



## **Financial and Accounting Policies and Procedures**

### **Anti-Bribery**

The Anti-Bribery policy provides guidance to departments and schools regarding bribery and other improper payments in the conduct of Northwestern University business operations as required by the Foreign Corrupt Practices Act.

<http://www.northwestern.edu/financial-operations/policies-procedures/policies/anti-bribery.pdf>

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

Cash Handling Policies & Procedures

<http://www.northwestern.edu/controller/treasury-operations/depository-services/cash-policy.pdf>

Merchant Card Processing Policy and Application Packet

<http://www.northwestern.edu/controller/treasury-operations/amex/corporate-card-policy.pdf>

### **Budget Reconciliation**

Budget Reconciliation Procedures

<http://www.northwestern.edu/financial-operations/policies-procedures/purchasing/BudgetReconciliationProcedures.pdf>

### **Charitable Donations and Fundraising**

Charitable Donations by the University

<http://www.northwestern.edu/financial-operations/policies-procedures/policies/charitable-donations.pdf>

Fundraising for Other Charitable Orgs

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

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

Accounts Payable International and Foreign Currency Payment Procedures

[http://www.northwestern.edu/financial-operations/policies-procedures/policies/AP\\_International\\_Payments.pdf](http://www.northwestern.edu/financial-operations/policies-procedures/policies/AP_International_Payments.pdf)

Direct Payment Request Policy [http://www.northwestern.edu/financial-operations/policies-procedures/policies/DPR\\_Policy.pdf](http://www.northwestern.edu/financial-operations/policies-procedures/policies/DPR_Policy.pdf)



## **Financial and Accounting Policies and Procedures**

Entertainment & Courtesy Guidelines <http://www.northwestern.edu/financial-operations/policies-procedures/policies/travel.pdf>

Express Check Policy\_ [http://www.northwestern.edu/financial-operations/policies-procedures/policies/Express\\_Check\\_Policy.pdf](http://www.northwestern.edu/financial-operations/policies-procedures/policies/Express_Check_Policy.pdf)

Payments to Non-resident Alien Independent Contractors  
<http://www.northwestern.edu/hr/policies-forms/policies-procedures/payroll-admin/engaging-individuals-as-independent-contractors.html>

Procurement Card Cardholder Guide <http://www.northwestern.edu/financial-operations/policies-procedures/policies/ProCardGuide.pdf>

90-day Rule Policy and FAQs  
[http://www.northwestern.edu/financial-operations/policies-procedures/policies/90-Day\\_Rule\\_Policy\\_and\\_FAQs.pdf](http://www.northwestern.edu/financial-operations/policies-procedures/policies/90-Day_Rule_Policy_and_FAQs.pdf)

Non-travel Advance Policy and Procedures  
[http://www.northwestern.edu/financial-operations/policies-procedures/policies/Non-travel\\_Advance\\_Policy.pdf](http://www.northwestern.edu/financial-operations/policies-procedures/policies/Non-travel_Advance_Policy.pdf)

Travel Policies & Procedures <http://www.northwestern.edu/financial-operations/policies-procedures/policies/travel.pdf>

### **Equipment Inventory and Disposal**

Equipment Policy Manual <http://www.northwestern.edu/financial-operations/policies-procedures/policies/equipment-policy-manual.pdf>

### **Gifts, Faculty and Staff**

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

### **Human Subject Payments**

Human Subject Payment Policy  
<http://www.northwestern.edu/financial-operations/policies-procedures/policies/HumanSubjectPayments.pdf>



## **Financial and Accounting Policies and Procedures**

### **Identity Theft Prevention**

Identity Theft Prevention Policy

[http://www.northwestern.edu/sfs/documents/publications\\_and\\_forms/ID\\_Theft\\_2009.pdf](http://www.northwestern.edu/sfs/documents/publications_and_forms/ID_Theft_2009.pdf)

### **Journal Processing**

90-day Rule Policy and FAQs

[http://www.northwestern.edu/financial-operations/policies-procedures/policies/90-Day\\_Rule\\_Policy\\_and\\_FAQs.pdf](http://www.northwestern.edu/financial-operations/policies-procedures/policies/90-Day_Rule_Policy_and_FAQs.pdf)

### **Mobile Communications and Home Computing Policy**

Cell phones, PDAs, Smartphones, iPhones and related service plans, laptop or tablet computers, home Internet connectivity and home computing

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

Taxable Allowance for Employee-owned Device and Service Plan

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

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

Cash Handling Policies & Procedures

<http://www.northwestern.edu/controller/treasury-operations/depository-services/cash-policy.pdf>

### **Purchasing**

Purchasing Policy and Procedures

<http://www.northwestern.edu/userservices/purchasing/policy.pdf>

Purchasing Policy – Quick Reference Guide

<http://www.northwestern.edu/userservices/purchasing/quick.pdf>

### **Travel, Entertainment & Courtesy**

Travel, Entertainment & Courtesy Policies & Procedures

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

Direct billing to hotels for conferences or academic functions

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