Procurement Card Program

2016 Procurement Card Overview
Procurement and Payment Services

Northwestern
Topics of Discussion

- Purpose of program
- Making purchases at NU
- Cardholders’ responsibilities
- Disciplinary actions
- Excluded merchants
- Websites
- Card restrictions
- Using the card
Topics of Discussion

• Reconciling your account
• Resolving errors and disputes
• Lost or stolen cards
• Refusal of card
• Termination of employment or transfer
• PaymentNet
The Purpose of the Program

- Simplify small dollar purchases
- Simplify online purchases
- Provide significant savings in the cost of the procurement/payment process
The Basics

• MasterCard credit card
• Issued by JPMorgan Chase
• PaymentNet
• My Wallet
Making Purchases at NU

• iBuyNU
• Procard
• Purchase orders
Cardholders’ Responsibilities

- Attend training session
- Sign for card
- Keep card secure
- Responsible for all charges
- Prepare My Wallet expense reports
Unallowable use of Card

Accidental personal purchase on card, notify the Procurement Card office.
• Have vendor reverse charge or
• Reimburse university with personal check

Intentional misuse of card results in:
• Personal liability for fraudulent purchases
• Dismissal from NU
• Criminal Prosecution
Card Limitations

- Credit limit per cycle
- Transaction limit
- Excluded Merchant Category Code (MCC) list
- Required to follow all NU Policies and Procedures
Card Restrictions

• No personal use
• No travel and entertainment
• No splitting transactions to avoid limits
• May only be used by cardholder
• Must be closed when cardholder leaves department
Using the Card

- Provide Tax Exempt number for Northwestern University
- Obtain receipt
- Prepare expense reports for transactions in My Wallet
Reconciling Your Account

• Cycle cut-off date is 25th monthly
• Attach copies of receipts to expense report
• Best practice is to expense transactions weekly
• Transactions must be expensed within 30 days
Resolving Errors and Disputes

- Contact vendor to correct error
- If that fails initiate dispute through PaymentNet or contact Procurement Card office
- Initiate disputes within 60 days of transaction date
Lost or Stolen Cards

• Immediately contact JPMorgan Chase Bank
• Notify department administrator
• Notify Procurement Card Administrator
• Procurement Card Administrator will notify you when replacement card is ready for pick up
Refusal of Card

To determine reason for decline go to Authorization/Declines in PaymentNet or Contact Procurement Card Office or Contact JP Morgan Chase Customer Service

- Card limits or available credit
- Merchant Category Code (MCC) is not allowed
- Wrong CVV number
- Wrong expiration date
Resolutions for declines

To resolve issues blocking a purchase:

• Send email to school/department administrator requesting an exception be approved
• Limits can be increased either temporarily or permanently
• Restrictions can be lifted temporarily
Termination of Employment or Transfer

Notify Procurement Card Administrator immediately, if you:

- Transfer to a new department
- Leave the University
PaymentNet

• Electronic reporting tool for Procurement Card Program
• Developed by JPMorgan Chase
• Contains Information About:
  1. Cardholders
  2. Spending limits
  3. Card transactions
PaymentNet

- Contact information
- Cardholder profile
- Card transactions
- Monthly statements
My Profile

- General information: name, user ID, email address, change password, enable email notification

- Screen views: allows cardholder to personalize the transactions screen

- Accounts: shows address, hierarchy, limits
Transactions: Manage

- Transactions for last 30 days
- Select transaction to view
- Addendum tab gives purchase details
Transactions: Query

• Allows cardholder to query prior transactions
• Information available for 24 months
• Save queries
• Create export file of query results
Transactions: Statement

• Allows cardholder to view monthly statement
• Print or save as pdf file
• Statements available for 24 months
Where to Begin

• Activate your card: last 4 of SSN, dob, empl ID
• Bookmark PaymentNet website
• Log into PaymentNet
• Mark remember my Organization ID
• Verify your name, email address & limits
Websites

• **Procurement Card Program:**
  northwestern.edu/procurement/payment/procard/index.html

• **Northwestern University Policies:**
  policies.northwestern.edu/

• **Office for Audit and Advisory Services:**
  northwestern.edu/auditing/how/fraud.html