A. Introduction

Northwestern University recognizes that schools and departments are in the best position to determine their purchasing needs, and promotes and supports a procurement environment that enables them to efficiently and effectively conduct their business. Policies, procedures, and processes are designed to assure products and services are delivered in a timely and cost effective manner, while also making sure appropriate business decisions are made in the best interest of the University.

Procurement and Payment Services (PPS) has established several purchasing and payment methods for schools and department based on the given purchase (see table 1 below).

**Table 1 – Northwestern approved purchasing and payment methods**

<table>
<thead>
<tr>
<th>Procurement Method</th>
<th>Type of Purchase</th>
<th>Most purchases start with a Standard Requisition</th>
<th>Special Requisition Type</th>
<th>Alternative procurement and payment methods (non-PO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>iBuyNU (Catalog Requisition)</td>
<td>Web-based ordering from Preferred Vendors at contract pricing</td>
<td>Non-Catalog Requisition</td>
<td>Blanket Order Requisition</td>
<td>Online Voucher (DPR)</td>
</tr>
<tr>
<td>Non-Catalog Requisition</td>
<td>Ordering from all other vendors (including Preferred Vendors not in iBuyNU)</td>
<td>Payment for repetitive services under contract</td>
<td>Check request to pay for services that do not fit the normal PO process</td>
<td>Corporate Card</td>
</tr>
</tbody>
</table>

This Cardholder Guide is meant to provide guidance to end users when making purchases on behalf of Northwestern with their Northwestern Corporate Card.

B. Corporate Card Overview

Northwestern's Corporate Credit Card is a key component of the overall University procurement strategy, featuring a portfolio of tools that schools and departments can use for purchasing and payment. The card offers greater flexibility, and a more efficient and streamlined experience for small dollar, low risk transactions.

C. Corporate Card Information

The Corporate Card is a MasterCard issued and branded by JPMorgan Chase as the ‘One Card.’ Featuring built in chip technology, the card offers enhanced security and helps deter data theft and counterfeiting. The card is not tied to the cardholder’s personal credit as it is a corporate liability card.

D. Obtaining a Card

To obtain a card, simply fill out and submit the 'Northwestern Corporate and Application and Agreement Form' to the Corporate Card office. Prior to submitting your application, please ensure you route it to the appropriate approving office for your department or school:

- Schools: Dean’s office
- Central administration: leadership of the functional area
• Fraternities and Sororities: Student Affairs and the applicable House Corporation (contact Sheila Driscoll at s-driscoll@northwestern.edu)
• See Appendix A for special school and department eligibility requirements

Prospective cardholders must also meet the following eligibility requirements:

• A United States resident
• A permanent employee of Northwestern University

Training

Approved cardholders are invited to attend a training session led by the Corporate Card office to learn more about the various features, policies, and procedures associated with the card. Cards are either distributed at the end of the session, or available to pick up on a later date at the following locations:

• Evanston: the Corporate Card office at 2020 Ridge Avenue
• Chicago: the Depository Services office in Abbott Hall

Please note that a photo identification is required (University Wildcard or driver’s license), and cards are only provided to the cardholder.

All cardholders should review the Cardholder Guide, as they are responsible for understanding and adhering to all enclosed policies and procedures. Cardholders should also review the Northwestern Travel and Entertainment Policy and the Purchasing and Payment Policy.

E. Transaction Limit Options

Below are the standard transaction limit and monthly credit limit options available:

<table>
<thead>
<tr>
<th>Per Transaction Limit</th>
<th>Monthly Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>$500</td>
<td>$1,000</td>
</tr>
<tr>
<td>$2,500</td>
<td>$5,000</td>
</tr>
<tr>
<td>$4,999</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

Departments and schools can request alternative transaction limits to accommodate special purchasing circumstances.

Temporary and permanent dollar limit and MCC code changes on existing cards can be requested as follows:

• Fill out the Change Form and submit it to the Corporate Card office. Supervisor approval is required. Changes for Fraternities and Sororities also require approval of your House Director and Student Affairs.

F. Card Activation Instructions

Once you receive your new Northwestern Corporate Card:

1. **Read the card enclosures**: The enclosed materials will assist you in better understanding card benefits and usage.

2. **Activate and set your PIN**: Call the number on the activation label to activate your card and set your PIN.

3. **Using your card**: You will continue to sign for most purchases at chip readers. You may only be prompted to enter your PIN for purchases at self-service locations. You do not need to use your
PIN for online/phone purchases. After using your new chip card at a physical chip reader two times, your PIN will be synced to your card.

G. Using the Card

Please use the card for official University business expenditures only, and not for personal expenses. Contact the vendor and agree to the price, quantity, terms, and delivery date.

Please use the chart below as a guide when considering whether you can use your card to make a specific purchase:

<table>
<thead>
<tr>
<th>Acceptable purchases include:</th>
<th>Unauthorized purchases include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference registration fees</td>
<td>Personal purchases</td>
</tr>
<tr>
<td>Subscriptions</td>
<td>Cash advances</td>
</tr>
<tr>
<td>Membership dues</td>
<td>Excluded, high risk merchant categories codes (MCC)</td>
</tr>
<tr>
<td>Emergencies (products or services)</td>
<td>Any item exceeding the card’s pre-established transaction limit</td>
</tr>
<tr>
<td>Internet orders (when item needed cannot be found from any other source)</td>
<td>Alcoholic beverages may only be purchased for functions hosted by Northwestern and should be charged to account code 76727</td>
</tr>
<tr>
<td>Local purchases when there is no time to wait for next day delivery</td>
<td>Travel expenses such as airline tickets, hotel accommodations, and car rentals</td>
</tr>
<tr>
<td>Small dollar purchases when a purchase order (PO) is not necessary</td>
<td>Entertainment expenses, meals</td>
</tr>
<tr>
<td></td>
<td>Under no circumstances should a purchase be split into multiple transactions to bypass the single transaction dollar limit</td>
</tr>
<tr>
<td></td>
<td>See Appendix A for special school and department restrictions</td>
</tr>
</tbody>
</table>

Purchases must comply with the following:

- [Corporate Card Cardholder Guide](#)
- [Northwestern Travel and Entertainment Guidelines](#)
- [Northwestern Purchasing and Payment Policy](#)

Prior to using the card, cardholders should confirm whether or not the given product or service is available through a Northwestern Preferred Vendor or on iBuyNU. More information is available at [www.northwestern.edu/procurement/purchasing/purchasing-strategic-sourcing/preferred-vendors/index.html](http://www.northwestern.edu/procurement/purchasing/purchasing-strategic-sourcing/preferred-vendors/index.html)

Cardholders should be cognizant of the spending limits on their account and keep track of their monthly purchases to make sure they do not reach their limit. The card cycle begins on the 26th of the month and ends on the 25th of the following month.

Cardholders should also obtain a receipt at the time of purchase. If the purchase is via phone, mail, or internet, make sure the vendor sends a receipt via email or includes the receipt with the goods when the product is shipped to you. This receipt is the only original documentation that a purchase was made using the Corporate Card.
H. Managing Transactions

Corporate Card transactions should be reconciled in a timely manner and all transactions must be reconciled on an expense report in NUFinancials and approved within 30 days after the transaction occurs.

- Best Practice: Weekly reconciliation
- Required: Monthly reconciliation

Cardholders who have unreconciled transactions in My Wallet for more than 90 days will have their account suspended until the transactions are reconciled on an expense report.

The process for reconciling Corporate Card transactions is as follows:

- Transactions are automatically loaded into My Wallet, which is a module in NUFinancials.
- Cardholders or their proxy prepare an expense report in NUFinancials, pulling the transactions into the expense report from My Wallet.
- Receipts are electronically attached.
- The chart string and account code are verified.
- A detailed line description (what was purchased, reason for the purchase) is added for each transaction.
- If a proxy prepared the expense report and submitted it on the cardholder’s behalf, the cardholder will need to approve their expense report in NUFinancials before it is routed for approvals.
- The expense report will then route to supervisor for approval.

Other reconciliation requirements are as follows:

- Cardholder’s supervisor should verify that the purchase was appropriate and adhered to purchasing policies prior to approving expense report. The Corporate Card office should be contacted if inappropriate purchases are identified.
- An exception form must be attached for missing receipts greater than $40.
- The 90-day rule exception form must also be attached if transaction is processed after 90 days.
- Original receipts should be maintained by the cardholder until the expense report has been fully approved.
- If an unauthorized charge (personal purchase, against policy, etc.) is made on the card, it must be reconciled on an expense report as a credit. The employee must reimburse the University via personal check when submitting the expense report.

Fraternities and Sororities should forward their statements and receipts to the appropriate office or personnel designated by their House Corporation. Each account must be reconciled by the 20th of the subsequent month.

Training information on how to process and expense report for transactions in My Wallet is available at http://ffra.northwestern.edu/training/curriculum.html.

How to Monitor Card Activity. There are several ways in which cardholders and their support staff can appropriately monitor activity on their card. Utilizing one or more of these options helps ensure that transactions are reconciled in a timely manner:

- Turn on email notifications in PaymentNet

  To turn on this notification:
  1. Log into PaymentNet at www.paymentnet.jpmorgan.com (if you need help resetting your password please contact the Corporate Card office at corporate-card@northwestern.edu
  2. Click on My Profile in the upper right hand corner of the screen
  3. Under Options for E-mail Notification choose Transactions for Review (new)
4. Click Save

• **Access My Wallet anytime to monitor card activity**

To access My Wallet:

1. Log into the NUportal via [https://nuportal.northwestern.edu](https://nuportal.northwestern.edu).
2. Select NUFinancials.
3. Go to Main Menu > Travel and Expenses > Central Entry > Wallet Transactions
4. Enter your employee ID or name (lastname,firstname), click on search and choose it from the results.
5. Select Finish.

• **Monitor card activity using the SC034 in Cognos**

To run the SC034 to view card activity:

1. Log into the NUportal via [https://nuportal.northwestern.edu](https://nuportal.northwestern.edu).
2. Select Cognos.
4. Choose the date range you want to see. If you’re running it weekly you can choose the last 7 days.
5. Choose Transaction Type Both to see unreconciled transactions and transactions on expense reports that have not been posted.
6. In the Card Holder section enter your employee ID or name (lastname,firstname), click on search and choose it from the results.
7. Select Finish.

Please note that there is a 1-2 day delay after using the card before the transaction can be viewed using any of the above methods.

I. **Sales Tax**

Northwestern University is a tax-exempt 501(c)3 organization for research and education. Therefore, no sales tax should be charged on business-related purchases. The cardholder should inform the vendor of the tax-exempt number for Northwestern at the time of purchase (it is printed on the bottom of the card).

It is the responsibility of cardholders to ensure that no sales tax is charged on their purchases. If sales tax was charged, the cardholder should immediately contact the vendor to have the sales tax reversed. Dean’s office approval or functional area leadership approval is required for exceptions.

If necessary, cardholders may obtain a copy of Northwestern’s Illinois Tax Exempt One Time Use Letter at [http://www.northwestern.edu/procurement/policies-forms/tax-exempt-status.html](http://www.northwestern.edu/procurement/policies-forms/tax-exempt-status.html). This letter is to be executed by an authorized/approved purchaser within the school/department and signed by their supervisor.

J. **Resolving Errors and Disputes**

In the case of an error, please contact the vendor first as most disputes can successfully be resolved this way. If you are unable to reach an agreement with the vendor, please contact the Corporate Card office for assistance.

K. **Paying the Bill**
Northwestern’s Corporate Card is a corporate pay arrangement. Account balances will be paid in full each week by Northwestern. Please do not send your monthly statement to Accounts Payable with a check request.

L. **Security/Personal Responsibility**

The card is issued in the name of the cardholder, but is the property of Northwestern. The card is not transferable and may not be used by anyone other than the cardholder. The cardholder is responsible for the security of his or her card and the transactions made against the card.

Intentional misuse or fraudulent abuse will result in personal liability and or disciplinary action up to and including dismissal from the Program and Northwestern. It may also result in prosecution. The cardholder will be responsible for the repayment of all inappropriate purchases, including any fees and penalties associated with unauthorized usage of the card.

Accidental personal use of the card should be immediately reported to the Corporate Card office. Northwestern must be reimbursed by a credit to the card or a personal check from the cardholder. The cardholder’s supervisor and the appropriate Dean’s Office will be notified of accidental misuse.

M. **Refusal of Card or Account**

Should you be declined at the point of sale for any reason, please contact JPMorgan Chase Customer Service at 1-800-316-6056. This telephone number is also found on the back of the card.

N. **Merchants That Do Not Accept the Card**

The Program is NOT open to all merchants. Merchant category codes (MCC), and not the individual merchants, are included or excluded at the discretion of Northwestern. Cardholders have the freedom to purchase from any merchant within an approved category or any other merchant within that category.

Should the cardholder need to purchase from a merchant category that is not open, the administrator should email a request to the Corporate Card office.

O. **Lost or Stolen Cards**

If your Corporate Card is lost or stolen, or if the cardholder suspects the card or account number has been compromised, the cardholder should immediately notify JPMorgan Chase at 800.316.6056 and the Northwestern Corporate Card Office at 847.491.5340. The cardholder should also notify their department head or designated personnel.

Fraternity and sorority members must also notify the House designated personnel as well as the Director of Business and Finance for Student Affairs.

P. **Departmental Changes**

Cardholders who either transfer to a new department or leave the University should cease use of the card, notify the Corporate Card office, and return the card. Transfers may complete a new Corporate Card Application and Agreement Form, and obtain appropriate department approval.

It is recommended that cardholders stop using their card at least one week prior to leaving or transferring so all transactions can be processed. Department must make sure all outstanding transactions are processed on an expense report, with receipts, prior to the cardholder making a transition internally, or leaving the University.

Q. **On Line Retailers (like Amazon)**
Beginning February 1, 2015, internet retailers began collecting sales tax in Illinois. Northwestern University is a private, not for profit, coeducational institution that is exempt from sales tax. This change in Illinois law has caused many questions and heightened the need to put better controls in place regarding the use of Amazon and other internet retailers.

Use of membership clubs and setting up on-line accounts like Amazon is generally discouraged, purchases over the internet should be minimized, and individuals are not to advance their own personal funds to purchase supplies and services on behalf of Northwestern. Cardholders should confirm whether the product or service needed is available from a Northwestern Preferred Vendor or could be purchased through iBuyNU before using Amazon.

However, we acknowledge that there are times when Amazon may be the best option for hard to find items or items not available from Preferred Vendors. To make purchases from Amazon, departments/schools need to set up a business account under the primary Northwestern Amazon account. A Corporate Card is to be used for payment. Details are available on the following web page:

- **How to establish Internet Retailer Account (such as Amazon)**

**R. Corporate Card Transaction Review**

Your card activity is subject to periodic reviews by Procurement and Payment Services to protect both you and Northwestern. The reviews are designed to ensure adherence to the Program's guidelines and that no fraudulent activity has occurred. In the event of misuse, future use of a Corporate Card may be affected.

**S. Corporate Card Office Contact Information**

Mary Hallissey, Manager
m-hallissey@northwestern.edu
847.491.5340

Pat Fulton, Accountant
p-fulton@northwestern.edu
847.467.3624

2020 Ridge Avenue, Room 111
Evanston, IL 60208
corporate-card@northwestern.edu
www.northwestern.edu/procurement/payment/corporate-card.html

Updated: May 1, 2017
# Appendix A

Special School and Department restrictions on who is eligible for a card:

<table>
<thead>
<tr>
<th></th>
<th>NU</th>
<th>Feinberg</th>
<th>McCormick</th>
<th>Law</th>
<th>Weinberg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty members</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Temporary employees</td>
<td>CTD/NHSI only</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Visiting Postdocs, Scholars, etc.</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Work study participants</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Contractors</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

Special School and Department card restrictions:

<table>
<thead>
<tr>
<th></th>
<th>Feinberg</th>
<th>McCormick</th>
<th>Law</th>
<th>Weinberg</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dining out at restaurants (the Corporate Card may be used to cater in for special events that are within NU policies/procedures.)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Alcoholic Beverages</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Cellular Phones/Pagers</td>
<td>No</td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Club Memberships</td>
<td>No</td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Gifts</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Flowers</td>
<td>No</td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Purchases made on auction sites (e.g. Ebay, Ubid, etc.)</td>
<td>No</td>
<td></td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Deposits for events (catering, hotel reservations, etc.)</td>
<td>No</td>
<td></td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>