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ransportation (continued)

Linda Stakenas, Chicago: 312.503.8129

Chicago Campus Parking

We manage Chicago Campus parking permits, parking garages, and parking violation appeals. Secure bike parking is also available on the Chicago Campus for a small annual fee. The bike room accommodates 68 bikes and is located in the Erie-Ontario Parking Garage. Marge Grzeszczuk, Manager: 312.503.5445
Andrea De Jesus, Program Assistant: 312.503.1103

T

ravel Services

Travel Services provides information and resources for booking travel arrangements, including travel policies, reimbursements, air travel, hotels, and car rentals.

Jeff Levin, Manager: 847.491.5993

Travel Agencies:

Tower Travel: 866.682.8785

T100 Group: 847.256.7570

Intra World Travel: 847.491.6930

V

ending

We manage the numerous vending machines located on both campuses and operate refund centers.

Ellen Barnes, Manager: 847.491.3274

W

ildCARD Office

The WildCARD Office issues multipurpose photo identification cards and takes passport photos. The WildCARD can be used to gain access to university buildings and events, to complete transactions with ATMs, vending

machines, copiers, washer/dryers, purchase food through a University Meal Plan, and more.

Art Monge, Manager: 847-467-3135

Wildcard Offices:

Evanston campus: 847.467.6843

Chicago campus: 312.503.0548

WildCARD Advantage Program

Hundreds of Chicago and Evanston area businesses offer discounts, free delivery, and even free items when you show your WildCARD. Megan Skord: 847.467.3771

University Services

Brian Peters 847.491.8420

*University Services
Director*

Jim Konrad 847.491.8121

Director of Purchasing

Tom Luczkowiak 847.491.8411

Senior Manager

Ellen Barnes 847.491.3274

Manager

Marge Grzeszczuk 312.503.5445

Manager

Jeffrey Levin 847.491.5993

Manager

Art Monge 847.467.3135

Manager

Sara Schapmann 847.467.2491

Manager

For more information on University Services' products and services, visit:
www.northwestern.edu/userservices

University Services Evanston Offices

Administrative Office
1801 Maple Avenue
Suite 2300
Evanston, Illinois 60201-3150

Purchasing Resource Services
2020 Ridge Ave, 2nd Floor
Evanston, IL 60208-4303
Fax: 847.467.5400

WildCARD Office
Norris University Center
1999 Campus Drive, Underground Level
Evanston, IL 60208

Mail Services, Computer Recycling
& Motor Pool
2020 Ridge Ave, 1st Floor
Evanston, IL 60208-4303

University Services Chicago Offices

Chicago Administrative Office
710 N. Lake Shore Drive
Abbott Hall Room 100
Chicago, IL 60611

Business Office
710 N. Lake Shore Drive
Abbott Hall, Room 1404
Chicago, IL 60611



NORTHWESTERN
UNIVERSITY

Northwestern University



University Services

University Services provides a wide array of products and services to the University community. From shuttles and travel to lab supplies, purchasing, WildCARDS and more, University Services has the service you need.

University Services

1801 Maple Avenue
Suite 2300
Evanston, Illinois 60201-3150

Phone: 847.491.7569

Fax: 847.491.3849

Email: userservices@northwestern.edu
www.northwestern.edu/userservices

Business Operations

We handle accounting for all of University Services' goods and services not purchased through iBuyNU.

Jeff Levin, Manager: 847.491.5993
Theresa McClain: 312.503.0009

Chicago Campus Fitness & Recreation

We manage memberships for Northwestern's Chicago students and employees eligible for discounted membership to Holmes Place Health Club and the Chicago Park District's Lake Shore Park Field House.

Jeff Levin, Manager: 847.491.5993
Salem Marrougi, Dept Assist: 847.467.0662
Holmes Place: 312.467.1111

Equipment

The copier management program provides affordable options for purchasing and leasing copiers.

Tom Luczkowiak, Sr. Manager: 847.491.8411

The equipment maintenance program can simplify equipment repair and preventative maintenance, and save money.

Ellen Barnes, Manager: 847.491.3274

The Surplus Property Exchange is an online bulletin board where Northwestern departments and schools can buy, sell, or exchange University-owned items.

Sara Schapmann: 847.467.2491

The computer recycling program helps students, faculty, staff and commercial tenants "e-cycle" their computers. Drop-off locations for students are available on both campuses, and a pick up service is provided for all University-

owned computer equipment.
Ellen Barnes, Manager: 847.491.3274

Laboratory

Lab supplies, chemicals, alcohol, and scientific equipment may be ordered online through iBuyNU or at the VWR stockrooms located on both campuses.

Steve Miner, Procurement Administrator:
847.467.0837

VWR Customer Service: 312.493.8479
Chicago Stockroom: 312.503.7520
Evanston Stockroom: 847.491.8621
Stockroom Billing, Ellen Barnes: 847.491.3274

Lab Gasses and Dry Ice can be ordered and delivered to both campuses. Other services, such as gas analysis and tank monitoring, are also available.

Eric Middleton: 312.503.8828

Calibration Services offers a preventative maintenance program including cleaning and calibration of lab equipment.

Ellen Barnes, Manager: 847.491.3274

Mail & Shipping

Mail Services delivers Evanston and Chicago campus mail, as well as domestic, international and bulk mail.

Tom Luczkowiak, Sr. Manager: 847.491.8411
James Harrell, EV Supervisor: 847.491.8662

Chicago Mail Services Supervisor: 312.503.9162
Mailrooms:

2020 Ridge, Dock 9: 847.491.7227
Tech Institute, #B158: 847.491.5424
Rebecca Crown Center, #G262: 847.467.2279
Morton Building, #B601: 312.503.8131

Marketing & Communications

We manage all communications, events, and promotions for University Services.

Sara Schapmann, Manager: 847.467.2491
Megan Skord, Coordinator: 847.467.3771

Moving

Moving services facilitates internal moves between locations on the Chicago campus.
Chicago Campus: 312.503.8129
For Evanston Campus, contact Facilities Management: 847.491.5201

Printing, Duplication & Copyright Clearance

We serve all of your in-house copying needs, from copying flyers and creating binders for presentations, to producing Northwestern course packets, business cards, envelopes, and letterhead.

Tom Luczkowiak, Sr. Manager: 847.491.8411
Agatha Collins, Asst. Manager: 847.503.8995
FedEx Office Locations:

Norris University Center: 847.491.3113
Chicago Campus: 312.503.8995

Purchasing Resource Services (PRS)

As the single point of contact for centralized procurement activities, Purchasing Resource Services (PRS) is here to help your department or school make informed purchasing decisions in accordance with University policy. We maintain and enforce the University's purchasing policies, establish Preferred Vendor contracts and agreements, approve purchases through NUFinancials, dispatch purchase orders and support and maintain iBuyNU.
Jim Konrad, Director: 847.491.8121

Chelsea Wagenblast, Dept. Assistant:
847.491.8120, Fax: 847.467.5400

Shipping & Receiving

We handle University-related shipping and receiving for the Chicago campus and Evanston campus McCormick School of Engineering.

Chicago - Hank Jones: 312.503.8500
McCormick - Dwight Taylor: 847.491.5424

Trademark Licensing

The Trademark Licensing Office manages the use of Northwestern's name, logos, trademarks, songs, mottos and mascots and the licensing of their use to manufacturers and vendors.

Ellen Barnes: 847.491.3274

Transportation

Shuttles

Northwestern manages a number of shuttles for students, faculty, and staff. The Chicago, Evanston, and Intercampus shuttles (except for the Train Station) are free with a valid WildCARD. Charter shuttle services are also available for official University business.
Marge Grzeszczuk, Manager: 312.503.5445
Zenobia Robinson, Charter Services Asst. Manager: 312.503.4147
Linda Stakenas, Shuttle Asst: 312.503.8129

Motor Pool

Cars, minivans, and cargo vans are available for lease or rental to students, faculty, and staff for official University business.

Tom Luczkowiak, Sr. Manager: 847.491.8411
Reservations:

Bobbi Jo Slusher, Evanston: 847.491.5075