Welcome to the Northwestern University (NU) Procurement Card Program. The cardholder assumes responsibilities pertaining to the Program.

Please read this Guide in its entirety before

Current implementation plans require the Dean's Offices in the schools to commit to performing some program oversight, as well as developing a standard reconciliation process within each of their departments. It will ultimately be up to them to decide which of their departments will participate in the program. After you are approved by the school, read this Cardholder Guide, and understand the NU Procurement Card Cardholder

Agreement.

All cards for NU departments are issued at the written request of the Department Head. Cards for Fraternities and Sororities are issued at the written request of the Chapter President or House Corporation Board President, and Sheila Driscoll, Director of Business & Finance for Student Affairs.

The cardholder is responsible for the security of his or her card and the transactions made against the card. When you receive

Revised 08.26.2015 4

Northwestern University is a tax-exempt 501(c)3 organization for research and education. No sales tax should be charged on purchases.					
	onsibility of cardholders to ensure that no If sales tax was charged, the cardholder or to have the sales tax reversed.				
Cardholders may obtain	Illinois Tax Exempt One Time				

Use letter from the Purchasing Resources Services website. This letter is to be executed by an authorized/approved purchaser within schools/departments. The letter is a Microsoft Word document that can be filled out electronically and printed. If you need an official copy of the State of Illinois letter faxed to a vendor, please contact Purchasing Resource Services. The letter should not be used for personal purchases as it may result in the University losing its taxexempt status.

Revised 08.26.2015 5

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credit cards. If your card is lost or has been stolen, the cardholder should immediately contact JPMorgan Chase via this toll free number (1-800-270-7760). Advise the representative that the call is regarding a Procurement card.

The cardholder must also notify the NU department head or designated personnel and the Procurement Card Administrator.

Fraternity and Sorority members must also notify the House designated personnel, Sheila Driscoll, Director of Business & Finance for Student Affairs, and the Procurement Card Administrator.

Should you be declined at the point of sale for any reason, please contact JPMorgan Chase

<u>Committee.</u> Cardholders have the freedom to purchase from any merchant within an approved category. For example, MCC 7338 applies to merchants doing business as, quick copy, reproduction, and blueprinting services; cardholders may choose to purchase from OfficeMax, Office Depot, or any other merchant within that category.

Should the house or department need to purchase from a merchant that is not on the NU Merchant Category Code list, the group administrator should email request to the Procurement Card Administrator.

The following resources are aaon