

Weinberg College of Arts & Sciences:

Corporate Card Policies & Procedures

2/15/2019

Introduction / Overview:

The Corporate Card Program is intended to streamline and simplify the purchasing process for certain types of transactions. It is a tool that facilitates timely acquisition of materials and supplies, reduces transaction costs, and automates data flow for accounting purposes. The Corporate Card should never be used to avoid or bypass the current University policies and procedures. All purchases must be made in compliance with established University purchasing policies & procedures which can be found on the Northwestern University website at <https://www.northwestern.edu/financial-operations/policies-procedures/policies/purchasing-payment-policy.pdf>

All individuals involved with the Corporate Card Program including Cardholders, Allocators, Reviewers, and Post Auditors are expected to understand and follow all NU/WCAS policies and procedures. Intentional misuse or fraudulent use will result in personal liability and/or disciplinary action.

This document was created as a supplement for the Weinberg College of Arts & Sciences (WCAS) users and should be used in conjunction with the Northwestern University Corporate Card Cardholder Manual. This manual is a supplement to the NU corporate card manual, which can be found on the Accounting Services website at:

<http://www.northwestern.edu/procurement/payment/corporate-card/docs/cardholder-guide.pdf>

Who May Obtain a Card in WCAS?

1. Lead staff member in the department or program
2. Financial Assistant
3. Lab Manager
4. Department Assistant
5. Faculty Members

Cards will not be issued to the following:

1. Visiting Postdocs & Scholars
2. Temporary Employees
3. Work study participants
4. Contractors
5. Employees of NU affiliates without an NU employee ID

Getting a Card:

1. To obtain a card, simply fill out the [Northwestern Corporate Card Application and Agreement Form](#) to the Corporate Card office. The application will first route to your supervisor and then your Dean or Vice President's Office representative for approval.
2. Prospective cardholders must be United States residents and permanent employees of Northwestern University.

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3. Approved cardholders will be required to complete the [Corporate Card online training course](#) within Northwestern's MyHR Learn to be guided through the various features, policies, and procedures associated with the card.
4. All cardholders should review the [Cardholder Guide](#), as they are responsible for understanding and adhering to all enclosed policies and procedures. Cardholders should also review the [Travel and Entertainment Policy](#) and the [Purchasing and Payment Policy](#).
5. Cards are issued once the cardholder successfully completes the training and can be picked up at the Corporate Card office at 2020 Ridge Avenue in Evanston or the Depository Services office in Abbott Hall in Chicago. Photo identification is required (University Wildcard or driver's license) and cards are only provided to the cardholder.

Using the Card:

1. Please use the card for official University business expenditures only, and not for personal expenses. Contact the vendor and agree to the price, quantity, terms, and delivery date.
2. Cards may only be used by authorized cardholders whose name appears on the card. The card is nontransferrable. No exceptions.
3. Prior to using the card, cardholders should confirm whether or not the given product or service is available through a Northwestern Preferred Vendor or in iBuyNU. More information is available on [the PPS Preferred Vendor page](#).
4. Cardholders should obtain an itemized receipt at the time of purchase. If the purchase is made via phone, mail, or internet, make sure the vendor sends a receipt via email or includes the receipt with the goods when the product is shipped to you. This receipt is the only original documentation that a purchase was made using the card.
5. Unauthorized purchases include:
 - a. Personal Purchases
 - b. Cash advances
 - c. Cellular phones
 - d. Gifts/Flowers
 - e. Excluded, high risk merchant categories codes (MCC)
 - f. Alcoholic beverages may only be purchased for functions hosted by Northwestern and should be charged to account code 76727
 - g. Any item exceeding the card's pre-established transaction limit
 - h. Travel related expenses, such as hotel accommodations, car rental, taxi rides, etc., if NOT enabled on the card
 - i. Items that can be purchased through NUFInancials (iBuyNU, requisition, online voucher)

Please note that the list above is not a comprehensive list and WCAS reserves the right to deny any purchase made to a questionable vendor. Purchases must be in compliance with all NU and WCAS policies.

6. Northwestern University is a tax-exempt 501(c)3 organization for research and education. Therefore, no sales tax should be charged on business-related purchases. The cardholder should inform the vendor of the tax-exempt number for Northwestern at the time of purchase (it is printed on the bottom of the card).

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. Dean's office approval functional area leadership approval is required for exceptions.

7. If your card is lost or stolen, or if the cardholder suspects the card or account number has been compromised, the cardholder should immediately notify JP Morgan Chase at 800.316.6056 and the Northwestern Corporate Card Office at 847.491.5340. The cardholder should also notify their department head or designated personnel.
8. Cardholders who either transfer to a new department or leave the University should cease use of the card, notify the Corporate Card office, and return the card. Cardholders need to make sure all outstanding transaction are reconciled on an expense report and approved before leaving. If unable to reconcile transactions before leaving, receipts should be left with someone in the department that will be able to reconcile the transactions on an expense report.

Transfers may complete a new Corporate Card Application and Agreement Form, and obtain appropriate department approval.

It is recommended that cardholders stop using their card at least one week prior to leaving or transferring so all transactions can be processed. Department must make sure all outstanding transactions are processed on an expense report, with receipts, prior to the cardholder making a transition internally, or leaving the University.

9. Use of membership clubs and setting up on-line accounts like Amazon is generally discouraged, purchases over the internet should be minimized, and individuals are not to advance their own personal funds to purchase supplies and services on behalf of Northwestern. Cardholders should confirm whether the product or service needed is available from a Northwestern Preferred Vendor or could be purchased through iBuyNU before using Amazon.

To continue using Amazon for occasional Northwestern purchases, please note the following:

- Departments/schools can no longer have an account with Amazon that is used for both personal purchases and business purchases.
- Existing accounts must be either cancelled or revert back to personal accounts (in which case you will need to remove the Northwestern tax exempt information, corporate card information, Northwestern ship to address, and Northwestern e-mail address from the account).
- Departments/schools can send a request to the [Corporate Card Office](#) to set up a new business account under the primary Northwestern Amazon account. Please note the following:
 - An official Northwestern ship to address must to be used for deliveries.
 - An official Northwestern corporate card must be used for payment. If you do not currently have a card, work with your department and the [Corporate Card Office](#) to obtain one.
 - Tax exempt information will be provided in a follow up enrollment email.
- 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.
- For more information on using Amazon for occasional Northwestern purchases, please see the [Amazon Setup Procedures for Corporate Card Users](#).
- As with all purchases, use of personal funds should not be used to purchase from Amazon. Exceptions will be made on a limited basis. Please note that sales tax paid will not be reimbursed.

Northwestern's tax exempt status can only be used for authorized University business purposes. Personal or other unauthorized use may result in disciplinary action and could affect our tax exempt status.

Managing the Card:

1. Reconciliation

Corporate card transactions should be reconciled in a timely manner. All transactions should be reconciled on an expense report in NUFInancials and approved within 30 days after the transaction occurs.

- Best Practice: Weekly reconciliation
- Required: Monthly reconciliation
- It is not necessary to process each transaction individually

The process for reconciling transactions is as follows:

- Transactions are automatically loaded into My Wallet, which is a module in NUFInancials
- Cardholders or their proxy prepare an expense report in NUFInancials, pulling the transactions into the expense report from My Wallet
- Receipts need to be electronically attached
- The chart string and account code need to be verified
- A detailed line description (what was purchased, reason for the purchase) needs to be included for each transaction
- If a proxy prepared the expense report and submitted it on the cardholder's behalf, the cardholder will need to approve their expense report first in NUFInancials
- The expense report will then route to supervisor for approval

The cardholder's supervisor should verify that the purchase was appropriate and adhered to purchasing policies. The Corporate Card office should be contacted if inappropriate purchasing is identified.

Cardholders who have transactions in My Wallet for more than 90 days will have their account suspended until the transactions are reconciled on an expense report.

If an unauthorized charge (personal purchase, against policy, etc.) is made on the card, it must be reconciled on an expense report as a credit. The employee must reimburse the University via personal check when submitting the expense report. Accidental personal use of the card should be immediately reported to the Corporate Card office.

Training information on how to process and expense report for transactions in My Wallet is available on the [myHR Learn website](#).

In the case of an error, please contact the vendor first as most disputes can successfully be resolved this way. If you are unable to reach an agreement with the vendor, please contact the Corporate Card office for assistance.

2. Monitoring Card Activity

Cardholders will receive an automated email from NUFInancials approximately 24 hours after a transaction has occurred. The email will list all purchases made from that date and is intended to be a reminder to cardholders that the transactions need to be reconciled on an expense report within 30 days.

Access My Wallet anytime to monitor card activity

- To access My Wallet:

1. Log into the NUportal via <https://nuportal.northwestern.edu/>.
 2. Select NUFinancials.
 3. Go to Navigator > Employee Self Service > Travel and Expenses > My Wallet
 4. Enter your employee ID or name (lastname,firstname), click on search and choose it from the results.
 5. Select Finish.
- Monitor card activity using the SCo34 in Cognos
 1. Log into the NUportal via <https://nuportal.northwestern.edu/>.
 2. Select Cognos.
 3. Choose My Home > Finance Facilities and Research Administration > School > Supply Chain > SC034 – P-Card Activity Report
 4. Choose the date range you want to see. If you're running it weekly you can choose the last 7 days.
 5. Choose Transaction Type Both to see unreconciled transactions and transactions on expense reports that have not been posted.
 6. In the Card Holder section enter your employee ID or name (lastname,firstname), click on search and choose it from the results.
 7. Select Finish.

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.

3. Requesting Changes to a Card

Temporary and permanent dollar limit and MCC code changes on existing cards can be requested as follows:

- For a permanent change, simply fill out the [Northwestern Corporate Card Change Request Form](#) to the Corporate Card office. The request will first route to your supervisor and then your Dean or Vice President's Office representative for approval. Fraternities and Sororities should work directly with the Corporate Card Office to request cards.
- For a temporary change send an email to the authorized approver for your school or area detailing the reason for the request. The approver will send an email to the Corporate Card Office if the change is approved. You will be notified by the Corporate Card Office when the change has been made.

Dollar Limit & Merchant Code Thresholds / Restrictions

All WCAS users are assigned to Merchant Category 950. WCAS works with business administrators in the college to set transaction and monthly limits. These limits can be different for different card holders in various areas. The limits may be temporarily increased if a unique situation arises and a Cardholder needs to make a purchase for an amount greater than the established threshold. The dollar limits can be adjusted temporarily with the approval of WCAS by contacting the Financial Administrator via e-mail with reasoning for why limit should be modified. If approved,

WCAS will contact the Corporate Card administrator, who will increase the limit accordingly. This can typically be done within 24 hours.

Responsibilities of the Cardholder

1. Required to complete the online training course
2. Making approved/allowable purchases in accordance with all NU/WCAS policies
3. Ensuring that purchases made on sponsored project accounts are in accordance with sponsored project conditions and requirements
4. Informing merchants of NU tax-exempt status so taxes are not paid on purchases made with the ProCard
5. Obtaining a detailed, itemized receipt for each purchase
6. Documenting appropriate Chart strings that should be charged
7. Resolving discrepancies
8. Obtaining credits if necessary
9. Reconciling expenses monthly

Post Audits

It is the responsibility of the department/division to review to ensure that the transactions were posted to the correct accounts. Any transaction corrections that need to be made should be made via a Correction Journal. Departments/divisions should note that all transactions allocated to a sponsored project account will be reviewed by Accounting Services for Research and Sponsored Projects (ASRSP). ASRSP reviews each transaction and will contact departments/divisions if charges are unallowable to specific accounts. It is the department's/division's responsibility to move the charges from the sponsored project account to a different departmental Chart string via a Correction Journal.

At any time, NU Internal Audit, ASRSP, the Corporate Card Administrator, WCAS, Budget, & Payroll, or other authorized University Office may conduct audits of a department's/division's card activity. Departments/divisions are expected to provide monthly statements, itemized receipts, transaction logs, and other reconciliation documents as requested during the audits. Additionally, the Corporate Card Administrator reviews individual purchases made by each Cardholder to ensure that Cardholders are adhering to the Corporate Card Program policies. Cardholders will be contacted by the Corporate Card Administrator and/or the Office of Finance, Budget, and Payroll regarding issues such as questionable transactions, tax payments, or failure to document correct Chart string account codes.