with I-GO, Chicago’s only locally-based, non-profit car sharing company. With I-GO for personal or business use, you never have to pay for gas, insurance, or repairs. The discounted NU membership rate is $25/ year and hourly rates start at $7.75.

In addition to personal discounts, NU departments receive special I-GO business rates with discounted hourly and day rates starting at $7.75/hour including gas and insurance. Departments can add as many employees to their I-GO account as necessary. (Drivers must meet I-GO’s eligibility requirements and pass a background check at a cost of $25 per driver.) An account administrator from your department will receive a convenient monthly invoice and have access to review reservations, make reservations, review driver details, etc. For details, contact Richard Kosmacher, Business Development Director at 773-269-4011.

I-GO has a variety of cars and locations on the Chicago and Evanston campuses. You can see the full list of locations as well as enrollment instructions on the University Services website.

University Services Directory

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian Peters</td>
<td>Assistant Vice President</td>
<td>1-8420</td>
</tr>
<tr>
<td>Chicago Campus Fitness &amp; Recreation</td>
<td>Jeff Levin, Manager</td>
<td>1-5993</td>
</tr>
<tr>
<td>Laboratory Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chicago Stockroom</td>
<td>3-7520</td>
<td></td>
</tr>
<tr>
<td>Evanston Stockroom</td>
<td>1-8621</td>
<td></td>
</tr>
<tr>
<td>Stockroom Billing</td>
<td>Ellen Barnes, Manager</td>
<td>1-3274</td>
</tr>
<tr>
<td>Gases, Tank Rental &amp; Dry Ice</td>
<td>3-8828</td>
<td></td>
</tr>
<tr>
<td>Calibration Services</td>
<td>Ellen Barnes, Manager</td>
<td>1-3274</td>
</tr>
<tr>
<td>Mail &amp; Shipping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tom Luczkowiak, Sr. Manager</td>
<td>1-8411</td>
<td></td>
</tr>
<tr>
<td>Marketing &amp; Communications</td>
<td>Jessica Jacobs, Manager</td>
<td>7-2491</td>
</tr>
<tr>
<td>Moving Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chicago Campus</td>
<td>3-8129</td>
<td></td>
</tr>
<tr>
<td>Evanston Campus (FM)</td>
<td>1-5201</td>
<td></td>
</tr>
<tr>
<td>Office Supplies &amp; Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copier Management Program</td>
<td>Tom Luczkowiak, Sr. Manager</td>
<td>1-8411</td>
</tr>
<tr>
<td>Equipment Maintenance Program</td>
<td>Ellen Barnes, Manager</td>
<td>1-3274</td>
</tr>
<tr>
<td>Computer Recycling Program</td>
<td>Tom Luczkowiak, Sr. Manager</td>
<td>1-8411</td>
</tr>
<tr>
<td>Surplus Property Exchange</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchasing Resource Services</td>
<td>Jim Konrad, Director</td>
<td>1-8121</td>
</tr>
<tr>
<td></td>
<td>iBuyNU, Keith Paddy</td>
<td>7-6963</td>
</tr>
<tr>
<td>Shipping &amp; Receiving</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chicago</td>
<td>3-8500</td>
<td></td>
</tr>
<tr>
<td>McCormick</td>
<td>1-5424</td>
<td></td>
</tr>
<tr>
<td>Trademark Licensing</td>
<td>Ellen Barnes, Manager</td>
<td>1-3274</td>
</tr>
<tr>
<td>Transportation &amp; Parking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shuttles</td>
<td>3-8129</td>
<td></td>
</tr>
<tr>
<td>Chicago Campus Parking</td>
<td>3-1103</td>
<td></td>
</tr>
<tr>
<td>Bus Charters</td>
<td>3-4147</td>
<td></td>
</tr>
<tr>
<td>Motor Pool, Evanston</td>
<td>1-3560</td>
<td></td>
</tr>
<tr>
<td>Motor Pool, Chicago</td>
<td>3-4147</td>
<td></td>
</tr>
<tr>
<td>Marge Grzeszczuk, Manager</td>
<td>3-5445</td>
<td></td>
</tr>
<tr>
<td>Travel Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jeff Levin</td>
<td>1-5993</td>
<td></td>
</tr>
<tr>
<td>Vending</td>
<td>Ellen Barnes, Manager</td>
<td>1-3274</td>
</tr>
<tr>
<td>WildCARD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evanston Campus</td>
<td>7-6843</td>
<td></td>
</tr>
<tr>
<td>Chicago Campus</td>
<td>3-0548</td>
<td></td>
</tr>
<tr>
<td>Art Monge</td>
<td>7-3135</td>
<td></td>
</tr>
<tr>
<td>WildCARD Advantage Program</td>
<td>Jessica Jacobs, Manager</td>
<td>7-2491</td>
</tr>
</tbody>
</table>

Get the Convenience and Flexibility of Car Sharing with I-GO

Pay for a car only when you need it with I-GO, Chicago’s only locally-based, non-profit car sharing company. With I-GO for personal or business use, you never have to pay for gas, insurance, or repairs. The discounted NU membership rate is $25/ year and hourly rates start at $7.75.

In addition to personal discounts, NU departments receive special I-GO business rates with discounted hourly and day rates starting at $7.75/hour including gas and insurance. Departments can add as many employees to their I-GO account as necessary. (Drivers must meet I-GO’s eligibility requirements and pass a background check at a cost of $25 per driver.) An account administrator from your department will receive a convenient monthly invoice and have access to review reservations, make reservations, review driver details, etc. For details, contact Richard Kosmacher, Business Development Director at 773-269-4011.

I-GO has a variety of cars and locations on the Chicago and Evanston campuses. You can see the full list of locations as well as enrollment instructions on the University Services website.

ADD NEW EMAIL ADDRESSES TO YOUR ADDRESS BOOK

Mail Services: mail@northwestern.edu
Quartet Digital Printing:
quartet-evanston@northwestern.edu (825 Clark St. location, Evanston)
quartet-jacobs@northwestern.edu (Jacobs Center location, Evanston)
quartet-chicago@northwestern.edu (Searle enter location, Chicago)

University Services
Northwestern University
1801 Maple Ave, Suite 2300
Evanston, IL 60201-3150
Phone: 847-491-7569
userervices@northwestern.edu
www.northwestern.edu/uservices

Masthead image courtesy of Tom Gill