Procurement Card Program
Introduction

- MasterCard credit card
- Issued by JPMorganChase
- PaymentNet
Topics of Discussion

- Making purchases at NU
- Purpose of program
- 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
Making Purchases at NU

- iBuyNU
- Preferred vendors
- Procard
- Purchase orders
- Blanket order requisition
The Purpose of the Program

- Expedite the ordering and delivery of goods and services
- Eliminate the need for issuing purchase orders and processing receivers
- Provide significant savings in the cost of the procurement/payment process
- Simplify purchasing of small dollar purchases
Cardholders’ Responsibilities

- Attend training session
- Collect and sign for card
- Responsible for card security
- Keep a record of card number
- Keep a record of bank telephone number
- Responsible for all charges
- Keep transaction records
Disciplinary Action

- Personal liability and/or disciplinary action
- Dismissal from program and NU
- Repayment of all fees
Excluded Merchants

- Excluded Merchant Category Code (MCC) list
- Required to follow all NU Policies and Procedures
Websites

- **Procurement Card Program:**

- **Northwestern University Policies:**
  [http://policies.northwestern.edu/](http://policies.northwestern.edu/)

- **Office for Audit and Advisory Services:**
  [http://www.northwestern.edu/auditing/how/fraud.html](http://www.northwestern.edu/auditing/how/fraud.html)
Card Restrictions

- No cash advances
- No personal use
- No travel and entertainment
- No split transactions
- Not transferable
- May only be used by cardholder
Using the Card

- Contact Vendor
- Provide tax-exempt Number for Northwestern University
- Obtain receipt
- Record transaction on transaction log
- Update transactions in PaymentNet prior to upload
Cycle cut-off date is 25\textsuperscript{th} monthly
Use monthly transaction log
Print statement
Attach receipts to statement
Sign statement as proof of verification
Forward statement with receipts & log to department head for approval
Reconcile statement by 20\textsuperscript{th} of following month
Resolving Errors and Disputes

- First contact vendor
- If that fails initiate dispute through PaymentNet
- Initiate disputes within 60 days of transaction date
Lost or Stolen Cards

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

- Check card limits & available credit
- Contact Procurement Card Administrator or
- Contact JP Morgan Chase Customer Service
- Ask bank representative for 4-digit Merchant Category Code (MCC)
- Inform department administrator
- Department administrator may request approval of exception by dean’s office
Termination of Employment or Transfer

- Notify Procurement Card Administrator immediately, if you:
  1) Transfer to a new department
  2) 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
Contact information
Cardholder profile
Card transactions
Reports
Cardholder 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 that have not been exported
- Select transaction to view
- Update chart string and account
- Enter description in notes
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
Reports

- Users run report for their own card
- Managers run report for multiple cardholders
- Store offline reports for future use
Where to Begin

- Activate your card: last 4 of SSN, dob, empl ID
- Bookmark PaymentNet website
- Log into PaymentNet
- Mark remember my ID
- Verify your name, email address & limits
- After first transaction, verify default chart string