

Designee Debit Card Usage and Purchasing Agreement

Instructions: This form is to be used to provide a student organization member with the usage and purchasing policies and requirements associated with a student organization's debit card(s). If the person has been authorized to sign out a debit card, the person must review the information with the group's advisor, and agree to the terms and conditions by executing (signing) the agreement in front of the advisor. This agreement is valid for the academic year in which it is signed and only needs to be executed once within that academic year. The advisor is expected to maintain a file of executed agreements so that subsequent authorizations only require the designee to sign for receipt of the debit card.

It is recommended that the advisor distribute this form as a general practice when issuing a debit card, even with experienced designees.

GENERAL

A SOFO-issued debit card represents an advance to you of your organization's funds on deposit with the Northwestern University Student Organization Finance Office (SOFO), and is equivalent to cash.

Your organization's NU Advisor is required to track who has possession of the debit card at all times. As such, a debit card may only be picked up from, and returned to the NU Advisor. Your authorization to use the debit card is only valid for the purchase of the items listed, and the term specified, on the Treasurer Authorization for Debit Card Use. Your authorization is not transferrable. That is, you may NOT let anyone else use a SOFO-issued debit card in your possession.

CARD USE

SOFO-issued debit cards are generally for purchases of *consumable* items, and for use in situations where more flexibility is required in determining where and when a purchase will occur. It may be used in situations that do not require contracts, but where checks are not accepted by a vendor. All debit card transactions must comply with all Northwestern University policies, procedures and regulations.

The SOFO-issued debit cards may **NOT** be used for any of the following:

- a. Payment for services rendered (e.g. artist, performer, lecturer, etc.),
- b. Situations where a contract is required (including deposits and down payments),
- c. Big-ticket capital purchases,
- d. Situations where considerable planning is required,
- e. Personal purchases,
- f. Illinois sales tax.

RECEIPTS AND DOCUMENTATION

Receipts can only be used to support debit card transactions if they provide information, as set forth by the guidelines listed below. See the current revision of the Student Organization Finance Office Policies and Procedures for a more complete discussion of the following:

- a. Receipts, for all purchases made, must be given to your Advisor at the time the debit card is returned.
- b. Receipts must be originals.
- c. Receipts must show vendor name, address and phone number.
- d. Receipts must provide an itemized listing of the items purchased.
- e. If a vendor's receipting policy does not comply with the receipt requirements listed above, you should request that the vendor create a receipt on the company's letterhead stationery.
- f. Vendor invoices must reflect that payment was made.

The organization's debit card will not be replenished without proper receipts and documentation for purchases.

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SALES TAX

*Northwestern University and its associated organizations are exempt from paying Illinois sales tax. When you make purchases for your organization, you will need to present a **Northwestern University One- Time Use Illinois Sales Tax Exemption Letter** that is specific to the purchase you will make. If the letter is not kept by the vendor, you must return it to the Advisor with the purchase receipts.*

You will need to get a new, purchase-specific **Northwestern University One-Time Use Illinois Sales Tax Exemption Letter** each time you use the debit card. You should contact the group treasurer as soon as you determine which vendors you will be using and when. Do this with as much lead time as possible as the treasurer will need to request them from SOFO. Consult with the group's advisor if the treasurer is not able to acquire these letters from SOFO. *Advisors may not authorize you to pay Illinois sales tax.*

REIMBURSEMENTS TO the Student ORGANIZATION

The following require you to reimburse your organization's Treasurer for deposit in the organization's SOFO account:

- a. Any debit card transaction lacking receipts, proper documentation or substantiation.
- b. Any unauthorized debit card charge or transaction.
- c. Payment of Illinois Sales Tax (Consistent with the **University's** tax-exempt status in Illinois, which extends to student organizations, *any sales tax included on any debit card transaction must be reimbursed.*)

You must make any reimbursements *within 15 calendar days* of the original debit card transaction. If any reimbursement is not timely made, the associated debit card (and all cards issued to your organization) will be frozen until such time as the reimbursement is made and deposited in the SOFO account.

LOST, STOLEN OR COMPROMISED DEBIT CARDS

While in your possession, it is your responsibility to safeguard the Debit Card and its financial information at all times. In the event that a Debit Card is lost, stolen or otherwise compromised, you must report it immediately.

DESIGNEE'S AGREEMENT AND ACCEPTANCE

I have read, understand, and accept all of the above regarding the rules, policies and procedures governing the use of my organization's SOFO-issued debit card.

I further agree to fully comply with all of the rules, policies and procedures governing the use of my organization's SOFO-issued debit card, with all Northwestern University policies, including, but not limited to the Northwestern University Student Code of Conduct, and all the terms and conditions contained herein.

Designee Name (Printed) _____ Phone: (_____) _____

Designee Signature _____ Date: _____

Advisor Signature _____ Date: _____