VWR Updates

VWR to Distribute Denatured Alcohol on the Chicago Campus

VWR, Northwestern’s preferred vendor for general lab supplies, currently sells denatured alcohol for labs on the Evanston campus. At the beginning of 2010, VWR will also start selling denatured alcohol on the Chicago campus. University Services will transition this service to the VWR stockroom, located in the basement of the Searle/Morton building in room B652. An email will be sent out when the switch goes into effect.

Changes to VWR Chargeback Descriptions

The description field for VWR stockroom chargebacks will now have twelve characters devoted to the buyer’s name and 18 characters devoted to the product description in an effort to make reconciliation easier.

Purchasing News

Purchasing Resource Services recently awarded new preferred vendor contracts and established pricing discounts for a variety of vendors.

New Preferred Vendors

Document Destruction

ShredX by Rentacrate is Northwestern’s new preferred vendor for document destruction and storage services on both campuses. For ordering information and pricing, please visit the Document Destruction link on Purchasing’s Preferred Vendors’ webpage:
www.univsvcs.northwestern.edu/Purchasing/

To evaluate your current service and determine the best program for your needs, contact John Helm at jhelm@rentacrate.com or 847.312.5077.

New Discounts

Discounted Rates on Parallels Software

Purchasing Resource Services recently negotiated an agreement with SHI that offers Northwestern buyers deeply discounted pricing and no minimum order on Parallels software.

Special Discount for Northwestern University:
Parallels Desktop 4.0 for Mac + 1 year maintenance
$33.37 per license
Parallels Part # DMBL0100014

For University purchases:
Please log into iBuyNU and order through the SHI catalog.

For personal purchases (faculty, staff and students):
Contact your SHI Northwestern account team at TeamSHI@shi.com or 732.564.8331.

For more information on PRS’ bidding process, please visit the Purchasing Definitions link on the PRS website:
www.northwestern.edu/uservices/purchasing.
New Contact for Printing Services

The contact for Triangle Printers, our preferred vendor for business cards, stationary and envelopes, has changed. Jim Valenta replaced Steve Goerth as our service representative; Jim can be reached at jvalenta@triangleprinters.com or 847.675.3700 x 284.

To learn more about our Printing and Duplicating Services Program, please visit www.northwestern.edu/uservices/printing_trademark/

NU’s Vending Machines Introduce New Healthy Alternatives

Fox Vending is rolling out some new, healthy options in campus vending machines. The first two rows in all machines, which have traditionally offered nutritious fare, will now feature a number of soy alternatives to traditional candy bars and potato chips. Enjoy new products such as GeniSoy Soy Crisps, Genisoy Potato Bakes, Newtons Fruit Crisps, and more.

For additional information on Vending Services or to locate a refund bank, visit: www.northwestern.edu/uservices/passports_vending/.

eCycling Program Helps Nonprofits

In an effort to give back to the community, Northwestern’s eCycling Program donates University computers that are less than five years old and still in good condition to local nonprofit organizations. Since its inception in 2007, the eCycling Program has provided local nonprofits with almost 300 used computers. Harddrives are sanitized and reformatted by the NUIT Department prior to donation.

If your department or school is getting rid of a computer or other equipment, the eCycling Program can help you recycle it. To schedule a pick-up of University-owned equipment and view a list of acceptable items, visit the eCycling website: www.northwestern.edu/uservices/office/computer/staff.html

NU’s United Way Campaign Gaining Momentum

NU’s annual United Way kick-off luncheon was held in September. Campaign leaders gathered at Hardin Hall to meet with United Way representatives and discuss strategies for raising awareness and support for the campaign.

With $218,600 donated by faculty and staff to date, the initial phase of the campaign has been a great success. Thank you to those of you who have already contributed. If you haven’t already given, please consider making a donation in the coming weeks. More contributions are needed to help us reach our goal of $300,000. As Illinois’ unemployment levels remain high and state funding for social services is cut there is an increased need for the financial support and aid that the United Way provides to local nonprofits. Our donations are more important than ever.

Don’t forget that this year’s United Way silent auction is now open! Visit www.univsvcs.northwestern.edu/secure/uw/auction.html to bid on items such as: hotel stays, airplane tickets, sports memorabilia, dance lessons, theatre tickets, digital cameras, gym memberships, Chicago Bears tickets and much more! The auction closes at noon on November 13th, so don’t miss out! All proceeds go to the United Way.

To learn more about Northwestern’s United Way campaign, visit: http://www.northwestern.edu/UnitedWay/.

Transportation News

NU Shuttle Tracker Up and Running

University Services recently launched a tracking system that allows individuals to get real time shuttle information online. The NU Shuttle Tracker indicates the current location of Northwestern’s shuttles for routes serviced by Coach USA (Ryan Field, Evanston Loop, Campus Loop, Shop-N-Ride, and the Frostbite Express).

Visit http://tds1.saucontech.com/forecasting/nu.htm to determine if a shuttle route is in service, view its designated stop times, and find its current location.

Instructions are provided under the link, “How to use this map.”

Ryan Field Shuttle Adds Three New Flag Stops

The Ryan Field shuttle recently added three flag stops between the Metra/ Greenbay/Harrison and Emerson/Maple stops. These stops include Greenbay/ Noyes, Greenbay/Simpson, and Asbury/ Emerson. All stops are just before each of the respective intersections. Because these are flag stops, riders must wave the shuttle driver down for pick-up at these stops, and alert the driver for drop-off. This information is not available on the NU Shuttle Tracker, but is noted on the shuttle website.

For information on all of Northwestern’s shuttles, visit: www.northwestern.edu/uservices/transportation/shuttles/
**Making Use of Unused Airline Tickets**

If you are unable to take a flight you have booked it is still possible to preserve some of the ticket's value.

**Some helpful reminders:**

- Cancellations should be made at least one hour prior to your scheduled departure time.
- If you have already used the value of previously unused tickets toward a non-refundable ticket, usually the ticket cannot be used for future purchases or exchanges.

**General guidelines for reusing your ticket** (restrictions vary by airline):

- The ticket must be used by the same person.
- You must use the same airline for your new itinerary.
- You can change the origin and destination on the new itinerary.
- Most airlines require that you complete travel on the new itinerary within one year of the original issue date of the ticket. This means you must return from the new trip by that date.
- If the new itinerary costs less than the value of the original ticket, there is no refund or additional credit value for the difference.
- Most airlines require that the original itinerary be cancelled within a certain timeframe prior to the first flight departure.

**The cost to change your ticket:**

- Most tickets carry penalties for changes. The average reissue fee for a non-refundable or restricted ticket is around $150 for a domestic flight, and $200 for an international flight, but fees vary widely from carrier to carrier.
- If the value of the new airfare is greater than the original airfare, usually you must pay the fare difference in addition to the reissue fee.

To learn more about the Travel Services program visit: www.northwestern.edu/uservices/travel/

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**Is Your WildCARD Expired?**

Please check the expiration date on your WildCARD. University shuttle drivers have been instructed to refuse passengers with expired ID cards. If your ID has expired and you are still associated with NU, you can renew it at either WildCARD Office for free:

**Evanston Campus**
Norris University Center
1999 Campus Drive
Underground level
Phone: 847-467-NUID (6843)

**Chicago Campus**
Abbott Hall, Room 100
710 N. Lake Shore Drive
Phone: 312-503-0548

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**One Man’s Trash is Another Man’s Treasure**

Looking for lab equipment, a computer, office furniture, or even a car? Check out Northwestern’s Surplus Property Exchange.

The Surplus Property Exchange is an online bulletin board where Northwestern departments and schools can buy, sell, or exchange University-owned items. Find a slew of goods at low cost or even for free!

Not only does utilizing the Surplus Property Exchange help your fellow departments or schools, it’s also better for the environment to reduce waste by reusing items instead of disposing of them or accumulating new ones.

Visit the Surplus Property Exchange link at www.northwestern.edu/uservices/office/ to browse posted items, submit an item, and review the Surplus Property Exchange guidelines.

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**University Services Welcomes New Employee**

**Megan Skord, Marketing and Promotions Coordinator**

Megan Skord recently joined University Services as the new Marketing and Promotions Coordinator. Megan worked in Entertainment Marketing for a number of years before coming to Northwestern. Her strong communications skills, marketing expertise, and promotions experience will serve her well in her new position.

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**Expiration Date**

**First Choice-Fall 2009**
Featured WildCARD Advantage Member: Urban Spa Chic

Northwestern students and staff can escape for some much needed rest and relaxation at Urban Spa Chic, an ultra-urban spa and beauty boutique located in Chicago's River West neighborhood. Pop-in during your lunch break for a quick manicure or extend your stay and enjoy a soothing massage or facial.

Signature treatments include:

Seasonal Spa Manicures & Pedicures
Available in unique scents including pumpkin pie, gingerbread, and cranberry fig.

Facial Cocktail
75 minute customized facial that includes an arm, hand, neck and shoulder massage.

KP Duty Body Scrub
A glycolic and physical body scrub for the driest of dry skin.

Show your WildCARD to receive a 15% discount on all treatments over $50.

Urban Spa Chic
1401 W. Hubbard St.
Chicago, IL 60642
312-492-8050
www.urbanspachic.com

For a complete listing of WildCARD Advantage members, visit:
www.wildcardadv.northwestern.edu

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