



Purchase Order Processing for the Argonne-Northwestern Solar Energy Research (ANSER) Center

Effective Monday, November 16, 2009, the ANSER Center will process all purchase orders funded using ANSER chart strings. 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 Katy Pitt, k-pitt@northwestern.edu.
2. If your order exceeds \$500.00:
 - a. Print a screen shot of your cart
 - b. Then obtain PI approval, either a signature or an e-mail stating “approved”
 - c. E-mail the screen shot **and** the PI’s approval to anser@northwestern.edu
 - d. Signed screen shots can also be delivered to Katy Pitt, Room 1011, Ryan Hall
3. Orders for Chang, Freeman, Hersam, Mason, and Stupp, please give packing slips to Katy Pitt

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 [here](#) or at www.ansercenter.org listed under the “Resources” tab.

1. E-mail the completed purchase order form to anser@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 anser@northwestern.edu
 - c. Approved forms can also be delivered to Katy Pitt, Room 1011, Ryan Hall
3. Orders for Chang, Freeman, Hersam, Mason, and Stupp, please give packing slips to Katy Pitt

Please contact Katy Pitt or Karolyn Godfrey with all questions. Thank you.

Katy Pitt
k-pitt@northwestern.edu
2190 N. Campus Drive, 1011 Ryan Hall
P: 847.467.4910, F: 847.467.1425

Karolyn Godfrey
k-godfrey@northwestern.edu
2190 N. Campus Drive, 1005 Ryan Hall
P: 847.467.3329, F: 847.467.1425