



## **Financial and Accounting Forms**

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### **NUFinancials Online Transactions**

In the NUFinancials environment, many financial and accounting transactions are entered through online forms on the NUPortal pages or via NUFinancials. For NUFinancials access, log in to the [NUPortal](#). To review how to enter online transactions, refer to the [NUFinancials training materials](#).

### **NUFinancials Forms**

- **The pdf forms below are designed for Adobe Reader version 9 or above.** For best results with these forms, [download the current Adobe Reader version](#) at no charge.
- See the [Dept Code Lookup](#) to find your department's 3 character code for entry on the DPR, Visitor's Expense Report and Contracted Services forms.

### **Expenses, Payments, Reimbursements and Refunds**

Direct Payment Request Form <http://www.northwestern.edu/financial-operations/policies-procedures/forms/dpr.pdf>

Visitor's Expense Report Form [http://www.northwestern.edu/financial-operations/policies-procedures/forms/visitors\\_exp\\_rpt.pdf](http://www.northwestern.edu/financial-operations/policies-procedures/forms/visitors_exp_rpt.pdf)

Expense Policy Exception Request Form [http://www.northwestern.edu/financial-operations/policies-procedures/forms/policy\\_exception.pdf](http://www.northwestern.edu/financial-operations/policies-procedures/forms/policy_exception.pdf)

Accounts Payable International Wire Transfer Request Form (for wire payment to a foreign country by Ruesch) [http://www.northwestern.edu/financial-operations/policies-procedures/forms/AP\\_intl\\_wire.pdf](http://www.northwestern.edu/financial-operations/policies-procedures/forms/AP_intl_wire.pdf)

Domestic Electronic Funds Transfer Request Form  
[http://www.northwestern.edu/financial-operations/policies-procedures/forms/eft\\_dom.pdf](http://www.northwestern.edu/financial-operations/policies-procedures/forms/eft_dom.pdf)

Emergency International Electronic Funds Transfer Request  
[http://www.northwestern.edu/financial-operations/policies-procedures/forms/eft\\_intl.pdf](http://www.northwestern.edu/financial-operations/policies-procedures/forms/eft_intl.pdf)

Contracted Services Form for U.S. Residents  
<http://www.northwestern.edu/financial-operations/policies-procedures/forms/contractedservices.pdf>

Petty Cash Pay-out Form  
<http://www.northwestern.edu/bursar/Forms/PettyCashCafe.pdf>



## **Financial and Accounting Forms**

90-day Rule Memo Form

[http://www.northwestern.edu/financial-operations/policies-procedures/forms/90-Day\\_Memo\\_Form\\_and\\_Instructions.pdf](http://www.northwestern.edu/financial-operations/policies-procedures/forms/90-Day_Memo_Form_and_Instructions.pdf)

### **Purchasing/ Vendor**

Bid Documentation Form

<http://www.northwestern.edu/userservices/purchasing/bids.html>

Sole Source Justification Form

<http://www.northwestern.edu/userservices/purchasing/bids.html>

IRS Form W-9 Request for Taxpayer Identification Number and Certification

<http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>

### **Mobile Communications**

Mobile Communications Agreement for Employee-owned Devices with a Nontaxable Allowance

<http://www.northwestern.edu/financial-operations/policies-procedures/forms/MobileAgreeEmp.pdf>

Mobile Communications Agreement for University-owned Devices

<http://www.northwestern.edu/financial-operations/policies-procedures/forms/MobileAgreeUniv.pdf>

Mobile Communications Agreement for Employee-owned Devices and Service Plans with a Taxable Allowance

<http://www.northwestern.edu/financial-operations/policies-procedures/forms/MobileAgreeTaxable.pdf>

Additional Pay Form and Instructions

<http://www.northwestern.edu/hr/payroll/administratorpayments.html>

### **ChartField Maintenance**

Chartfield Maintenance Registration Form for Submitter

[http://www.northwestern.edu/financial-operations/policies-procedures/forms/CF\\_Maint\\_Reg\\_Form.pdf](http://www.northwestern.edu/financial-operations/policies-procedures/forms/CF_Maint_Reg_Form.pdf)



## **Financial and Accounting Forms**

### **Journal Processing**

Journal Spreadsheet Excel file [http://www.northwestern.edu/financial-operations/policies-procedures/forms/PSJournalSpreadsheet\\_v9b1.xls](http://www.northwestern.edu/financial-operations/policies-procedures/forms/PSJournalSpreadsheet_v9b1.xls)

Journal Upload Registration Form <http://www.northwestern.edu/financial-operations/policies-procedures/forms/JournalSpreadsheetRegistration.pdf>

Journal Upload Re-Registration Form  
<http://www.northwestern.edu/financial-operations/policies-procedures/forms/JournalSpreadsheetRe-registration.pdf>

90 Day Rule Justification Memo Form  
[http://www.northwestern.edu/financial-operations/policies-procedures/forms/90-Day\\_Memo\\_Form\\_and\\_Instructions.pdf](http://www.northwestern.edu/financial-operations/policies-procedures/forms/90-Day_Memo_Form_and_Instructions.pdf)

### **Preparing and Making Bank Deposits**

Printable Cash Receipt Ticket for backup purposes only  
<http://www.northwestern.edu/financial-operations/controller/treasury-operations/depository-services/cash-receipt-ticket.pdf>

### **Petty Cash and Change Funds**

Petty Cash Pay-out Form <http://www.northwestern.edu/financial-operations/controller/treasury-operations/depository-services/petty-cash-form.pdf>

Transfer of Petty Cash Fund Accountability  
<http://www.northwestern.edu/financial-operations/controller/treasury-operations/depository-services/cash-policy.pdf>

Transfer of Change Fund Accountability  
<http://www.northwestern.edu/financial-operations/controller/treasury-operations/depository-services/cash-policy.pdf>

### **Faculty and Staff Gifts**

Faculty or Staff Gift Policy  
[http://www.northwestern.edu/financial-operations/policies-procedures/facultystaff\\_giftpolicy.pdf](http://www.northwestern.edu/financial-operations/policies-procedures/facultystaff_giftpolicy.pdf)

Transmittal Form for Faculty or Staff Gift to the University  
[http://www.northwestern.edu/financial-operations/policies-procedures/forms/facultystaff\\_gifttransmittal.pdf](http://www.northwestern.edu/financial-operations/policies-procedures/forms/facultystaff_gifttransmittal.pdf)



## **Financial and Accounting Forms**

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### **Billing for Goods or Services Sold by a University Unit**

NU Invoice Form

[http://www.northwestern.edu/financial-operations/policies-procedures/forms/NU\\_Invoice.xls](http://www.northwestern.edu/financial-operations/policies-procedures/forms/NU_Invoice.xls)

### **Hosting a Conference or Academic Function**

Hotel Reservation Agreement Form

<http://www.univsvcs.northwestern.edu/travel/hotel.htm>

### **Equipment Inventory and Disposal**

Equipment Disposal Form

<http://www.northwestern.edu/fm/operations/recycling/donate.html>

Bill of Sale

[http://www.northwestern.edu/equipment-inventory/bill\\_of\\_sale.pdf](http://www.northwestern.edu/equipment-inventory/bill_of_sale.pdf)

Indemnification Agreement

[http://www.northwestern.edu/equipment-inventory/indemnification\\_agreement.pdf](http://www.northwestern.edu/equipment-inventory/indemnification_agreement.pdf)

Request Inventory form

<http://www.northwestern.edu/equipment-inventory/formrept.html>

Other Equipment Inventory Forms

<http://www.northwestern.edu/equipment-inventory/forms.html>

### **CUFS ViewDirect Forms**

ViewDirect Access Request Form

<http://www.northwestern.edu/finsys/viewdirect/ViewDirectIDrequestForm.pdf>

### **Charitable Donation and Fundraising**

Charitable Donation or Fundraising Request Form

<http://www.northwestern.edu/financial-operations/policies-procedures/forms/donation-fundraise-request.pdf>



## **Financial and Accounting Forms**

### **Contact Information**

#### **Expense, Payment, Reimbursement and Refund Forms**

Accounts Payable  
(847) 491-7339

#### **Mobile Communications Agreement Forms and Call Logs**

Ingrid Stafford  
847-491-4692  
E-mail: [l-stafford@northwestern.edu](mailto:l-stafford@northwestern.edu)

#### **Cell Phone Taxable Allowance/Additional Pay Form**

Barry Sexton  
847-491-8592  
E-mail: [b-sexton@northwestern.edu](mailto:b-sexton@northwestern.edu)

#### **Petty Cash, Change Fund, and Cash Receipt Ticket Forms**

Evanston Depository Services  
(847) 491-5343

Chicago Depository Services  
(312) 503-8525

#### **Electronic Funds Transfer Forms**

Treasury Operations  
(847) 467-0422

#### **90-day Rule Memo, ChartField Maintenance, Journal, Vendor IRS Form W-9, NU Invoice, and Equipment Inventory Forms**

Accounting Services  
(847) 491-5337

#### **Purchasing Forms**

Purchasing Resource Services  
(847) 491-8120  
[purchasing@northwestern.edu](mailto:purchasing@northwestern.edu)

#### **CUFS and ViewDirect Forms**

Financial Systems  
(847) 467-3777



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## **Financial and Accounting Forms**

### **Hotel Reservation Agreement Form**

Travel Services  
(847) 491-5993

### **Gift Transmittal Form**

Development Gift & Record Services  
(847) 491-7520