

# 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

## Preventing Duplicate Expense Reporting:

The OOP feature within Wells Fargo is the preferred method of reimbursement for all campus cardholders. Managing expense information through a single portal reduces the likelihood of submitting a duplicate request for reimbursement. The Business Office is asking cardholders to take these preventative measures to stay organized and accurate:

- Keep separate folders for Carleton VISA expenses and Out-Of-Pocket reimbursements
- Original, itemized receipts are required – Photocopies are not accepted
- Hotel dining expense receipts should be included with hotel invoices
- Verify the last 4 digits of the credit card listed to identify how the expense was paid
- Ensure timely submission of Carleton VISA statement and documentation

Please contact the Business Office if you need to know whether a transaction has already been reimbursed or been paid with the Carleton Purchasing Card.

## Purchasing Ethics:

As a member of the National Association of Educational Procurement, Carleton encourages all employees who are responsible for purchasing goods and services on behalf of the College to be familiar with the NAEP [Code of Ethics](#).

If you have questions or concerns about how this Purchasing Code of Ethics applies to you or your vendor relationships, please contact Randie Johnson for assistance, [rajohnso@carleton.edu](mailto:rajohnso@carleton.edu), x4178.

## W9 Request Form – Secure Portal:

Last spring, the Business Office launched a [Pilot W-9 Request Form](#) for employees to utilize when requesting Form W-9 from a vendor.

### How does it work?

- Click on [Pilot W-9 Request Form](#) on the Business Office Forms page
- Fill in the vendor name and email address then click Submit
- An email with a secure link will be sent to the vendor email address provided
- The vendor will have seven days to upload their form into the secure folder
- A confirmation message will be sent to the vendor after successful submission
- The Business Office will review the W-9 Form for vendor set-up

Thank you for trying this with your next W-9 request.

## New Budget Office Website:

Campus budget managers have a new online resource: Budget Management Guidelines, posted this summer on the newly launched [Budget Office website](#).

The Budget Management Guidelines gives facts specific to budgeting at Carleton as well as suggestions for strategic budget management. It answers questions such as, What is my role as budget manager? What does my account number mean? How can I manage my department budget?

Other website features include:

- The current FY19 operating budget
- A graphic explaining the budget development process
- Student Employment budget reminders
- Links to HUB instructions and the Business Office
- Important current fiscal year dates

For Questions about this new content or about your department budget, please contact Jane Rizzo. [jrizzo@carleton.edu](mailto:jrizzo@carleton.edu) or x5193