

FIRST CHOICE

University Services, Northwestern University

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PLACING ORDERS WITH ARROW MESSENGER JUST GOT EASIER

Beginning June 1, 2008, you can arrange messenger service from Arrow with a click of your mouse. To take advantage of this new online service and access the online ordering system, you will need to apply for a user ID and password. Obtain an application by going to:

www.northwestern.edu/userservices/purchasing and click on "Buying at Northwestern." Then, scroll down to the "Messenger Service" link. On Arrow's information page you will find a link to the application and instructions.

Please note that departments will be billed directly by Arrow on a monthly basis beginning June 1st. You will need a P-card to place an order over the phone or a blanket PO number to place an order online. As a reminder, blanket POs created prior to September 1, 2008, will not be rolled over into the new People Soft system.

If you have any questions regarding your application for online messenger service please contact Tim Matzdorf at Arrow Messenger, 773-489-8025.

UNIVERSITY SERVICES CELEBRATES EARTH DAY

University Services joined forces with NU Recycling, Facilities Management, and a number of student environmental groups to celebrate Earth Day on April 22nd. Our computer recycling program collected computers on the Chicago Campus alongside The Environmental Law Society and on the Evanston Campus,

where festivities included the building of Mt. Trashmore, a "green" book sale, a reading of Dr. Seuss', *The Lorax*, and green giveaways.

It doesn't have to be Earth Day to take advantage of University Services' computer recycling program. Faculty and staff can have University-owned computers picked up and recycled for free by submitting an online form. To use this service, please visit: www.northwestern.edu/userservices/ecycle and click on "Faculty/Staff eCycle form." On the ecycle homepage, you will also find information on the damaging impact of computers on the environment and resources for recycling your personal computer equipment.

ANOTHER SUCCESSFUL SPRING VENDOR SHOW

University Services would like to thank everyone who attended this year's Spring Vendor Expo. This year's Expo was the largest yet, with over 400 attendees in Chicago and over 300 in Evanston. We hope you enjoyed the Expo and obtained valuable information about NU's Preferred Vendors and how their services can benefit your department or school.

Congratulations to all of our Spring Vendor Expo raffle winners who won some great prizes, including two HP Deskjet Mobile Printers and two gift certificates to the Peninsula Hotel and Spa. Don't forget, you can access information on all of our preferred vendors at www.northwestern.edu/userservices/purchasing

HELP A GREAT CAUSE AND WIN A CASH PRIZE FOR YOUR DEPARTMENT OR SCHOOL

The 2008-2009 United Way Campaign is just around the corner and we need your help to reach this year's goal. You can support the Campaign by contributing and by rallying your colleagues to contribute (no amount is too small!). Become a campaign manager and encourage greater participation from your school or department. At the close of the Campaign, departments and schools with the four highest participation rates or most improved participation rate win cash prizes.

If you'd like to volunteer for this important and rewarding role, please email Brian Peters, Co-Chair of the United Way Campaign at b-peters2@northwestern.edu.

Congratulations to the 2007-2008 participation rate winners:

1st place: Controller's Office-Student Accounts and Loans
Campaign Manager: Kay West
80% participation
Prize: \$1,500

2nd place: Student Affairs -Norris Center and University Career
Campaign Manager: Rick Thomas
50% participation
Prize: \$1,000

****Student Affairs-Norris Center and University Career also won the *most improved campaign area* with a 39 percentage point increase. Prize: \$250**

3rd place: Athletics/Recreation-SPAC & Patten
Campaign Manager: Dan Bulfin
44% participation
Prize: \$750

4th place: University Relations
Campaign Manager: Al Cabbage
42% participation
Prize: \$500

To learn more about the United Way Campaign visit:
www.northwestern.edu/unitedway

TRAVEL TIDBITS

BOOKING TRAVEL? TAKE NOTE...

Four Corners Travel

Effective June 1st, 2008, Four Corners Travel will be raising their service fees for booking travel on domestic flights, international flights, and Amtrak. The price of a domestic airline or Amtrack tickets will increase from \$19.50 to \$22.50. The price of an international airline ticket will increase from \$25.00 to \$35.00. Tower Travel and Intra World Travel have not raised their fees.

Compass

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

QATAR AIRLINES JOINS STAR ALLIANCE PARTNERSHIP WITH UNITED AIRLINES

Qatar Airlines, an international airline operating flights to 82 worldwide destinations, is becoming part of the Star Alliance partnership with United Airlines. Beginning in July, NU faculty and staff can enjoy discounts on international business class travel with both Qatar and United Airlines if travel is booked through one of NU's approved travel agencies or Compass.



DID YOU KNOW?

Tower Travel electronic itineraries have an e-Travel Advisory section where you can find important information about safety and security for your upcoming trip. This is especially useful when traveling to potentially dangerous parts of the world.

The e-Travel Advisory is located on your electronic itinerary under the "Travel Summary" box. See example below.

e-Travel Advisory

Click the city name below for your personalized Travel Advisory for visa, passport and health requirements before you go, as well as events that could affect your travel plans or safety both before and while you are traveling.

Kilimanjaro, Tanzania ← Click on the city and state for information

THE PRICE OF GAS IS UP, BUT NOT THE PRICE OF YOUR LAB SUPPLIES

As the price of oil continues to climb, many vendors have been forced to add a fuel surcharge to their invoices. The contract between VWR and Northwestern has always included delivery at no additional charge to the University; however, in

August 2005, VWR added a small fuel surcharge to all orders.

We are pleased to inform you that we have successfully negotiated with VWR, and the fuel surcharge on all Northwestern orders has been discontinued.

If you have any questions, please contact our VWR sales reps, Amy Van Arsdale or Elizabeth Nachtwey at 3-0263.



Don't miss our May mini lab vendor show. Meet the suppliers and sample the newest lab products. Refreshments will be served.

Evanston

May 13th
1:30 - 3:30
Cook 3118 A&B
2220 Campus Drive

Chicago

May 14th
9:30-11:30
Tarry 2-714 & 715
300 E Superior

Vendors:

BD Biosciences
Thermo Fisher Scientific
Whatman
Promega

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

**CHECK OUT NU'S
FIXED PRICE MENU AT
QUINCE**

Quince, located in The Homestead, serves contemporary American cuisine and includes a comprehensive wine list. Outstanding service and great prices complete the Quince experience.

Quince offers its entire menu for NU's faculty recruiting and entertaining outings. Choose any appetizer, any entree, and any dessert. Quince will pair wines from their eclectic wine collection with your first two courses. After dinner, choose from their extensive French press coffee and tea selection to go along with your dessert. All this, plus gratuity, is included within the \$65 Fixed Price

WHEN LIFE IS A HIGHWAY USE NU'S MOTOR POOL

Need to take care of some University business off-campus? Check out one of NU's Motor Pool vehicles to get you to and from your destination. The Motor Pool has locations on both the Chicago and Evanston campuses, offering a selection of sedans, minivans and cargo vans. Parking privileges for all University Evanston lots are included in the rental fee. Full coverage vehicle insurance is provided by Risk Management (some restrictions apply).

Some friendly reminders from the Motor Pool:

- Both Risk Management and the Motor Pool must be notified immediately after an accident.
- Daily rental rates include 240 miles per day.
- Individual Drivers are responsible for all traffic tickets, parking tickets, and highway toll violations.
- The renting department will incur additional charges if tickets are not paid by the driver in a timely fashion and the Motor Pool must pay them.
- The procedure for returning vehicles after scheduled Motor Pool office hours or on the weekends in Evanston is to leave the vehicle in the parking lot on the north side of Leon Place and place the key in the Motor Pool "key drop" located on the north side of the 2020 Ridge Avenue building
- Chicago campus rentals should be returned to Abbott hall during business hours unless other arrangements have been made in advance.

To learn more about the Motor Pool and how its services can benefit your department, please visit: www.northwestern.edu/userservices/transportation, and click on "Motor Pool."

Menu.
For more information and a list of additional restaurants on NU's Fixed Price Menu, visit www.northwestern.edu/userservices/travel, and click on the "Fixed Price Menus" link.

**UNIVERSITY SERVICES
STAFF RECOGNIZED
BY NU**

Three of our staff members were recognized for their many years of service to NU at this year's NU Staff Service Recognition Luncheon.

Sherry Spencer, Assistant Supervisor for the Evanston Mail room, has worked at NU for 20 years.

David Kite, Supervisor, Motor Pool, has worked for NU for 25 years.

Elvis Acuna, Vehicular Delivery, has dedicated **40 years** to NU!

Congratulations, Sherry, David and Elvis! Thank you for your dedication and hard work.



**UNIVERSITY SERVICES
WELCOMES NEW
EMPLOYEES**

Aurelio Damiani. This January, Aurelio Damiani joined us full time on our Tarry Receiving dock. He has been a helpful addition to our University Services Chicago team.

Lynn Claus, Procurement Analyst. Lynn Claus joins us from the University of Wyoming, where she worked for the Athletic Department. She has a Bachelor's degree in Public Relations and Spanish from Western Michigan University. Lynn will play an integral role in implementing and maintaining the new procurement system going into effect this September.

FEATURED WILDCARD ADVANTAGE MEMBER: GHIRARDELLI CHOCOLATE & SODA SHOP



Ghirardelli Soda Fountain & Chocolate Shop is a Mecca of mouth-watering pleasures for Wildcats with a sweet “fang.” The downtown store at 830 North Michigan Avenue opened its doors ten years ago and has since been a favorite for the Chicago NU community.

Amy Kelly, General Manager, says when it’s cold outside, customers opt for the hot cocoa; but when it warms up, Ghirardelli’s hot fudge or milk chocolate sundaes seem to be the must-have. All sauces and toppings are made fresh in the store; so beware of the luring

smell of fresh chocolate as you near the shop.

Northwestern faculty, staff and students can enjoy 20% off any purchase just by showing their WildCARD.

Ghirardelli opens its outdoor seating when the weather is nice, so stop by, save some cash, and celebrate spring with a sundae.

To view a complete listing of WildCARD Advantage Program discounts visit:
www.wildcardadv.northwestern.edu

UNIVERSITY SERVICES STAFF AND PRODUCT SERVICE 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 & Peripherals 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		Messenger Services	1-5993
WildCARD Advantage Program	7-2491		Toner Program	1-5993
Marge Grzeszczuk, Program Manager	3-5445		Travel Services	1-5993
Internal Moves	3-8500		Thomas Luczkowiak, Sr Mgr	1-8411
Lab Gases, Alcohol, & Dry Ice	3-8828	Copier Management Program	1-8411	
Parking (Chicago campus only)	3-1103	Copy Center Chicago	3-8995	
Shipping, Receiving, & Delivery (Chicago campus only)	3-8500	Copy Center Evanston	1-3113	
Transportation Services. (Charter & Shuttle Buses)	3-8129	Copyright Clearance	3-8502	
Jim Konrad, Purchasing Director	1-8121	Mail Services Chicago	3-8131	
General Purchasing Questions and Contract Assistance	1-8120	Mail Services Evanston	1-7227	
Supplier Diversity	1-5321	Motor Pool (Chicago Campus)	3-8129	
Surplus Property Exchange	1-8120	Motor Pool (Evanston Campus)	1-3560	
		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	