WCAS Procurement Card Policy: Do’s and Don’ts

Do

- Utilize IBuyNU as a first option of procuring items
- Use card For:
  - Registration fees
  - Subscriptions
  - Professional membership dues
  - Conference registrations
  - Internet orders when item cannot be found from any other vendor source
  - Small orders (including catering) from vendors that do not accept purchase orders
  - Small miscellaneous / incidental supply purchases
- Inform supplier of Northwestern’s tax except status at the time of purchase, if tax was charge cardholder should immediately call the supplier
- Confirm accounts attached to the account has sufficient balance
- Contact the Deans office if an extenuating circumstance exist that would warrant a transaction limit increase, explain the reason for the increase in the email. Should only be for emergencies or lower risk transactions.

Don’t

- Use card for:
  - Personal Use
  - Travel and Entertainment
  - Dining out at restaurants (note: the ProCard may be used to cater in for special events that are within NU policies/procedures when vendors do not accept purchase orders)
  - Alcoholic Beverages (including from bars and package stores)
  - Cellular Phones/Pagers
  - Gifts/Flowers
  - Purchases made on auction sites (e.g. Ebay, Ubid, etc.)
  - Individual purchases of $5,000 or more including Capital Equipment
  - Cash Advances
- Split transaction on two separate receipts to bypass single transaction dollar limits
- Let anyone else use your procurement card
- Continue to use a procurement card after your employment status is terminated