Effective Monday, November 23, 2009, the ANSER Center will process all purchase orders funded using ANSER chart strings (containing Department ID 8286300). Please follow the procedures listed below. If you require access as a “Shopper” to Project Café, please complete the Project Cafe Security Access Form and e-mail a copy to Karolyn Godfrey.

**iBuy NU Orders:**

1. Place order through iBuyNU, then please assign your shopping cart to Ria Hirsch, r-hirsch@northwestern.edu
2. If your order exceeds $500.00:
   a. Obtain PI approval, either a signature or an e-mail stating “approved”
   b. E-mail the PI's approval to r-hirsch@northwestern.edu
3. Orders for Chang, Freeman, Hersam, Mason, and Stupp, please give packing slips to Ria Hirsch in room L112 in Tech.

**Non - iBuyNU Orders:**

Please use the ANSER Purchase Order Form to submit orders that cannot be placed through iBuyNU. You can find the ANSER Purchase Order Form at [www.anser.northwestern.edu](http://www.anser.northwestern.edu) listed under the “Resources” tab.

1. E-mail the completed purchase order form to Ria Hirsch, r-hirsch@northwestern.edu
2. If the order exceeds $500.00:
   a. Obtain PI approval, either a signature or an e-mail stating “approved”
   b. E-mail the approved purchase order form to r-hirsch@northwestern.edu
   c. Approved forms can also be delivered to Ria Hirsch, Room L112 in Tech.
3. Orders for Chang, Freeman, Hersam, Mason, and Stupp, please give packing slips to Ria Hirsch, Room L112 in Tech

Please contact Ria Hirsch or Karolyn Godfrey with all questions. Thank you.

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