

NEWS YOU CAN USE

Motorcycle Parking at Emory

Effective June 1, 2007, motorized cycle users are required to register for parking.

The new policy can be found at www.epcs.emory.edu/park/MOTORIZEDCYCLES.HTM.



Emory University encourages the use of motorcycles* to lessen the demand for parking on campus. Motorcycle operators may park in those areas outlined in the Parking Rules & Regulations as “parking” areas, excluding sidewalks, bike racks and the grass. Motorcycles are permitted in the parking decks in yellow marked areas excluding the end caps (at the end of a row of parking spaces), but cannot be parked in car spaces.

NOTE: Motorized vehicles are not permitted inside buildings at any time due to safety hazards.

*Includes any motorized means of transportation (i.e., scooters, skateboards, etc.)

1. Motorized Cycle Regulations

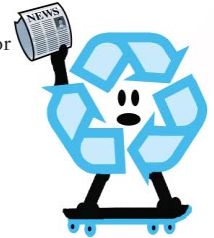
- a. Effective June 1, 2007, faculty, staff and students must obtain a permit for all motorized cycles including all two wheeled motorized vehicles under 50cc used on campus. “Motorized cycles” is defined to include all motorcycles, mopeds and scooters. There is no permit fee for the 2007-2008 academic year. The permit tag must be displayed attached to the right handlebar. The permit must be obtained within 24 hours of the first use of the motorized cycle on the Emory campus. The provisions in this section do not apply to visitors.
- b. Owners with motorized cycles over 50cc must provide a copy of their motorized cycle registration and show proof of their motorized cycle license at the time the Emory permit is issued.
- c. Motorized cycles are prohibited from using gated shuttle dedicated roads including, but not limited to, Asbury Circle within the gated pedestrian area and Starvine Way.
- d. Motorized cycles are prohibited from parking in bike racks, fire lanes, sidewalks, handicap spaces, access zones, unauthorized spaces or regular vehicle spaces or on the grass. Motorized cycles may not be driven on sidewalks of the campus.
- e. Motorized cycles with a valid Emory permit may park in any designated areas on campus including those in parking decks. Motorized cycles may park in orange-marked designated areas. Motorized cycles cannot park in areas that restrict egress for life safety purposes or in any other area that would impede or restrict pedestrian or vehicular traffic.
- f. Motorized cycles, except for mobility impaired, are not permitted inside buildings at any time.
- g. All violations involving motorized cycles are subject to citation, including immobilization and towing.

2. Permits for motor vehicle parking

Students and employees seeking to use a motorcycle as a mode of commuting to campus are not precluded from participation in other commute or parking options and holding other permits.

10 Simple Things to Promote a Sustainable Emory

1. Turn off lights when leaving a room.
2. Take the stairs rather than the elevator when possible.
3. Bike, walk, or take transit to Emory and off-campus.
4. Unplug! Cell phone chargers, i-pod chargers, and digital camera chargers can rob energy just by being plugged in, even when not in use.
5. Set up an office supply exchange within your department, check for surplus items before buying new, and, when you purchase new items, choose recycled-content, recyclable, and reusable products...and then recycle whatever you can!
6. Hibernate or turn off computers when not in use (ask your IT representative about what is most energy efficient for your computer).
7. Eat local food and purchase fair trade products as they become available in Emory’s cafeterias and carry those purchases in a reusable tote (rather than a plastic bag).
8. Change your desk lamp bulb from incandescent to compact fluorescent.
9. Use double-sided copying and printing (set it as the default so you don’t forget).
10. Move toward a paperless office by using technology (e.g., store documents on discs; use voicemail or e-mail instead of paper memos; use online journals/newsletters).



Costs of Driving Alone – It’s More Than Just the Gas in Your Tank



Gas prices have risen steadily since the first of the year, and many commuters are starting to feel the pinch in their wallets each time they fill up. However, the American Automobile Association’s annual study of driving costs reveals that the cost of driving – especially commuting alone in your car – is much more than just the price you pay at the pump.

- It costs an average of 52.2 cents per mile* to own and operate a new car in 2007, which is basically unchanged from one year ago.
- The average metro Atlanta commuter travels 28.8 miles each work day, at a cost of a little more than \$15. That’s more than \$330 a month!
- Commuters can save more than a thousand dollars a year by carpooling or riding transit. In fact, a carpooler pays as little as 33.7 cents per mile, or \$214 a month.

*Source: AAA, “Your Driving Costs 2007”

For more information on how you can cut your commute costs, visit www.ridecliff.org, www.187ridefind.com, and www.destination.emory.edu.

New Purchase Policy for Scientific and Laboratory Supplies



In January of 2006 the Finance department began an effort to manage the University's expenditures in a more strategic manner by implementing an online ordering system (Emory Express).

This system allows Emory to track detailed information about the goods and services purchased by the University and negotiate better pricing from vendors. In addition, the automated system allows purchase orders and invoices to be processed quickly and efficiently and strengthens our internal controls.

Effective July 1, 2007, the primary research areas of the University will have completed the implementation of the Emory Express ordering system and Accounts Payable will no longer process invoices for payment to scientific and laboratory supply vendors without a valid purchase order number. All orders, except as exempted on the overview of acquisition and payment for goods and services, must be placed via the Emory Express system.

To assist the campus with the procurement and payment of goods and services, an overview chart has been developed to use as a guide in determining the appropriate method to acquire goods and services.

Buying Overview (Partial Listing*)

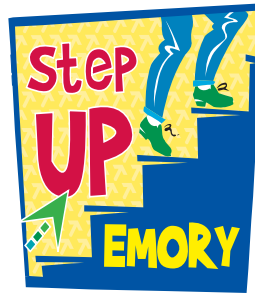
Emory Express Purchase Order is the required method of acquiring goods and services unless specifically stated otherwise.

- All requisitions placed via the Emory Express system result in a purchase order after all required approvals have been made.
- For all purchases/payments that should not be paid via the Procurement Card.
- Per the Purchase Order, the invoice is submitted to Payment Services; the invoice will be paid against the Purchase Order.
- Purchase orders of \$1,500 or more require receiving by the requesting department.
- Purchase orders of \$1,499 and less do not require receiving.
- Certain service vendors on the Emory Market Place website do not require purchase orders.
- Consulting contracts may be processed via the Emory Express non-catalog purchase order.

*To view and print the complete "Buying Overview" guide, visit www.finance.emory.edu. Select the "Buying in the Marketplace" tab at the top of the page and then select "Buying Overview" from the left-hand column under "Buying Information."

Please contact the Procurement and Payment Services call center at 404-727-5400 with questions regarding these policies and procedures and information on how to obtain needed goods and services.

Thank you for your support in ensuring that the University obtains maximum value for its expenditures.



Step Up Receives The Bronze Aster Award for Marketing

The Step Up Emory campaign has won the Bronze Aster Award for its current marketing materials.

The Aster Awards is a national medical marketing awards program allowing healthcare organizations and advertising agencies to compete against similarly sized competitors from across the nation.

Each year the Aster Awards has an annual contest allowing entries that are designed, printed and/or distributed the previous year to be scored and judged for the possibility of receiving a gold, silver, or bronze award. Entries with a perfect score will receive the coveted Judge's Choice Award.

The Aster Awards is hosted by Creative Images, Inc., an internationally recognized firm that has specialized in strategic healthcare marketing for more than 14 years. Creative Images, Inc., also publishes a full-color magazine, *Marketing Healthcare Today* in which all winners are listed in the May/June 2007 issue.

Emory Healthcare won an additional four awards, for more information please visit www.asterawards/winners.html.

Meet Me @ the Quad Walking Group



Join your co-workers for an outdoor walking group at the Quad.

- Every Friday
- June 1, 2007 - June 29, 2007
- From 8:00am to 8:30am.

This is a five week guided walk that will meet on the steps of the Administration Building facing the Quad. A special prize will be awarded if you attend all five walks.

Emory Temporary Services (ETS)

Do you need help in the office this summer? Staff taking vacation? Special Projects?

Let ETS help. We have pools of qualified temporary employees available now.

Call us today at 404-727-7590 or login to our online request form at www.wmory.edu/ets/request.



Emory Business Travel Insurance



Are you planning a business trip? For more information on Emory's business insurance coverage while traveling, please visit <https://www.finance.emory.edu/trave/newinsurance.cfm>. Look for more information to come.