Effective October 11, we will require that chargeback information be included with all USPS (United States Postal Service) mail sent to Mail Services for processing.

Several years ago, Mail Services began providing departments with bar codes that contained their chart string. We encouraged the use of this bar code along with our “Request for Mail Services” form to give departments the best opportunity to reconcile their postage expenses while providing us with accurate chargeback information. When the barcode label and the numbered request form are used together, we are able to scan a chart string directly into our accounting system. This helps eliminate key stroke errors and provides us with a contact name and phone number should a question come up about your mail. In addition, your department receives a numbered receipt that shows up on your budget statement so you can also track your charges.

Effective October 11, we will require that chargeback information be included with all mail sent to Mail Services for processing. The preferred method is to include one “Request for Mail Services” form, with a bar code label attached, for each group of mail charged to the same chart string. The sender should also complete the contact information form fields and indicate mail class. An alternative is to complete the form and write your chart string in the appropriate box if you don’t have barcode labels. Or, if you do not care to use the forms, affix a bar code label to the back of your mail with the chart string. This will help us scan your mail into our accounting system.

Check Your WildCARD’s Expiration Date Today!

Starting September 1, 2010, the Feinberg School of Medicine (FSM) is enhancing security measures within its campus buildings, by requiring employees to present current WildCARDS to the posted security staff and display their credentials at all times while in Ward, Tarry Research, Morton Research, Searle Research Building, Olson/McGaw Pavillion and Lurie Research.

Please take a moment to ensure that your WildCARD is not expired. If necessary, replace your ID at no charge (a replacement fee applies if you do not return the expired WildCARD) in either of the two WildCARD offices, located on the Underground level of Norris University Center in Evanston, or in Abbott Hall, Room 100 in Chicago.

There are other reasons to maintain a current WildCARD. First, it is required to ride the Intercampus shuttle. An expired WildCARD may be confiscated by the driver. In addition, your library privileges will remain current.

For additional information about the FSM’s security policy, visit: www.feinberg.northwestern.edu/policies/labs.html
one piece of mail and attach a rubber band around the mail that should be charged to that chart string.

We will provide the bar code labels free of charge. To order labels, complete the Barcode Request Form on our website. Or send an email with your Name, School/Department, Room/Building, Campus Mail Code and Chart String to James Harrell, Supervisor of Mail Services at j-harrell@northwestern.edu. You can also request Mail Services forms from James or Mail Services at 1-7227.

Outgoing mail will not be picked up from James or Mail Services at 1-7227. You can also request Mail Services forms from James or Mail Services at 1-7227.

Transportation News

RYAN FIELD SHUTTLE ROUTE UPDATE

Based on faculty, staff, student, City of Evanston and local resident feedback, we have made several important changes to the Ryan Field shuttle route and times:

Beginning Monday, September 13th, the following Ryan Field route changes will commence:

- Stops at Green Bay/Noyes, Green Bay/Simpson and Green Bay/Emerson will become permanent.
- Stops at Emerson/Maple (eastbound) and Clark/Burger King will be discontinued.
- The route will change at Green Bay Road and Ridge Avenue to head south down Ridge for a stop at Ridge/Davis. The route will then head east on Lake Street and stop at Lake/Elmwood. The bus then turns back north at Chicago Avenue and stops at Chicago/Davis.
- The total route time will increase due to the addition of the new stops.

See all of the changes at www.shuttle.northwestern.edu. New brochures with timetables are also available for download.

ALTERNATIVE TRANSPORTATION BROCHURES

There are many different ways to commute to our Evanston and Chicago campuses. To illustrate the options, we created Alternative Transportation Brochures which include information on bus routes, biking to work, car-sharing programs, and more. These brochures may be useful for current employees as well as visitors to campus. We will also be distributing them to incoming employees at New Employee Orientation. For more copies for your department, contact shuttle@northwestern.edu or download the brochures at www.northwestern.edu/uservices/transportation/commuter/index.html.

FOLLOW SHUTTLE SERVICES ON TWITTER

Shuttle Services recently launched a Twitter feed, @NU_SHUTTLES. Follow us to receive updates and notifications on shuttle schedules.

Please note: This is not a 24-hour shuttle news source. For the latest bus tracking information, visit our GPS Tracker at www.northwestern.edu/uservices/gps. For service updates, call 847.467.5284. The automated message will be updated if a shuttle is operating more than 10 minutes off schedule.

1,000,000 SHUTTLE RIDES

Transportation Services is excited to announce that we exceeded 1,000,000 one-way shuttle rides for the first time in any one fiscal year. We have seen increased ridership on all of our routes. For full list of routes, visit www.shuttle.northwestern.edu. On that same page, we have an online comment card—let us know how we’re doing! We look forward to seeing you on the shuttles.
Celebrate College Colors Day

College Colors Day, a celebration of the college spirit, is on September 3, 2010. This is a chance for you to show your school spirit by wearing your Purple Pride college colors at work, school or play. How can you participate? It’s easy:

Wear Purple on Friday, September 3

Reach into your closet, throw on your Northwestern gear, and head to campus or work. Show your school spirit by wearing your Wildcats’ hat, earrings, T-shirts, ties, watches – anything Purple – on September 3rd. Don’t have anything to wear? Make a quick stop by the campus bookstore or local retailer for all your College Colors Day needs.

To find out where you can purchase officially licensed college gear, visit: www.northwestern.edu/uservices/printing_trademark/trademark_licensing/local_retailers.htm. For more information on College Colors Day, visit www.collegecolorsday.com.

Spread the word and wear your colors wherever you are!

WildCARD Advantage Spotlight

ANDY’S FROZEN CUSTARD

WildCARD Advantage’s newest member, Andy’s Frozen Custard is made fresh hourly and served at its peak for a unique flavor experience. They use only the freshest ingredients for the best tasting treats possible: from the country’s finest milk, sugar, eggs and cream, to fresh-picked seasonal berries and homemade brownies that taste “just like Grandma’s.” Visit Andy’s to get your Shakes, Malt, Sundaes, Concretes, Cones, Old-Fashioned Sodas and more.

Andy’s Frozen Custard
719 Church St.
Evanston, IL 60201
847.864.8009
www.eatandys.com

Discount: 10% off all custard items for students, faculty, staff/contractors.

Discount applies to one item per customer and excludes gift cards.

WildCARD Advantage’s newest member, Andy’s Frozen Custard is made fresh hourly and served at its peak for a unique flavor experience. They use only the freshest ingredients for the best tasting treats possible: from the country’s finest milk, sugar, eggs and cream, to fresh-picked seasonal berries and homemade brownies that taste “just like Grandma’s.” Visit Andy’s to get your Shakes, Malt, Sundaes, Concretes, Cones, Old-Fashioned Sodas and more.

VWR Laundry Procedures

VWR provides laundry services for labs in Evanston and Chicago. New service requires the completion of the enrollment form located on the Lab Supplies website: www.northwestern.edu/uservices/labs/supplies/ourservices.html. Drop off this form at the Chicago campus stockroom in Morton/Searle/B652 or at the Evanston campus stockroom in Tech KG48.

Once enrolled in the program, you can charge the service to your NU chart string. For questions, contact the Evanston Stockroom at 1-8621 or the Chicago Stockroom at 3-7520. For complete laundry procedures, go to www.northwestern.edu/uservices/labs/supplies/ourservices.html.

Recycled Computers Go Back to the Community

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. These groups have been grateful for the machines. Pamela Watson, CEO of Rimland Services NFP in Evanston recently wrote to us, “The active support of family and friends such as yourself helps us to continue to provide the individuals we support with the everyday comforts and opportunities of life that otherwise would be unavailable to them.” For more information about our E-cycling program, visit www.northwestern.edu/uservices/office/computer/index.html.

Do Not Cut Power Cords

Please do not cut any computer or power cords prior to donating your items. We need those cords to make sure the equipment works for those who receive it.

New WildCARD Website

Another phase of the University Services site redesign is complete with the launch of our updated WildCARD website. We have streamlined the information about how and where to get a WildCARD and a Contractor ID card. In addition, we updated the WildCARD Advantage listings. You can now search for WildCARD Advantage businesses by category, location, or map. Check out the new site at www.northwestern.edu/uservices/wildcard/index.html and let us know what you think!

WildCARD Printer Upgrades

The WildCARD offices in Evanston and Chicago recently upgraded their WildCARD production capabilities with the implementation of new thermal processing color printers. This will enhance the look of the WildCARD and reduce overall printing times. For more information about the WildCARD, contact the Evanston office at 7-6843 or the Chicago office at 3-0548.
Spring Cleaning to Summer Shredding

ShredX, Northwestern’s Preferred Vendor for document destruction, will have a mobile shredding truck at convenient locations on each campus. Bring sensitive materials* from your department/school for free on-site shredding.

*No more than 5 banker boxes allowed per person. If your department has more materials to be shredded, contact ShredX to arrange a separate pick-up for a fee. Materials must be from a Northwestern department or school. Personal documents will not be accepted.

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

Dates
August 17: Evanston Campus
11:00 am - 12:00 pm - 720 University Place (outside Human Resources)
12:30 - 1:30 pm - Norris Dock
2:00 - 3:00 pm - Allen Center

August 19: Chicago Campus
11:00 am - 12:45 pm - Rubloff Dock
1:15 - 3:00 pm - Lurie Dock

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

For questions, contact Shari Janoff at 1-5321.

Purchasing Resource Services News

NEW VENDORS IN iBuyNU
Science suppliers: Clonetech, Rainin, and Santa Cruz
Office Furniture: Allsteel/Henricksen, Haworth/Kayhan, and Steelcase/Office Concepts. If you have a significant project that may involve design needs, you should work with the contact person from each of these furniture vendors. Contact information can be found on the PRS website at www.univsvs.northwestern.edu/Purchasing/secure/buying.html.

NEW VENDOR MINI-EXPO
We will host a NewPreferred Vendor Mini-Expo in mid-October to introduce new vendors to NU departments and schools. The upcoming Purchasing Resource Services newsletter will have more details.

PRE-QUALIFIED LIST OF PRINTERS
PRS recently worked with University Relations to develop a pre-qualified list of printers. After an extensive evaluation and negotiation, the following 12 printers were determined to represent the best value across diverse areas of expertise:
- ABS Graphics
- Argus Avante Group
- Consolidated Carqueville Printing
- Darwill Press
- The Graphic Arts Studio
- K & M Printing
- Lake County Press
- Quantum Color Graphics
- RIPA LLC dba Printing Arts
- UniqueActive
- Vision Integrated Graphics Group
- Creative Printing Service Inc.

Complete contact information can be found under Printers on the Preferred Vendors list at www.univsvs.northwestern.edu/Purchasing/secure/buying.html. We will provide more details about this process in the upcoming PRS newsletter. For more information, contact Devi Patel 1-8122 or d-patel3@northwestern.edu.

COPIER CONTRACTS
PRS recently worked with the University Services Copier Management Program to solicit proposals to establish new copier contracts. After an extensive evaluation and negotiation, the following three vendors were determined to represent the best value to Northwestern:
- Gordon Flesch Co. offers Canon and Sharp models
- Ricoh Americas Corp. offers Ricoh machines
- Regal Business Machines offers Konica Minolta & Lexmark items

For pricing and contact information, visit the PRS website at www.univsvs.northwestern.edu/Purchasing/secure/buying.html. If you have any questions, please contact Sheila Watkins in PRS at #1-8125 or s-watkins@northwestern.edu.

MOBILE COMMUNICATIONS PROVIDERS
As previously announced, PRS recently went through a competitive bid process for mobile communications and selected AT&T, T-Mobile, and U.S. Cellular. The contracts have now been signed. Details on these agreements can be found on the PRS website at www.univsvs.northwestern.edu/Purchasing/secure/buying.html.

Surplus Property Exchange Listserv
University Services recently created a Listserv for the Surplus Property Exchange. The Surplus Property Exchange is an online bulletin board where NU departments can list surplus University property. It’s a great way to transition used supplies around campus and purchase valuable equipment at greatly reduced rates. Any new Surplus Property Exchange listings are sent out to all subscribers on the Listserv, and we will continue to update these listings and programs on the University Services website as well. To subscribe to the Surplus Property Exchange Listserv, go to www.northwestern.edu/userservices/office/surplusproperty/listserv.html.
NUneited for the United Way

Northwestern's annual United Way Campaign is now underway! We hope that you'll join us in reaching our goal of raising $300,000 to help those in need. Due to drastic reductions in government funding for health and human services, the support for much-needed services is greater than ever. The United Way supports over 250 agencies in the Chicagoland area, yet they have only $1 of funding for every $12 that is requested. United Way addresses tough, important problems like high school graduation rates, unemployment and poverty, and lack of access to adequate health care.

If you donate by August 31, you will:

1. Receive a coupon good for two tickets to an NU nonconference football game; your choice of Northwestern vs. Illinois State on Sept. 11, or Northwestern vs. Central Michigan on Sept. 25.

2. Be entered in our Early Bird Raffle for a chance to win some fantastic prizes: www.univsvcs.northwestern.edu/uw/prizes.html.

Note: Active continuous givers from prior campaigns are automatically entered in the Raffle. A gift or pledge is not required to be entered into the raffle. Visit www.northwestern.edu/unitedway to donate online with a credit card or download a pledge form and mail it in.

Please join us in making this year's campaign a success!

GIVE. ADVOCATE. VOLUNTEER. LIVE UNITED. United Way

Contractor ID Forms Now Available

Contractor IDs are now available for eligible NU contracted employees. The Contractor ID card authorizes the bearer to: gain access to university buildings; obtain library privileges at University Library in Evanston; ride the Evanston Loop, Campus Loop, Frostbite Express and Ryan Field Shuttles*; and obtain discounts for WildCARD Advantage program businesses and NU theater and music productions. Contractor ID cards can only be requested by the authorized department approver. The Contractor ID Submission Form is available at www.northwestern.edu/uservices/wildcard/get_a_card.

This form must be submitted for any new Contractor ID requests. It may be submitted by mail with the signature of the authorized department approver, or it may be emailed from the email address of the authorized department approver. For more information, contact the WildCARD Evanston office at 7-6843 or the WildCARD Chicago office at 3-0548.

*Note: Contractor IDs are not accepted on the Intercampus Shuttle.

Postage Rates will Increase in January 2011

The United States Postal Service recently filed for a price increase with the Postal Regulatory Commission. Overall, the increase will average 5.6%. First-Class Mail will rise 5.4% on average. A first-class stamp will be 46 cents. Presorted letter prices will increase an average of 2.1 cents. Presorted flats will jump about 12%, on average.

Standard Mail prices will increase an average of 5.6%. The increase for standard letters will be about 5.0% and flats 5.1%. Other classification changes will be proposed as well. Periodicals will increase by 8% and Package Services will increase 7%, except for Bound Printed Matter flats which will rise only 5%.

The Postal Service acknowledges the price increase will impact customers, but expects the total net benefit of the higher prices to be about $2.3 billion, an amount that will reduce the agency's anticipated Fiscal Year 2011 loss to about $4.7 billion.

The Postal Rate Commission has 90 days to respond and could make changes to the proposed rates. Implementation is planned for January 2, 2011. We will keep you updated on further developments.

Chart Strings Required for FedEx and UPS Shipments

Remember to always include a chart string when shipping via FedEx or UPS. If shipping online or using a paper Airbill, put your chart string in the “Reference” section. It will appear on the invoice we receive so we can charge the correct number.

If you are having something shipped to you and are charging it to Northwestern, ask the shipper to put your chart string in the “Reference” section so we know which chart string to charge for the shipment.
Which Car Rental Option is Best?

You have several options for renting a car for university business. What is the best choice for you and your department? We have compiled a comparison chart that may help you decide. Still have questions? Contact Tom Luczkowiak at 1-8411.

Rates for full-size sedan

<table>
<thead>
<tr>
<th></th>
<th>Motor Pool</th>
<th>National</th>
<th>I-Go</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate</td>
<td>None</td>
<td>None</td>
<td>$7.75</td>
</tr>
<tr>
<td>Daily Rate</td>
<td>$50</td>
<td>$42.50*</td>
<td>$60 for small car $70 for large car</td>
</tr>
<tr>
<td>Additional Fees</td>
<td>*Surcharge for most major cities from $3 to $21; Chicago is $3.</td>
<td>Department and Drivers must be registered. Initial $25 fee per driver.</td>
<td></td>
</tr>
<tr>
<td>Miles included</td>
<td>240 per day</td>
<td>Unlimited</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Insurance</td>
<td>Included</td>
<td>Included (for domestic rentals)</td>
<td>Included</td>
</tr>
<tr>
<td>Other</td>
<td>Available mostly at airports</td>
<td>No choice of vehicles</td>
<td></td>
</tr>
<tr>
<td>Method of Payment</td>
<td>Charge to chart string</td>
<td>Must use personal credit card</td>
<td>Direct Billing to department</td>
</tr>
<tr>
<td>Student Drivers</td>
<td>Students who complete Defensive Driving Course and with department approval</td>
<td>No students</td>
<td>Students who complete Defensive Driving Course and with department approval Department must pay $25 initial fee</td>
</tr>
<tr>
<td>Best use</td>
<td>When trip is originating from campus and duration of rental is 7 hours or more When larger sedan or van is required</td>
<td>When flying to another city and a vehicle is required</td>
<td>When the trip is originating from campus and the duration of the rental is 6 hours or less When a smaller car is acceptable</td>
</tr>
</tbody>
</table>

New Bar Code Requirements for Business Reply Mail

If you use Business Reply Envelopes to solicit responses from mail recipients, the barcode in the lower right corner of your printed stock will no longer be valid on envelopes placed in the mail stream after May 1, 2011. That barcode, called a postnet barcode, is being phased out by the USPS and will be replaced with an Intelligent Mail Barcode, or IMB. The next time you have Business Reply envelopes printed, contact Tom Luczkowiak at 1-8411, or t-luczkowiak@northwestern.edu a few weeks in advance so he can order the new barcode for your address.