



NIU FOUNDATION



Northern Illinois University

NIU Commercial Card Purchase Procedures Using Foundation Funds

NIU and Foundation will allow the transfer of certain Commercial Card purchases between the two entities. The procedures are as follows:

1. Prior to making the purchase, contact Kym Kowalski, Assistant Comptroller for the Foundation, at 753-1663 or email Foundation_Accounting@niu.edu with the details of the expense.
2. Kym will verify if the expense is in compliance with cost center restrictions and Foundation Expense Reimbursement Policy. All NIU [Commercial Card Program policies and procedures](#) apply to all card transactions.
3. Departments will be required to use funding sources other than "02" or "04" funds for the initial purchase. Transactions using 02 or 04 funds will not be allowed to transfer between NIU and Foundation, due to State restrictions.
4. Purchases for Equipment \$1000 and over (with shipping) are not allowed. Purchases using the 880-account code regardless of amount will not be allowed.
5. When a transaction is approved prior to purchase, Foundation Financial Services will send an email to Card Services at Cardservices@niu.edu and cc: the respective department. The email explains that the Foundation authorizes the transaction to take place on the commercial card and that an Interagency Journal to transfer the full expense from NIU to Foundation will be forthcoming.
6. An Interagency journal is to be prepared by the department and a copy with all the required supporting documentation to be sent to NIU Controller's Office via email at JournalEntries@niu.edu, Card Services at Cardservices@niu.edu, and Foundation Financial Services via email at Foundation_Accounting@niu.edu for processing.