



## Departments using Card Sale Forms:

As announced in the Project Café Cash Handling transition sessions, the Northwestern University Card Sale process will be substantially changing in preparation for the new financial system. As of May 31<sup>st</sup>, 2008, the Bursar's Offices will no longer process Card Sales. Refunds for Card Sales will no longer be processed by the Bursar's Offices as of August 1<sup>st</sup>, 2008.

Departments may still collect funds using the Card Sale forms after the cut-off dates; however, all funds collected from sales will need to be processed as a department deposit on an NUR (or the new CRT after September 1, 2008.)

Please consult the updated Northwestern University Cash Handling Policy and Procedure Manual on the Bursar's website for further details.

## FAQs

**Q: How are cards processed after May 31<sup>st</sup> 2008?**

A: Departments will issue and administer their own card sales.

**Q: Where can I get the new card sale forms?**

A: CUFS: <http://www.northwestern.edu/bursar/Forms/cardsaleCUFS.pdf>

Café: <http://www.northwestern.edu/bursar/Forms/cardsaleCafe.pdf>

**Q: How are card sale refunds handled after August 1<sup>st</sup> 2008?**

A: All Card Sales eligible for refund, including those originally processed by the Bursar's Offices, will be refunded by the originating department through petty cash (\$25 or less) or Accounts Payable check request.