

FIRST CHOICE

University Services, Northwestern University

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MARK YOUR CALENDAR FOR THE SPRING VENDOR EXPO

Although it certainly doesn't feel like spring, NU's Spring Vendor Expo is just around the corner. Whether your department or school is looking to buy new furniture, order promotional products, or simply save money on coffee service, NU's Preferred Vendors will be on hand to help you get the best deal. We'll have representatives from hotels and caterers, to lab supplies and office products--and everything in between. Meet NU's preferred vendors, sample the products and bring your business card to take a chance on winning a door buster prize. Take this opportunity to learn about NU's new preferred vendors like Peapod, Technology Integrated Group (TIG), Scan Global Logistics, and more.

We're mixing things up a bit this year--the Chicago Expo is first.

The Chicago Expo will be held in the atrium of the Robert H. Lurie Medical Research Center on March 24th from 10 am - 2 pm.

The Evanston Expo will be held in the Louis Room on the second floor of the Norris University Center on March 26th from 10 am - 2 pm.

We look forward to seeing you at the Expo!

MONEY SAVING TIPS FROM THE MOTOR POOL

Did you know that it is often cheaper to return a Motor Pool vehicle without filling up the gas tank? Enterprise

Rent-A-Car, a supplier of some Motor Pool vehicles, charges us less than what you would pay at most area gas stations. If you don't refuel, your department will simply be charged for the gas along with your rental.

Please note that this does not apply to University-owned Motor Pool vehicles, which should still be returned with a full tank of gas. If you have any questions, please contact Tom Luczkowiak, Senior Manager, at 1-8411 Or t-luczkowiak@northwestern.edu.

SAVE CASH ON YOUR CHICAGO COMMUTE

If you ride the Chicago Train Shuttle, take advantage of the new pre-tax benefit on monthly passes. This convenient option allows you to save money and time, as the passes are available by the 15th of the month and can be mailed to your home or campus address.

To take advantage of this benefit, fill out a pre-tax form at www.northwestern.edu/uservices/transportation/docs/trainpay.pdf and return it to University Services' Chicago office:

Abbott Hall, Room 100
710 N. Lake Shore Drive
Phone: 312-503-0548
Hours: 8:00 am - 5:00 pm, M-F



TRAVEL NEWS

2009 HOTEL DISCOUNT RATES

We have recently established new discounted hotel rates for some of NU's recommended hotels in the Evanston area:

The Homestead

1625 Hinman Avenue
Evanston, IL 60201
847.475.3300
\$95 Guest Room
\$125 - \$190 Suites
Valid thru 12/31/09
*NU's preferred vendor

Best Western University Plaza

1501 Sherman Avenue
Evanston, IL 60201
847.424.2120
\$79.00 Single / Double
"Last Room" availability
Rate includes breakfast
Valid through March 31, 2010

Doubletree Hotel North Shore

9599 Skokie Boulevard
Skokie, IL 60077
847.679.7000
Reservations 800.221.4701
\$124 Single/Double - Standard room
(Towers)
Valid through March 31, 2010

Hotel Orrington

1710 Orrington Avenue
Evanston, IL 60201
847.866.8700
Reservations 888.677.4648
\$119 Jan-Mar 2009
\$129 Apr-Mid Nov 2009
\$119 Mid-Nov-Dec 2009

Hilton Garden Inn Evanston

1818 Maple Avenue
Evanston, IL 60201
847.475.6400
1.800.HILTONS (445.8667)
1.877.STAYHGI (782.9444)
\$129 Single/Double for
NU Faculty & Staff
Valid through 3/31/10



View a complete list of hotel rates and contract dates at www.northwestern.edu/userservices/travel. Please contact Jeff Levin, Travel Manager, at 1-5993 or jhlevin@northwestern.edu with any questions.

DOING INTERNATIONAL BUSINESS?

If your department or school purchases products and services overseas, these items are generally assessed a Value Added Tax (VAT) in addition to local sales tax. Did you know that you may be able to



reclaim that money?

Our preferred vendor can help departments or schools reclaim VAT on products and services purchased for University business abroad.

For more information, please contact Jeff Levin, at 1-5993 or jhlevin@northwestern.edu.

CHANGES TO MILEAGE REIMBURSEMENT RATES

In response to the new standard mileage rate from the IRS, our travel reimbursement policies have recently changed. As of January 1, 2009, the new reimbursement rate for car travel is 55 cents per mile.

View Northwestern's travel policies and procedures at:

www.northwestern.edu/finsys/polcydoc/t&manual.pdf.

NEED A CAR FOR ERRANDS?

In addition to our car-sharing agreement with I-GO, Zipcar is now offering discounted memberships to the Northwestern Community. Pay \$25 a year and the application fee will be waived for a total savings of \$50. Join before Valentine's Day and receive \$50 in driving credit; use the promo code, ZIPNU when applying.



For information on Zipcar's rates and locations, and to register, please visit: www.zipcar.com/nu.



For information on I-GO, visit: www.igocars.org. Enter the promo code: D25NWU to get a discount.

POSTAL RATE INCREASE

The Postal Service recently implemented new rates for commercial

shipping services including Express Mail, Priority Mail, and Parcel Select. These

changes should not have a large impact on the University. However, the Postal Service is expected to announce an overall postage increase for all services sometime in February.



Zipcar vehicles are conveniently parked around the Chicago and Evanston campuses.

like First Class stamps, annually every May, based on the December Consumer Price Index (CPI). The anticipated increase should average 3.8% over all their services and will most likely go into effect on May 10th.

Contact Tom Luczkowiak, Senior Manager, at 1-8411 or t-luczkowiak@northwestern.edu with any questions.

WE'VE MOVED!

Some of University Services' Evanston Office employees have moved from the 2020 Ridge location to 1801 Maple Avenue, Suite 2300.

Purchasing Resource Services (PRS), the Motor Pool, Mail Services, and Computer Recycling remain at 2020 Ridge Ave. Individual phone numbers are the same. Please note PRS' new fax number, 847-467-5400.

We look forward to seeing you at our new offices!



DON'T TRASH THAT TV!

The eCycling program now accepts University-owned televisions and microwaves.

Recycling your television is simple. Go to www.northwestern.edu/uservices/ecycle and fill out the pick-up form for University-owned electronic equipment. We will schedule a pick-up and dispose of the item free of charge.

To learn more about the eCycling program visit:

www.northwestern.edu/uservices/ecycle

CHICAGO FED EX DROP OFF DEADLINES

Please make sure to drop off outgoing FedEx items to the Chicago mailroom by 4 pm. This will ensure that items are picked up by FedEx for delivery that same day.

FAQ: COMMON CHART STRING QUESTIONS

Q: Why am I unable to use my grant for expenses such as postage, copies, etc.?

A: Certain types of expenses are not allowed by sponsors. If you are having problems charging an expense in NUFinancials, it might not be covered in your sponsored agreement. For information regarding grant financial policies and what types of costs can be charged to a sponsored agreement please visit NU's Accounting Services for Research and Sponsored Programs' website: www.northwestern.edu/asrsp or call 847-491-3385.

Q: What should I do if my expense is not covered by my grant?

A: Provide a different non-sponsored NUFinancials number, preferably using fund 110. In rare circumstances, an administrative expense may be allowable per federal or sponsor guidelines. In these cases, an OSR-2 form with a complete justification should be sent to OSR for review and determination. If allowable, the appropriate budget category will be opened in NUFinancials.

Q: How can I ensure my chart string number is filled out correctly?

A: If you separate the different fields (fund, department, project) in a chart string, please use a dash instead of leaving spaces between them. Also, remember to include the activity number if the chart string you are using has a project number. For more information about the University's new Chart of Accounts, see Project Café's Transition Workshop Materials page: <http://cafe.northwestern.edu/workshops/index.html>.

CHICAGO AFTER-HOURS MAIL DROP SLOT

University Services' Chicago office has an after-hours mail drop slot located in the Huron Street vestibule of Abbott Hall. This convenient drop off makes it easy to deposit health club and parking applications or Motorpool keys outside of normal business hours.

2008-2009 UNITED WAY CAMPAIGN RESULTS

Despite an economic recession, Northwestern University faculty and staff came together to help those in need. This year, the NU community raised \$269,717 for the United Way of Metropolitan Chicago.

Congratulations to the 2008-2009 participation rate winners:

\$1500 First Place: Controller' Office 1—Student Accounts and Loans,

100% participation, Campaign Manager: Kay West

\$1000 Second Place: University Relations, 56.10% participation, Campaign Manager: Al Cabbage

\$750 Third Place: Student Affairs 4—Norris Center and University Career Services, 42% participation, Campaign Manager: Rick Thomas

\$500 Fourth Place: University Services, 32.26% participation, Campaign Manager: Melissa Rivas

\$250 Most Improved: Also goes to Controller 1 Student Account and Loans: 20 percentage point increase from last year, and a new record.

Thank you to all of our campaign managers and our campaign co-chairs: Brian Peters and Lucile Krasnow.

FEATURED WILDCARD ADVANTAGE MEMBER: GIORDANO DANCE SCHOOL

It's hard to get moving when the weather outside is frightful, but an indoor dance class could be just the remedy for those winter blues. Northwestern faculty, staff, and students can warm up with a dance class at Giordano's Dance Studio for just \$10 with a WildCARD.

According to the school's manager, Melissa Mulvaney, the Northwestern Community has been boogying with Giordano's since its opening 55 years ago. The studio is at 614 Davis Street--a quick walk from the Evanston campus.



Giordano's offers a

wide variety of classes: jazz, ballet, modern, hip hop, tap, as well as a multitude of exercise classes. Pre-registration is not required. Just find a class that fits your fancy, show up, present your WildCARD, and pay \$10. All levels of experience are welcomed. Mulvaney says, "We have all ages and all levels, from dance majors, to people who've never taken a class before."

For more information on classes and times visit: www.giordanodance.org.

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

<p>Brian Peters, Director 1-8420</p> <p>Ellen Barnes, Program Manager 1-3274 Laboratory Supplies 3-0263 Stockroom, Chicago 3-7520 Stockroom, Evanston 1-8621 Office Supplies 1-7568 Trademark Licensing 1-3274</p> <p>Sarai Shacklett, Marketing Manager 7-3771 WildCARD Advantage Program 7-2491 Surplus Property Exchange 7-3771</p> <p>Marge Grzeszczuk, Program Manager 3-5445 Internal Moves 3-8500 Lab Gases, Alcohol, & Dry Ice 3-8828 Parking (Chicago campus only) 3-1103 Shipping, Receiving, & Delivery (Chicago campus only) 3-8500 Transportation Services. (Charter & Shuttle Buses) 3-8129</p> <p>Jim Konrad, Purchasing Director 1-8121 General Purchasing Questions and Contract Assistance 1-8120 Supplier Diversity 1-5321</p>	<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>UNIVERSITY SERVICES, NORTHWESTERN UNIVERSITY</p> <p>1801 Maple Avenue Suite 2300 Evanston, IL 60201-3150</p> <p>Tel: 847 491 7569 Fax: 847 491 3849 userservices@northwestern.edu</p> </div> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%; text-align: center;"> <p>We're on the web www.northwestern.edu/userservices</p> </div> <div style="margin-top: 10px;"> <p>Editor: Sara Schapmann s-schapmann@northwestern.edu</p> </div>	<p>Jeffrey Levin, Program Manager 1-5993 Business Office 3-0009 Calibration Services 1-5993 Computer Recycling 1-7569 Equipment Maintenance Program 1-5993 Fitness Center (Chicago Campus) 1-5993 Gas Cards 1-5993 Toner Program 1-5993 Travel Services 1-5993</p> <p>Thomas Luczkowiak, Sr Mgr 1-8411 Copier Management Program 1-8411 Copy Center Chicago 3-8995 Copy Center Evanston 1-3113 Copyright Clearance 3-8995 Mail Services Chicago 3-8131 Mail Services Evanston 1-7227 Motor Pool (Chicago Campus) 3-8129 Motor Pool (Evanston Campus) 1-3560 Printing Services, Chicago 3-8137 Printing Services, Evanston (847) 675-3700, Ext. 265</p> <p>Art Monge, Program Manager 7-3135 Vending Machines 7-6843 WildCARD, Chicago 3-0548 WildCARD, Evanston 7-6843</p>
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