

# Designee Debit Card Usage and Purchasing Agreement

*Instructions: This form is to be used to provide a student organization member with the usage and purchasing policies and requirements associated with a student organization's debit card(s). If the person has been authorized to sign out a debit card, the person must review the information with the group's advisor, and agree to the terms and conditions by executing (signing) the agreement in front of the advisor. This agreement is valid for the academic year in which it is signed and only needs to be executed once within that academic year. The advisor is expected to maintain a file of executed agreements so that subsequent authorizations only require the designee to sign for receipt of the debit card.*

*It is recommended that the advisor distribute this form as a general practice when issuing a debit card, even with experienced designees.*

## **GENERAL**

A debit card issued by the Norris Cashier's Office represents an advance to you of your organization's funds on deposit with the NU Student Organization Finance Office (SOFO). Though equivalent to cash, the debit card is to be used as a credit card. Withdrawal of funds through PIN-based sales/transactions will be rejected.

Your organization's NU Advisor is required to track who has possession of the debit card at all times. As such, a debit card may only be picked up from, and returned to the NU Advisor.

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- f. If a vendor's receipting policy does not comply with the receipt requirements listed above, you should request that the vendor create a receipt on the company's letterhead stationery.

*The organization's debit card will not be reloaded without proper receipts and documentation for purchases.*

## **SALES TAX**

*Northwestern University and its associated organizations are exempt from paying Illinois sales tax.* When you make purchases for your organization, you will need to present a **Northwestern University One- Time Use Illinois Sales Tax Exemption Letter** that is specific to the purchase you will make. If the letter is not kept by the vendor, you must return it to the Advisor with the purchase receipts.

You will need to get a new, purchase-specific **Northwestern Univ Tw [(N)-8.46(he)]T13 Tc 0.01sc9( i)-4.6((e)-2.3(i)6.3(sp**