

# FIRST CHOICE

University Services, Northwestern University

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## PURCHASING CHANGES

This fall, the University is replacing CUFS with a new financial management system. The new system will streamline the procurement and payment process and the overall purchasing environment.

One of the most exciting changes is that the NU Community will now be able to connect with suppliers online. This will eliminate separate, stand-alone, central bill programs like E-Way.

### The details:

#### **Corporate Express**

Since the Corporate Express catalog will be accessed through the iBuyNU Marketplace, E-Way will no longer be needed. This has resulted in reduced pricing. Northwestern will also be exempt from Corporated Express' delivery charges for small orders. However, you will need to resave any "favorite items."

#### **VWR**

The VWR catalog will be accessed through the iBuyNU Marketplace. The current VWR Lab Supply Program will no longer be a separate program. Any saved "favorite items" will need to be re-established in the new system.

For now, orders filled at the VWR managed on-site stockrooms will be handled the same; however, you will have to use your new PeopleSoft chart string instead of a CUFS number to purchase goods or services.

#### **Genesis Technologies**

Genesis Technologies' recycled toner cartridges will now be accessible through the iBuyNU Marketplace. This

change has also resulted in reduced pricing.

## ECYCLE PROGRAM HELPING NONPROFITS

The eCycling program is helping local nonprofits by donating used Pentium IV computers. NUIT sanitizes the hard drives of selected computers and reinstalls Windows XP, then downloads the latest updates before sending them on their way.

NU's Community Relations Coordinator, Lucile Krasnow, is referring nonprofits interested in the CPUs to University Services. So far, we have donated over 30 refurbished machines to organizations such as Infant Welfare, Family Focus, Peer Services, and Youth Organizations Umbrella, Inc.

Faculty and staff can take advantage of University Services' Computer Recycling Program and have University-owned computers picked up and recycled for free. To use this service, please visit:

[www.northwestern.edu/userservices/ecycle](http://www.northwestern.edu/userservices/ecycle) and click on "Pick-up Request 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.



## NEW INDOOR BIKE PARKING ON CHICAGO CAMPUS

A secure, indoor bike room is now available on the Chicago Campus. The bike room, located in the Erie-Ontario Parking Garage (D Lot) can accommodate up to 68 bicycles. The room is locked at all times and a valid WildCARD is required for access. Take advantage of this service for an annual fee of only \$25.

To reserve your spot in the bike room, visit the Chicago Parking/WildCARD Office in Abbott Hall, Room 100, between 8am and 5pm, Monday-Friday. Enrollment is on a first come, first served basis with priority given to students.



To learn more about the Chicago bike room visit

[www.northwestern.edu/userservices](http://www.northwestern.edu/userservices)

## NORTHWESTERN WINS AWARD FOR ALTERNATIVE TRANSPORTATION EFFORTS



NU's VP University Relations, Alan Cabbage accepts the Bicycle Advisory Council award from Mayor Richard M. Daley

Northwestern was recently recognized by the City of Chicago with a Bicycle Advisory Council Award for our efforts to encourage alternative transportation. In hopes of reducing traffic congestion and parking demand on the Chicago Campus, NU has joined with the Chicago Department of Transportation (CDOT),

Northwestern Memorial Hospital (NMH), the Rehabilitation Institute of Chicago (RIC) and Northwestern Medical Faculty Foundation (NMFF) to promote transportation alternatives.

In conjunction with CDOT, the University has hired an intern to spearhead the initiative, Sam Allard. Sam will be working with the Chicago community to promote the use of alternative transportation, including biking, carpooling, shuttle usage and others.

## AUTOMATED PARKING GARAGES ON THE CHICAGO CAMPUS HELP YOU GET HOME FASTER

Recently, a new automation system was installed in the Erie/Ontario and Huron/St Clair parking garages in Chicago. The new automated system has helped reduce the long lines of cars waiting to exit the garage during peak times.

Pay stations are located in all of the garage elevator lobbies and on the pedestrian bridges to the hospital.

## TRAVEL TIDBITS

### BOOKING FEE CHANGES

Booking fees at Tower and Four Corners have increased. Below are the current rates for all of our approved travel agencies:

Agency	Domestic	International
Four Corners	\$22.50	\$30.00
Tower	\$21.50	\$27.00
Intra World	\$19.50	\$25.00
Compass	no charge	no charge

### INCREASED REIMBURSEMENT RATES

In response to the new standard mileage rate from the IRS and additional airline fees for certain services like food and baggage, our travel reimbursement policies have recently changed

For University travel by car, the new reimbursement rate is 58.5 cents per mile, effective July 1st.

For University travel by plane, the University will reimburse reasonable and actual add-on airline fees, within the fare class for which the traveler is authorized (coach or business class). Such add-on fees include, but are not limited to, checked baggage fees and advance seat selection fees. Add-on airline fees should be paid by the traveler and submitted for reimbursement with an original detailed receipt.

### DID YOU KNOW?

You can check this online chart to see which airlines are charging for checked bags, seat selections, food, and other fees:

<http://i.slimg.com/sc/sl/graphic/u/ul/ultimate-guide-to-airline-fees.pdf>



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

**Wednesday, August 20th**

2-4 pm  
 Pancoe  
 2220 Campus Drive  
 ENH Café Area, 2nd Floor

**Vendors:** TBA

Check our lab supplies site in August for more information:  
[www.northwestern.edu/userservices/labs](http://www.northwestern.edu/userservices/labs)

Please contact Amy Van Arsdale or Elizabeth Nachtwey at 3-0263, or Ellen Barnes at 1-3274 with questions.

## FEDEX KINKO'S DOCSTORE UP AND RUNNING

NU faculty and staff can now order materials quickly and easily online with FedEx Kinko's new DocStore. The DocStore is an electronic print-on-demand solution that allows you to upload files for printing to the on-campus FedEx Kinko's locations.

A variety of professional finishing options are available, including: binding, laminating, collating, stapling, and more. Plus you can conveniently view an online proof of your project before sending it to print, and even arrange for free on-campus delivery.

The usual NU discounts on FedEx Kinko's services still apply when you use FedEx Kinko's DocStore. Black & white copies are just 2.7¢ single-sided. Color copies are just 35¢ single-sided. And other production services are 25% off.

## COST SAVING TIPS FROM OFFICE SUPPLIES PROGRAM

Every time you place an order for office supplies, you incur more costs than just the actual product. You are also paying for operating costs, including ordering, receiving, shipping, invoicing, and reconciling. These costs can really add up.



Here are some tips to help keep your costs down:

- Consolidate numerous smaller orders into fewer larger ones.
- Order frequently used supplies in bulk so you'll have them available.
- Anticipate your needs for new hires, regular meetings, etc.
- Compile everyone's orders ahead of time and submit them as one.
- Keep a running list of requests for supplies by people in your department under your shopping cart.

By following these simple guidelines, you can cut costs and save administrative time.

All FedEx Kinko's DocStore users must be entered into the system and obtain a username and password. To become a registered user, send an e-mail to Tom Luczkowiak, Senior Manager, University Services, at [t-luczkowiak@northwestern.edu](mailto:t-luczkowiak@northwestern.edu).

## UNIVERSITY SERVICES WELCOMES NEW EMPLOYEES

**Kyle Moore, Office Services Clerk.** Kyle Moore joined the staff of Evanston Mail Services as an Office Services clerk this month. His excellent customer services skills will serve him well in his new position.

**Shweta Ramesh, Procurement Analyst.** Shweta recently moved to Chicago from the United Arab Emirates where she worked as a travel consultant and trainer with Amadeus, a Global Travel Distribution System. She recently joined the PRS team as a Procurement Analyst and will play a crucial supporting role in iBuyNU this

fall while pursuing her Masters degree in Organizational Behavior.

**Melissa Rivas, Procurement Analyst.** Melissa brings over 10 years of both corporate and non-profit retail buying experience to her new position with PRS. She most recently worked at the Chicago Field Museum as a retail buyer. Her range of experience will lend itself well to the evolving new role of procurement analyst.

**Lamont Smith.** This March, Lamont Smith joined us full-time on the Tarry Receiving dock. Lamont has been a helpful addition to our University Services' Chicago team.



## FEATURED WILDCARD ADVANTAGE MEMBER: CHICAGO KAYAK



Summer is here, and what better way to take advantage of the warm weather than getting out on the water? WildCARD Advantage member, Chicago Kayak offers beginning and intermediate group kayaking classes. Classes for beginners take place at the Skokie Lagoon, while intermediate students venture

into Lake Michigan. Chicago Kayak also offers tours, kayaking trips, expeditions, a membership club and various winter sports during the off-season.

Cynthia Gilbert, founder and owner of Chicago Kayak, began the company in 2001. She says, "I left behind a high-paying corporate job to become a poor kayaker. I wanted to be out on the water, with nature and teaching people."

The company has since enjoyed much success, instructing 400-600 students a year. Cynthia says that she's had the pleasure of teaching many professors, deans,

staff and students from the NU Community how to kayak.

Chicago Kayak offers \$5 off their Introduction to Kayak class when you show your WildCARD. You can also win a \$100 gift certificate to Chicago Kayak in the United Way Early Bird raffle (among other items!), so make sure to get your donation forms in before August 31st! For more information on Chicago Kayak, visit: [www.chicagokayak.com](http://www.chicagokayak.com).

To view a complete listing of WildCARD Advantage Program discounts visit: [www.wildcardadv.northwestern.edu](http://www.wildcardadv.northwestern.edu).



## UNIVERSITY SERVICES STAFF AND PRODUCT SERVICE DIRECTORY

Also available online at [www.northwestern.edu/userservices/directory.pdf](http://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;"><b>UNIVERSITY SERVICES, NORTHWESTERN UNIVERSITY</b></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 <a href="mailto:userservices@northwestern.edu">userservices@northwestern.edu</a></p> <div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center; margin: 10px 0;"> <p>We're on the web <a href="http://www.northwestern.edu/userservices">www.northwestern.edu/userservices</a></p> </div> <p>Editor: Sara Schapmann <a href="mailto:s-schapmann@northwestern.edu">s-schapmann@northwestern.edu</a></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)	7-0662
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	3-8995	
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	