

FIRST CHOICE

University Services, Northwestern University

Fall 2008 Volume 9, Issue 2

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ORDERING LAB SUPPLIES? TAKE NOTE.

If you need to order lab supplies from someone other than VWR or Lab Services between November 27th and December 7th, you should consider getting a procurement card. During the transition from CUFS to the new PeopleSoft financial management system, you will not be able to obtain purchase orders or non-emergency checks.

To ensure your lab doesn't run short, obtain a procurement card for items that are not available through the VWR stockrooms or Lab Services.

Submit your P-Card application to Mary Hallissey **by October 31st**. She can be reached at 1-5340 or procard@northwestern.edu.

SAVE TIME AND HASSLE WITH A PROCUREMENT CARD

Although most purchases should be handled through a purchase order, there are instances when a P.O. is not practical or necessary. The Procurement Card is a convenient way to make purchases for NU.

Departments and schools can set limits for each P-card—both an amount per transaction limit and a monthly total limit. The Procurement Card can be used for: registration fees, subscriptions, membership dues, emergency products or services, and internet orders.

Departments/schools can also use the Procurement Card for purchases of less than \$500 instead of using a P.O. for items not available on *iBuyNU*.

Please visit www.northwestern.edu/accounting-services/menu3.html for more information about obtaining a Procurement Card.

SAY "SAYONARA" TO CUFS NUMBERS AFTER NOVEMBER

Beginning December 1st, a PeopleSoft chart string will be required to purchase products or services. For recharge center vendors, communicate both chart field name and number to reduce confusion. CUFS numbers will no longer be accepted.

Visit the Chart of Accounts crosswalk at <http://cafe.northwestern.edu/coa> to

LOOKING FOR US?

Part of University Services' Evanston Office is moving from the 2020 Ridge location to a new location at 1801 Maple Street, Suite 2300. A tentative date of January 1st, 2009 has been set for the move.

Purchasing Resource Services, the Motor Pool, Mail Services, and the PC Recycling storage room will stay at 2020 Ridge Ave. Individual phone numbers will remain the same.

We look forward to seeing you at our new offices!

NEW REQUIREMENTS FOR SENDING BULK MAIL

Beginning November 23rd, the US Postal Service will require bulk mailers to update their address lists to receive discounts on mail. This will help deflect millions of dollars spent each year on forwarded and returned mail.

The new standards should not effect everyday departmental mail sent to Mail Services. The new standards will impact departments that send First Class and Non-profit bulk mail. The USPS' new Move Update Standards require mailers to update their list within 95 days of the mailing, instead of 185 days.

One option for updating mailing lists is to use a mailing house that has the ability to run your addresses through the National Change of Address Link (NCOA) or use other updating technology. However, these services come with a cost. If you are sharing a mailing list, save money by making sure that the updates are not repeated for every mailing, only those occurring 95 days after your last update.

Contact Tom Luczkowiak, Senior Manager, at 1-8411 or t-luczkowiak@northwestern.edu for more information.



THIS YEAR'S UNITED WAY CAMPAIGN

The University's 2008-2009 United Way Campaign is in full swing.

University Services is managing this year's campaign with the help of many dedicated campaign managers. So far this year, the University has raised \$178,287 to help the United Way make a difference in our community.



Congratulations to all of our Early Bird raffle winners! If you haven't contributed yet, you still have a chance to win some great prizes in the Year End raffle by donating before December 31st.

Save the date for the Silent Auction, which kicks off on November 7th and runs through the 14th. This is your chance to bid on a selection of amazing items, including: one of three pairs of tickets to a Chicago Bears game; a Garmin Nuvi 270 GPS; an autographed jersey from Chicago Blackhawk, Patrick Kane; signed memorabilia from Mike Ditka, Kerry Wood, Greenbay Packers players, Chicago Bears' Adefunle Ogunleye, and the Big Ten head coaches; luxury hotel stays; tickets to the Wolves or the Rush; tickets to the Royal George Theatre; a Dell Inspiron Mini-9, and much more!

For more information on this year's campaign, including a list of raffle prizes, visit:

www.northwestern.edu/unitedway.

SIGN UP FOR PROJECT CAFE TRAINING

Project Café training is now underway. For more information and to sign up for a training session, visit: <http://cafe.northwestern.edu/training>.

HAVE QUESTIONS ABOUT THE PURCHASING CHANGES?

Purchasing Resource Services and Project Café are available to meet with departments and schools to discuss the new purchasing system and purchasing procedures.

If you have any questions or would like to schedule a presentation and meeting, please contact Jim Konrad, Director of Purchasing, at 1-8121 or j-konrad@northwestern.edu.

SAVE MONEY AT JEWEL WITH NU'S TAX EXEMPTION

If you've had problems in the past with NU's tax exempt status at Jewel, they now have a copy of NU's official Illinois tax exempt certificate on file.

There are two ways to make sure you are taking advantage of NU's tax exempt status for purchases:

1. Make purchases using a Northwestern Procurement Card.



2. In lieu of a Procurement-Card, present Jewel with the NU Illinois Tax Exempt One Time Use Letter found under "Purchasing Forms" on our web site:

www.northwestern.edu/uservices/purchasing.

MOTOR POOL REMINDER: PAY TOLLS

Drivers of Motor Pool vehicles are responsible for traffic and parking violations, including missed tolls and toll violation fees. Please don't use I-Pass lanes in Illinois or automated pay lanes in other states.

The current fine in Illinois is \$20 plus the toll, for each violation. The Motor Pool often receives violation notices up to a year after the violation. If the responsible student or employee is no longer with the University, the offending driver's department is responsible for the fines. To avoid extra charges to your budget, please remind your drivers to pay all tolls.



MINI LAB VENDOR SHOW

Don't miss the October mini-lab vendor show, which will include over 35 vendors. Meet the suppliers and sample the newest lab products. Enjoy door prizes and giveaways.

Wednesday, October 29th,
10 am - 2 pm
Method Atrium
Tarry Building, 300 E Superior
Chicago Campus

For more information please contact Amy Van Arsdale or Elizabeth Nachtwey at 3-0263, or Ellen Barnes at 1-3274.

FEDEX KINKO'S IS NOW FEDEX OFFICE

FedEx Kinko's recently changed its name to FedEx Office. Copy centers will be rebranded over the next several years. URLs for the DocStore will remain the same.

To learn more about the services available through NU's FedEx Offices, visit www.northwestern.edu/userservices/printingtrademark.

DON'T MISS THE BUS!

The new campus shuttle schedules are in effect. Download the map and schedule and get the latest information at: www.shuttle.northwestern.edu



TRAVEL TIDBITS

TRANSFER YOUR ELITE STATUS TO UNITED AIRLINES

United is now offering a Corporate Status Match program that allows travelers to match their elite status on another airline with equivalent status in the United Mileage Plus program (up to Premier or Premier Executive).



Among other perks, premier members do not have to pay for the first bag of checked luggage. For a complete list of benefits, visit www.united.com/page/middlepage/0,6823,1159,00.html.

To apply for the Corporate Status Match program, please visit the Travel "News Flash" section at: www.northwestern.edu/userservices/travel.

COMPASS WAIVES ONLINE BOOKING FEE

Compass has once again waived its \$5 online booking fee. Book business travel through Compass' online booking tool before December 31, 2008 and take advantage of the fee waiver.

GET CUSTOM IDS FROM THE WILDCARD OFFICE

Need IDs for an upcoming conference, event or meeting? The WildCARD office can produce customized ID badges for your department or school.

Prices:
Custom ID badge: \$1.50 per card

Custom ID badge w/secure clip: \$2.00 per card

Custom ID badge w/lanyard: \$2.50 per card

For more information please contact Art Monge, Program Manager at a-monge@northwestern.edu or 7-3135.

UNIVERSITY SERVICES WELCOMES NEW EMPLOYEES

Steve Miner, Procurement Administrator



Steve recently joined Purchasing Resource Services as a

Procurement Administrator. He earned a Bachelor's degree in Business Administration from the University of Iowa and a Master's Degree from Eastern Illinois University. He most recently worked as a buyer for Carmax. Steve's extensive background in finance and purchasing will lend itself well to his new role in developing and maintaining vendor contracts for NU.

FEATURED WILDCARD ADVANTAGE MEMBER: ELEPHANT & CASTLE PUB AND RESTAURANT



Elephant & Castle Pub and Restaurant has been at 160 East Huron Street for almost four years. It is a popular lunch spot and after work/school hangout for NU Chicago Campus staff and students.

According to Jackie Boyer, General Manager, "Lunchtime is a great time for Northwestern employees to be here. We also see a lot of Northwestern individuals coming in for department, group events or just to have a few beers after work."

Boyer says their most popular dish is the fish n' chips and the

"beer-drinking" crowd enjoys choosing from any of their 21 drafts.

Stop by Elephant & Castle and show your WildCARD to receive a 10% discount on food. Book a holiday party before November 16th, and get 20% off food for the event.

For more information on Elephant & Castle Pub and Restaurant visit:
www.elephantcastle.com.

To view a complete listing of

WildCARD Advantage Program discounts visit:
www.wildcardadv.northwestern.edu.



UNIVERSITY SERVICES STAFF AND PRODUCT/SERVICES DIRECTORY

Also available online at www.northwestern.edu/userservices/directory.pdf
Numbers beginning with 3 are Chicago listings; all others are located in Evanston

Brian Peters, Director	1-8420		Jeffrey Levin, Program Manager	1-5993
Ellen Barnes, Program Manager	1-3274	<p style="text-align: center;">UNIVERSITY SERVICES, NORTHWESTERN UNIVERSITY</p> <p style="text-align: center;">2020 Ridge Avenue Second Floor Evanston, IL 60208-4303</p> <p style="text-align: center;">Tel: 847 491 7569 Fax: 847 491 3849 userservices@northwestern.edu</p> <div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center; margin: 10px 0;"> <p>We're on the web www.northwestern.edu/userservices</p> </div> <p>Editor: Sara Schapmann s-schapmann@northwestern.edu</p>	Business Office	3-0009
Laboratory Supplies	3-0263		Calibration Services	1-5993
Stockroom, Chicago	3-7520		Computer Recycling	1-7569
Stockroom, Evanston	1-8621		Equipment Maintenance Program	1-5993
Office Supplies	1-7568		Fitness Center (Chicago Campus)	1-5993
Trademark Licensing	1-3274		Gas Cards	1-5993
Sarai Shacklett, Marketing Manager	7-3771		Toner Program	1-5993
WildCARD Advantage Program	7-2491		Travel Services	1-5993
Marge Grzeszczuk, Program Manager	3-5445		Thomas Luczkowiak, Sr Mgr	1-8411
Internal Moves	3-8500		Copier Management Program	1-8411
Lab Gases, Alcohol, & Dry Ice	3-8828	Copy Center Chicago	3-8995	
Parking (Chicago campus only)	3-1103	Copy Center Evanston	1-3113	
Shipping, Receiving, & Delivery (Chicago campus only)	3-8500	Copyright Clearance	3-8995	
Transportation Services. (Charter & Shuttle Buses)	3-8129	Mail Services Chicago	3-8131	
Jim Konrad, Purchasing Director	1-8121	Mail Services Evanston	1-7227	
General Purchasing Questions and Contract Assistance	1-8120	Motor Pool (Chicago Campus)	3-8129	
Supplier Diversity	1-5321	Motor Pool (Evanston Campus)	1-3560	
Surplus Property Exchange	1-8120	Printing Services, Chicago	3-8137	
		Printing Services, Evanston (847) 675-3700, Ext. 265		
		Art Monge, Program Manager	7-3135	
		Vending Machines	7-6843	
		WildCARD, Chicago	3-0548	
		WildCARD, Evanston	7-6843	