Chemistry Procurement Card Policy

Introduction/Overview

The Procurement Card Program is intended to streamline and simplify the purchasing process for certain types of transactions. The Procurement Card should never be used to avoid or bypass the current University policies or Procedures, including as a way to bypass the NUFinancial System. It especially should not be used to order from vendors that are in iBuyNU.

All Cardholders are expected to understand and follow the 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 Chemistry Department and should be used in conjunction with the Weinberg College of Arts and Sciences Procurement Card Policies and Procedures and the Northwestern University Procurement Card Cardholder Manual. Links are provided below.


Purchasing Rules for the Card

- The procurement card may be used for the following types of transactions:
  1. Registration fees
  2. Subscriptions
  3. Professional Membership Dues
  4. Conference Registrations
  5. Internet orders when item cannot be found from any other vendor source or is significantly cheaper than preferred vendors (justification/backup required)
  6. Small orders (including catering) from vendors that do not accept purchase orders (justification required)
  7. Small miscellaneous/incidental supply purchases (justification required)

- The procurement card may NOT be used for the following transaction types:
  1. Travel/entertainment (including airlines, hotels, car rentals)
  2. 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)
  3. Alcoholic Beverages (including from bars and package stores)
  4. Purchases made on auction site (e.g. Ebay, Ubid, etc.)
  5. Individual purchases of $5,000 or more, including Capital and Fabricated Equipment
  6. Items that can be purchased through NUFinancials (iBuyNU, requisition, online voucher)
  7. Purchases from Vendors that do not accept NU’s tax exempt status
  8. Cash Advances
  9. Personal Purchases
  10. Cellular Phones/Pagers
  11. Gifts/Flowers
Please note that the list above is not a comprehensive list and Chemistry and/or WCAS reserves the right to deny any purchase made to a questionable vendor. Exceptions to this list are granted on a limited basis and only with an advance justification approved by Chemistry and/or WCAS. If these types of purchases need to be made, please e-mail your Procurement Card Department Administrator, Aaron Jones, in advance of the purchase as further justification and documentation will be required.

- Cards may only be used by authorized cardholders whose name appears on the card. The card is non-transferable. No exceptions. Allowing others to use your card will result in loss of card.

- If using a non-chemistry chart string, including center chart strings, to pay for the expense, prior written approval must be obtained from the center or department in advance of the purchase.

**Weekly Upload**

Our Department currently operates with an Allocator, Olga Shvarts, who is responsible to login to PaymentNet and allocate the expense(s) made with the card(s) to the appropriate account (Fund, Department, Project, and Account Code) for the weekly upload. Cardholders do not need to login and update this in PaymentNet weekly.

**Responsibilities of the cardholder:**

1. Completing the internal ProCard Upload Form within 48 hrs of incurring the expense and Submitting to Olga.
   - Orders that generate an electronic receipt such as registrations, phone orders, web orders, etc. may be submitted to Olga via e-mail. The e-mail should still be submitted within 48 hrs and should include attachments of the completed upload form, receipt, and any supporting documentation. Any store purchases that generate a paper receipt should not be submitted by e-mail and the paperwork should be brought to Olga.

2. Obtaining a detailed itemized receipt and submitting it with the form. If you are unable to receive a receipt at the time of the transaction, please submit the form within 48hrs and submit the receipt when obtained.
   - Phone Order: Receipt received from the vendor via email or faxed order confirmation that includes prices
   - Web Order: Email Confirmation or order confirmation page.
   - Store Purchase: Original itemized store receipt

3. Documenting appropriate chart strings and account codes on the form.
   - This includes verifying proper account code(s) are open on chart string(s) in advance of the purchase.
   - Attaching written approval from center/departments when non-chemistry chart strings are being used.

4. Enter a justification on the form that is why the procurement card is being used as the purchasing method, not what you are purchasing or how the items will be used. You may contact Aaron Jones at any time if you have questions about a purchase.

5. Informing merchants of NU tax-exempt status so taxes are not paid on purchases made with the ProCard.

6. Obtaining credits if necessary.
**Monthly Statements**

Procurement Cardholders are also responsible for printing their monthly credit card statement, verifying their transactions, signing and dating the statement, and dropping the signed and dated statement to Olga. These statements should be submitted to Olga within two weeks of the cycle close date. This should occur at the end of the monthly billing cycle, which is usually on or around the 25th of each month. If during any future cycle, there are no charges on your statement, you do not have to print it and sign it as no statement will be available to you for printing.

For instructions on how to login to the system and print your statements, please follow the links below:

- Login: [http://www.paymentnet.jpmorgan.com](http://www.paymentnet.jpmorgan.com).
  - If this is your first time logging in, the pass phrase on side one should work for you to log in and then you will be directed to change your pass phrase.
  - If you have previously logged in to the system, you will have created your own pass phrase already and should use this to login.

Please contact Aaron Jones if you have any difficulty logging in.