

Carleton College Business Office

Business Office

Phone: 507-222-7095

Mail Stop: 1-BUSOFC

Business Hours:

8:00am-5:00pm

Cashier Hours:

8:30am-2:00pm

Business Office Forms:

<http://apps.carleton.edu/campus/business/businessofficeforms>

Frequent Contacts:

Departmental Deposits:

Brenda Schneider; 7095

Accounts

Payable/Payment

Requests: Melissa Smith;
7664

Purchasing Card

Assistance & Training:

Amy Swenson; 5509

Budget Access, Transfers

& Journal Entries: Karl

Symons; 4471

International Students &

Visitors: Shari Mayer;

4022

Payroll: Jennifer Paulson;

4283

Grant Management:

Susan Benson; 5990

Welcome Brenda Schneider:

Please join us in welcoming Brenda Schneider to the Carleton Business Office as our new Administrative Assistant! Brenda comes to us most recently from Northfield Hospital and Clinics where she served as a Patient Financial Service Representative. Brenda brings extensive experience in providing friendly customer service and is excited about entering a supportive role in higher education. Please introduce yourself to Brenda the next time you visit the Business Office.

Carleton Amazon for Business:

The Business Office is pleased to share the successful implementation of Amazon for Business at Carleton. Since its launch in May, the college has achieved \$3,510.43 in savings. As an added benefit, Amazon Business account cardholders have immediate access to:

- Free Two-Day Shipping on orders over \$49
- Automatic tax exempt purchasing on items sold by Amazon.com and participating 3rd party sellers
- Business pricing and quantity discounts on millions of items
- Access to a specialized "business only" Customer Service team

If you are interested in using Amazon for Business and need to refresh your invitation, please contact Randie Johnson, x4178. For additional Amazon for Business information click [here](#).

Chip & PIN Reminder to Cardholders (Strip vs. Dip):

The U.S. is joining other countries who have adopted Chip and PIN technology. When using your purchasing card at a chip-enabled terminal or ATM, the chip provides added security by making it more difficult for fraudsters to compromise your information. A card with chip technology should always be inserted into the terminal and you simply follow the instructions on the terminal to complete the transaction. You may be prompted for a signature or to enter your PIN. Your PIN is **always** required at ATMs and may be required at unattended terminals, such as ticket kiosks, parking lots, and gas stations.

If you do not recall your PIN or if you have not set one up please call Wells Fargo at 1-800-932-0036. **(Select the Cardholder option, then select Option 1 for PIN assistance).**

New Independent Contractor Checklist Online Form:

If you are hiring an individual to provide services to the College, it is important that the position be evaluated **prior to the date of service** in order to confirm employee or independent contractor status. Only individuals who are determined to be independent contractors can be paid through Accounts Payable.

To expedite the evaluation process, Carleton has launched an online form to support the review of contractor status. The new **Independent Contractor Checklist** form is located on the [Accounts Payable](#) OR the [HR Documents & Forms](#) page.

Once an online form is submitted, a confirmation e-mail will be sent to the requester and a notification will be sent to Human Resources. If you have questions about the form or subsequent classification decision, contact Kristy Sybilrud, x7629 in the Human Resources Department.

Shared Campus Links on Web-Site:

With the transition of file storage from Collab to Dropbox, the Business Office has moved its shared files to our secure web-site: [Business Office References](#)

- **Approved Vendor List:** Use this list to confirm that your Payee is an active vendor. If a vendor is not on the list, or has outdated payee information, then request the required [New Vendor Set-Up Forms](#)
- **Approved Driver List:** Use this list to confirm that an employee is an approved driver. Not on the list? Click [here](#) to follow the steps to pre-qualify.
- **Chart of Accounts:** Use this list to verify the accuracy of your general ledger accounts for expense management.

Budget Manager Report Enhancement:

Thanks to the ITS department for delivering a new enhancement to the Budget Manager Reports on the HUB. Users now have the ability to view transactions in date order. The Budget Manager Selection screen includes a new report mode called "Detail-Date Sort." You will notice this report mode is much simpler since the object code subtotals have been eliminated. This view can also help users identify new transactions as they post along with any modifications from month to month. If you have questions about how to use this feature, please contact Karl Symons at ksymons@carleton.edu.