



Financial and Accounting Forms

NUFinancials Online Transactions

In the NUFinancials environment, many financial and accounting transactions are entered through online forms on the NUPortal pages or via NUFinancials. For NUFinancials access, log in to the [NUPortal](#). To review how to enter online transactions, refer to the [NUFinancials training materials](#).

NUFinancials Forms

- **The pdf forms below are designed for Adobe Reader version 9 or above.** For best results with these forms, [download the current Adobe Reader version](#) at no charge.
- See the [Dept Code Lookup](#) to find your department's 3 character code for entry on the DPR, Visitor's Expense Report and Contracted Services forms.

Expenses, Payments, Reimbursements and Refunds

Direct Payment Request Form <http://www.northwestern.edu/financial-operations/policies-procedures/forms/dpr.pdf>

Visitor's Expense Report Form http://www.northwestern.edu/financial-operations/policies-procedures/forms/visitors_exp_rpt.pdf

Expense Policy Exception Request Form http://www.northwestern.edu/financial-operations/policies-procedures/forms/policy_exception.pdf

Accounts Payable International Wire Transfer Request Form (for wire payment to a foreign country by Ruesch) http://www.northwestern.edu/financial-operations/policies-procedures/forms/AP_intl_wire.pdf

Domestic Electronic Funds Transfer Request Form
http://www.northwestern.edu/financial-operations/policies-procedures/forms/eft_dom.pdf

Emergency International Electronic Funds Transfer Request
http://www.northwestern.edu/financial-operations/policies-procedures/forms/eft_intl.pdf

Contracted Services Form for U.S. Residents
<http://www.northwestern.edu/financial-operations/policies-procedures/forms/contractedservices.pdf>



Financial and Accounting Forms

Petty Cash Pay-out Form

<http://www.northwestern.edu/bursar/Forms/PettyCashCafe.pdf>

90-day Rule Memo Form

http://www.northwestern.edu/financial-operations/policies-procedures/forms/90-Day_Memo_Form_and_Instructions.pdf

Purchasing/ Vendor

Bid Documentation Form

<http://www.northwestern.edu/userservices/purchasing/bids.html>

Sole Source Justification Form

<http://www.northwestern.edu/userservices/purchasing/bids.html>

IRS Form W-9 Request for Taxpayer Identification Number and Certification

<http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>

Mobile Communications, Cell Phones

Mobile Communications Agreement for Employee-owned Devices with Taxable Allowance

<http://www.northwestern.edu/financial-operations/policies-procedures/forms/MobileAgreeEmp.pdf>

Mobile Communications Agreement for University-owned Devices

<http://www.northwestern.edu/financial-operations/policies-procedures/forms/MobileAgreeUniv.pdf>

Mobile Communications Usage Log

<http://www.northwestern.edu/financial-operations/policies-procedures/forms/MobileLog.xls>

Additional Pay Form and Instructions

<http://www.northwestern.edu/hr/payroll/administratorpayments.html>

ChartField Maintenance

Chartfield Maintenance Registration Form for Submitter

http://www.northwestern.edu/financial-operations/policies-procedures/forms/CF_Maint_Reg_Form.pdf



Financial and Accounting Forms

Journal Processing

Journal Spreadsheet Excel file <http://www.northwestern.edu/financial-operations/policies-procedures/forms/PSJournalSpreadsheet.xls>

Journal Upload Registration Form <http://www.northwestern.edu/financial-operations/policies-procedures/forms/JournalSpreadsheetRegistration.pdf>

Journal Upload Re-Registration Form
<http://www.northwestern.edu/financial-operations/policies-procedures/forms/JournalSpreadsheetRe-registration.pdf>

90 Day Rule Justification Memo Form
http://www.northwestern.edu/financial-operations/policies-procedures/forms/90-Day_Memo_Form_and_Instructions.pdf

Preparing and Making Bank Deposits

Printable Cash Receipt Ticket for backup purposes only
<http://www.northwestern.edu/bursar/Forms/PaperCRT.pdf>

Petty Cash and Change Funds

Petty Cash Pay-out Form
<http://www.northwestern.edu/bursar/Forms/PettyCashCafe.pdf>

Transfer of Petty Cash Fund Accountability
<http://www.northwestern.edu/bursar/docs/cashmanual.pdf>

Transfer of Change Fund Accountability
<http://www.northwestern.edu/bursar/docs/cashmanual.pdf>

Faculty and Staff Gifts

Faculty or Staff Gift Policy
http://www.northwestern.edu/financial-operations/policies-procedures/facultystaff_giftpolicy.pdf

Transmittal Form for Faculty or Staff Gift to the University
http://www.northwestern.edu/financial-operations/policies-procedures/forms/facultystaff_gifttransmittal.pdf



Financial and Accounting Forms

Billing for Goods or Services Sold by a University Unit

NU Invoice Form

http://www.northwestern.edu/financial-operations/policies-procedures/forms/NU_Invoice.xls

Hosting a Conference or Academic Function

Hotel Reservation Agreement Form

<http://www.univsvcs.northwestern.edu/travel/hotel.htm>

Equipment Inventory and Disposal

Equipment Disposal Form

<http://www.northwestern.edu/fm/operations/recycling/donate.html>

Bill of Sale

http://www.northwestern.edu/equipment-inventory/bill_of_sale.pdf

Indemnification Agreement

http://www.northwestern.edu/equipment-inventory/indemnification_agreement.pdf

Request Inventory form

<http://www.northwestern.edu/equipment-inventory/formrept.html>

Other Equipment Inventory Forms

<http://www.northwestern.edu/equipment-inventory/forms.html>

CUFS ViewDirect Forms

ViewDirect Access Request Form

<http://www.northwestern.edu/finsys/viewdirect/ViewDirectIDrequestForm.pdf>

Contact Information

Expense, Payment, Reimbursement and Refund Forms

Accounts Payable

(847) 491-7339



Financial and Accounting Forms

Mobile Communications Agreement Forms and Call Logs

Ingrid Stafford
847-491-4692
E-mail: l-stafford@northwestern.edu

Cell Phone Taxable Allowance/Additional Pay Form

Barry Sexton
847-491-8592
E-mail: b-sexton@northwestern.edu

Petty Cash, Change Fund, and Cash Receipt Ticket Forms

Evanston Bursar
(847) 491-5343

Chicago Bursar
(312) 503-8525

Electronic Funds Transfer Forms

Treasury Operations
(847) 467-0422

90-day Rule Memo, ChartField Maintenance, Journal, Vendor IRS Form W-9, NU Invoice, and Equipment Inventory Forms

Accounting Services
(847) 491-5337

Purchasing Forms

Purchasing Resource Services
(847) 491-8120
purchasing@northwestern.edu

CUFS and ViewDirect Forms

Financial Systems
(847) 467-3777

Hotel Reservation Agreement Form

Travel Services
(847) 491-5993

Gift Transmittal Form

Development Gift & Record Services
(847) 491-7520