

Business Office COVID-19 Updates

With commitment to the health and safety of our staff and community, the Business Office continues to monitor and respond to the changes in operations due to the outbreak of the coronavirus disease 2019 (COVID-19).

The global COVID-19 outbreak is a rapidly evolving situation. Please visit [COVID-19](#) for the latest overall information from Carleton College.

Wells Fargo Purchasing Card Expense Reporting:

Please use your Carleton purchasing card when possible. It is our recommended payment and employee reimbursement process.

We are working to eliminate paper submissions and encourage you to use the Wells Fargo Receipt Imaging feature available within your Wells Fargo CCER accounts. You will find instructions linked to our [Purchasing Card webpage](#).

All receipts can be uploaded including Out of Pocket (OOP) by:

1. Wells Fargo CEO Mobile app for your phone
 - a. Can only access your own P-Card (cannot access those that you are reconciler or approver for)
2. Wells Fargo CEO website
 - a. Scan receipts and save to your computer or a Dropbox folder
 - b. While in your statement, click on "Receipt Image" icon for the line item
 - c. Click on "Upload New Receipt", find file and attach to transaction

March statements will be due in just a few days. Anywhere you have access to the internet, you have access to enter descriptions, adjust accounting codes, and upload receipts to your statement. If you do not have access to your receipts at this time, please try to include a business description and the receipts can be updated at a later date. (You have access to previous statements within your accounts.) As we work through this month remotely, please remember to click on the "Cardholder Reviewed" and "Approve Statement" buttons to update the electronic statement statuses.

Approvers will want to be sure they are checking and approving Out of Pocket expenses. Please notify Amy at aswenson@carleton.edu if you are unable to approve your cardholder statements before April 12th!

Accounts Payable Automation:

Effective immediately, the Business Office will accept payment requests and invoices electronically. Please use Wells Fargo Out of Pocket (OOP) for employee expense reimbursements.

Check with vendors to sign up for e-billing and ask if credit card is accepted before submitting to Accounts Payable.

We are working diligently to keep payments as timely as possible. Please double-check to make sure your information is complete and that you have the proper approvals before submission or processing may be delayed. Emailed authorizations from approvers will be accepted. Supervisors may receive call backs from AP as we are increasing our fraud prevention procedures.

Payment requests and invoices (along with documentation) should be emailed to accountspayable@carleton.edu.

Payroll:

Payroll will continue to be processed according to the regular timelines as outlined on our [Payroll website](#).

Office Drop-off Box:

There is a **drop-off box** outside our office door and we invite others to deposit any paperwork (cash or check deposits, paper forms, etc.) into the drop box to avoid direct contact. Several staff members have transitioned to work from home (WFH). Please know that we are ALL still available via email and phone!

To our Carleton Community: You have our continued support! Stay healthy and hopeful!