Today’s Agenda

• Corporate Card – Katie Williams
• Transfer Codes Review – Katie Williams
• Payroll Reminders – Katie Williams
• What forms need Dean’s office signature? – Jessica Clements
• Employee Moving Expense Form – Carrie Garrison
• Capital Asset Disposal/Relocation – Carrie Garrison
• Computer Replacement funding request – Carrie Garrison
Northwestern Corporate Card
Who May Obtain a Card in Weinberg:

- Lead staff member in the department/program
- Financial Assistant
- Lab Manager
- Department Assistant
- Faculty

- Prospective cardholders must meet the following eligibility requirements:
  - A United States resident
  - A permanent employee of Northwestern University
Using the card

Acceptable purchases:
• Conference Registration Fees
• Subscriptions
• Membership Dues
• Emergencies (Products or Services)
• Internet orders (when item cannot be found from any other source)
• Local purchases when there is no time to wait for next-day delivery
• Small dollar purchases when a purchase order (PO) is not necessary
• Local food and entertainment department expenses when in compliance with policy

Unauthorized Purchases:
• Personal purchases
• Cash advances
• Excluded, high risk merchant categories codes (MCC)
• Any item exceeding the card’s pre-established transaction limit
• Alcoholic beverages may only be purchased for functions hosted by Northwestern and should be charged to account code 76727
• Travel related expenses, such as hotel accommodations, car rental, taxi rides, etc., if NOT enabled on the card
• Under no circumstances should a purchase be split into multiple transactions to bypass the single transaction limit
No Sales tax should be charged on business-related purchases

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.
Credit Limits

Selected when requesting a card:

<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>

Applicants can also request that Travel and Entertainment categories be enabled on the card as well. Alternative transaction limits can be requested to accommodate special purchasing circumstances.
Types of *temporary* change requests to the card:

- Vendor code restriction lift
- Single transaction limit restriction lift
- Monthly limit restriction lift

**How to request a TEMPORARY change to the corporate card:**

Email [katie.morris@northwestern.edu](mailto:katie.morris@northwestern.edu)

To expedite approval of your request, please include:
- Why the corporate card is required to complete the purchase
- Vendor(s) used for purchase(s) – links to vendors if applicable
- Amount of single transaction increase requested
- Amount of monthly transaction limit limit requested (if applicable)
Monitoring Card Activity

• **NUportal: My Wallet**
  – Go to Navigator > Employee Self Service > Travel and Expenses > My Wallet

• **Cognos: Using the SC034**
  – Choose My Home > Finance Facilities and Research Administration > School > Supply Chain > SC034 – P-Card Activity Report

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.
30, 60, 90 Day Reminders

- Corporate Card Office is sending notices directly to cardholders
- Dean’s Office is receiving a report of those with outstanding transactions
- After 90 days your card will be cancelled
• University memberships to Amazon Prime are **not** allowed, and will not be reimbursed
• If you have purchased an Amazon Prime membership with University funds, you will need to contact Amazon and cancel the membership
• If you have a prime account for personal use, you may share it with your new business account, however Northwestern will not pay for the membership cost.
Corporate Card

QUESTIONS?
Transfer Codes

Effective September 2018 Weinberg College, in alignment with the Office of Budget and Planning, is updating the list of appropriate account codes to be used in all transfer activity.

- Transfer codes can be used across all fund types and will identify transfer activity within your department/program vs. transfers between different departments/programs
- Use of generic 88801/88802 transfer codes will be restricted

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Expense Code</th>
<th>Revenue Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Same Department ID (Intra-unit)</td>
<td>Same Department ID (Intra-unit)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund 110, 171, 320, 450</td>
<td>Fund 110, 171</td>
<td>88298</td>
<td>88598</td>
</tr>
<tr>
<td>Cost Share</td>
<td>Fund 191, 192, 193</td>
<td>88295</td>
<td>88595</td>
</tr>
<tr>
<td>Different Department ID (Inter-unit)</td>
<td>Different Department ID (Inter-unit)</td>
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<td></td>
</tr>
<tr>
<td>Fund 110, 171, 320, 450</td>
<td>Fund 110, 171</td>
<td>88299</td>
<td>88599</td>
</tr>
</tbody>
</table>
Payroll Reminders

- Please be mindful of the HR deadlines
- Allow time for position funding and journals to be processed via electronic workflow
- Utilize panels to track your funding updates
- Email Katie.morris@northwestern.edu if funding updates entered close to deadlines
School Level Approvals
What forms need Dean’s Office Signatures?
What is changing?

• The Finance team is working to align our policies & procedures with those of Central Administration

• Electronic workflow removes the need for wet signature on a number of forms

• Generally, the Dean’s Office will only need to sign forms for transactions over $5000 that do not go through electronic workflow

• Department signatures are still always necessary

• Expense Policy Exception Request* procedures are not changing

*Includes exception to 90 Day Rule for Expense Reports and Payment Requests
# Payroll form approvals

<table>
<thead>
<tr>
<th>Payroll Forms</th>
<th>Dean’s Office Signature Required?</th>
<th>Finance Team Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 90-day Cost Transfer Justification Memo for Payroll journals submitted online</td>
<td>YES</td>
<td>N/A</td>
</tr>
<tr>
<td>Over 90-day Cost Transfer Justification Memo for Payroll journals submitted on paper</td>
<td>X</td>
<td>Katie Williams</td>
</tr>
<tr>
<td>Contracted Services Form for Non-Residents (page 4 of Nonresident Independent Contractor Payment Packet)</td>
<td>X</td>
<td>Katie Williams</td>
</tr>
<tr>
<td>Special Pay Form</td>
<td>X</td>
<td>Katie Williams</td>
</tr>
</tbody>
</table>
# Non-Payroll form approvals

<table>
<thead>
<tr>
<th>Non-Payroll Forms</th>
<th>Dean’s Office Signature Required?</th>
<th>Finance Team Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 90-day Cost Transfer Justification Memo for NUFinancials correction journals</td>
<td>X</td>
<td>N/A</td>
</tr>
<tr>
<td>Contracted Services form or Visitor’s Expense Report when paying via Payment Request</td>
<td>X</td>
<td>N/A</td>
</tr>
<tr>
<td>Contracted Services Form, Visitor’s Expense Report, or Direct Payment Request over $5000 when paying via wire transfer</td>
<td>X</td>
<td>Katie Williams</td>
</tr>
<tr>
<td>Contracted Services Form, Visitor’s Expense Report, or Direct Payment Request under $5000 when paying via wire transfer</td>
<td>X</td>
<td>N/A</td>
</tr>
<tr>
<td>Expense Policy Exception Request, including exception to 90 day rule for Expense Reports &amp; Payment Requests</td>
<td>X</td>
<td>Jessica Clements</td>
</tr>
</tbody>
</table>
Employee Moving Expense Forms
All moving expenses incurred on or after January 1, 2018, whether reimbursed to an individual or paid to a vendor on behalf of an individual, are taxable income to the individual.

The Employee Moving Expense form must be submitted to: payroll-movingexpenses@northwestern.edu

The form is required for household moves. Business office or lab moves, which are business related are not taxable/reportable.
What is the form and who completes it?

- Dean’s Commitments will be processed by the finance team. Finance will submit the Employee Moving Expense form.

- Department/Program commitments for relocation should be processed by the department. The Department/Program should submit the Employee Moving Expense form.
Employee Moving Expense
Tools and Resources

• Human Resources Website
  Benefits > Transit and Relocation
  https://www.northwestern.edu/hr/benefits/transit-relocation/relocation/housing-moving/moving-expense-reimbursement.html

• Geetali Rajwani - Payroll Tax Analyst
  geetali.rajwani@northwestern.edu
Capital Equipment Procedures
Capital Equipment

- Equipment costing $5,000 or more with a useful life of one year or more is considered capital equipment and therefore tagged and tracked by Accounting Services in the asset management system.

- Are you a capital equipment unit rep? Who is the capital equipment unit rep for my department?
  Contact equipment@northwestern.edu with questions
Capital Equipment Disposal and Transfers

Disposals:
If you have existing Capital Equipment that is no longer in service and physically disposed from Northwestern (e.g., scrapped, sold, or donated), please submit an Asset Request to dispose of the equipment in NU Financials using the following path:

NUFinancials > NavBar > NU Interfaces and Processes > Assets Self Service > Create/Search Asset Request > Add > Dispose/Retire an Asset

Transfers:
If the equipment is transferred to another building, room, and/or new custodian, please use the following path in NU Financials:

NUFinancials > NavBar > NU Interfaces and Processes > Assets Self Service > Create/Search Asset Request > Add > Transfer an Asset
Computer Replacement Reimbursement Funding
Updated Reimbursement Request Form

The computer reimbursement request form has been simplified.

What changed?

– New Computer Purchase Info; now only requires Requisition ID and actual purchase price

– Now required to provide the old computer purchase date
Computer Replacement Reimbursement Funding Best Practices

✓ Expense eligible computers to your department computer replacement chartstring
   Need a chartfield established? Let us know!

✓ New computer funds committed in offer letters can be requested as a direct transfer from finance.

✓ All approved request funds will be transferred in August each year.
Thank you for your attendance!

Any questions?