



Financial and Accounting Policies and Procedures

Expenses, Payments, Reimbursements and Refunds

Procurement Card Cardholder Guide

<http://www.northwestern.edu/finsys/ps/policies/ProCardGuide.pdf>

Direct Payment Request Policy

http://www.northwestern.edu/finsys/ps/policies/DPR_Policy.pdf

Accounts Payable International and Foreign Currency Payment Procedures

http://www.northwestern.edu/finsys/ps/policies/AP_International_Payments.pdf)

Payments to Non-resident Alien Independent Contractors

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

Non-travel Advance Policy and Procedures

http://www.northwestern.edu/finsys/ps/policies/Non-travel_Advance_Policy.pdf

Express Check Policy

http://www.northwestern.edu/finsys/ps/policies/Express_Check_Policy.pdf

Travel Policies & Procedures

<http://www.northwestern.edu/finsys/ps/policies/travel.pdf>

Entertainment & Courtesy Guidelines

<http://www.northwestern.edu/finsys/ps/policies/entertainment.pdf>

90-day Rule Policy and FAQs

http://www.northwestern.edu/finsys/ps/policies/90-Day_Rule_Policy_and_FAQs.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

Travel Policies & Procedures

<http://www.northwestern.edu/finsys/ps/policies/travel.pdf>



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Entertainment & Courtesy

Entertainment & Courtesy Guidelines

<http://www.northwestern.edu/finsys/ps/policies/entertainment.pdf>

Direct billing to hotels for conferences or academic functions

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

Mobile Communications and Mobile/Home Computing Guidelines

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

<http://www.northwestern.edu/finsys/ps/policies/MobileGuidelines.pdf>

Journal Processing

90-day Rule Policy and FAQs

<http://www.northwestern.edu/finsys/ps/policies/90-Day Rule Policy and FAQs.pdf>

Preparing and Making Bank Deposits

Cash Handling Policies & Procedures

<http://www.northwestern.edu/bursar/docs/cashmanual.pdf>

Merchant Card Processing Policy and Application Packet

<http://www.northwestern.edu/bursar/docs/ccpolicy.html>

Petty Cash and Change Funds

Cash Handling Policies & Procedures

<http://www.northwestern.edu/bursar/docs/cashmanual.pdf>

Faculty and Staff Gifts

Policy on Gifts from Faculty and Staff

<http://www.northwestern.edu/finsys/polcydoc/gifts/facultygift.htm>



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Equipment Inventory and Disposal

Equipment Policy Manual

http://www.northwestern.edu/finsys/ps/policies/Equipment_Policy_Manual.pdf

Identity Theft Prevention

Identity Theft Prevention Policy

http://www.northwestern.edu/finsys/ps/policies/ID_Theft.pdf