

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

Carleton Purchasing Card Program – Enable Your OOP Feature:

We want you! to experience the Out-of-Pocket (OOP) feature available from Wells Fargo. This is the recommended method of reimbursement for college employees. Our goal is to move all employee reimbursement requests to the OOP portal. Please utilize this feature to request reimbursement for mileage, tolls, and other college expenses.

You do not need to have a college issued purchasing card to utilize OOP. New users are required to attend a training session in conjunction with completing the OOP Reimbursement Application Form. For assistance with setting up an OOP account, please contact Amy Swenson.

Use this link to read more about this feature:

<https://apps.carleton.edu/campus/business/purchasing-cards/card-program/>

Business Office Receipt Tips:

In an effort to reduce delays in processing payments, we have produced a list of tips to help you complete your documentation:

- Original, itemized receipts are required for our records to be complete
- Receipt details must include date, vendor name, location, description of goods/services purchased, amount, and proof of payment (i.e. cash, VISA XXXX, paid in full).
- Receipts that are an estimate or a quote are not proof of payment
- If a receipt is misplaced or one was not provided, employees should request a copy from the vendor, or list the details of the expense as an added note, with receipt details (see above).

Updated Business Office Forms:

The Business Office has recently updated the following forms:

- [Payment Request Form](#)
 - Updated Mileage Rate to IRS standard for 2019 at \$0.58/mile, up from 54.5 cents for 2018.
 - New fields added to record *Conference Name* and *Dates of Business Travel*
- [Travel Planning Form:](#)
 - Use to plan and budget your business travel expenses. The travel planning worksheet is also available on the back of the [Payment Request Form](#)
- [Extended Travel Form / Business and Personal Travel Worksheet](#)
 - Renamed Form from “Extended Travel” to “Business and Personal Travel Worksheet”
 - Substantiates estimated cost differential when combining personal and business travel
 - Form has been redesigned for side by side cost comparison
- [Use of Personal Vehicle Form](#)
 - Substantiates estimated cost differential between flying versus driving
 - Form has been redesigned for side by side cost comparison

Combined Business and Personal Travel:

When a business trip is extended for personal reasons, reimbursement is limited to the business related travel costs. If additional personal days increase the cost of transportation, the traveler is responsible for the cost difference. To demonstrate the cost comparison, the [Business and Personal Travel Worksheet](#) should be completed at the time airfare is booked to document the price differential between the personal and business itinerary. Please be sure to prepare the appropriate quotes/documentation at this time as it can be difficult to acquire the documentation after the fact. Travelers will receive reimbursement for the lower cost of the two routes.

Fraud Policy:

In response to a recommendation from our external audit firm (*Clifton, Larson, Allen*), Carleton created a new fraud policy. Employees are encouraged to review the details in the [Campus Handbook](#).

ACH/Wire Form Updated:

The Business Office has expanded the [W-9 Request Form](#) workflow to encourage vendors to use direct deposit. After successfully uploading their W-9 form, vendors will be invited to register for direct deposit and upload their completed [Vendor Electronic Payment Authorization Form](#) through a secure portal link. The link will expire after 14 days. Vendors will receive a second reminder from businessofficeadmin@carleton.edu if the form has not been submitted within 7 days. Please encourage our new vendors to participate in our electronic payment process.

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Fraud Alert:

Vendors are receiving fraudulent emails from individuals posing as Carleton employees who attempt to purchase items and have them shipped to locations off campus. The perpetrators of this scheme are submitting false purchase orders using College information to make themselves look legitimate. To better protect our data, we have moved our tax information to the [Business Office References](#) section on the Business Office web-site, which can only be accessed with Carleton log-in credentials.

Congratulations! You're a Budget Manager, Now What?!?:

Our department Budget Managers are expected to monitor their operating budget on a monthly basis to ensure:

- Charges posted to their account(s) are correct,
- Annual spending will not exceed the total available budget and
- Spending is used to support departmental and institutional strategic priorities

These are not small tasks, especially for a department manager responsible for multiple accounts! To best support your responsibilities, we encourage budget managers to review their account activity on a monthly basis.

Our schedule for budget transactions each month includes:

Description	Timing
Accounts Payable Transactions	Posted Weekly
Webform Transfer Requests	Posted Twice a Week (Tuesday & Thursday)
Purchasing Card & Interdepartmental Charges	Posted by 15 th Working Day of Each Month
Budget Manager Review/Request Corrections	Review by 20 th Working Day of Each Month
Month End Close	Month closed by 25 th Working Day

Technology available to support budget management includes:

- [Budget Manager Reports](#) available from The Hub. Several views are available, showing account activity and transactions, budgets and available funds.
 - **Tip 1:** The most efficient way to review your monthly activity is by using the Detail – Date Sort Report Mode for your selected fund/source/department.
 - **Tip 2:** The Budget Office and Business Office have the ability to emulate your account to better assist you with inquiries. Please do not hesitate to contact us for support.
- [Transfer/Journal Entry Requests](#) can be submitted on-line using the Transfer/Journal Request Form. This allows users to transfer funds from one department or expense code to another.
 - **Tip:** If you will be using a new account, please consider contacting us in advance so we can complete the new account set up which will expedite your journal entry and eliminate errors.

Complete instructions and guidelines about budgeting at Carleton can be found on the [Budget Office](#) website. We are always happy to hear your suggestions on how we can improve your Budget Manager experience, feel free to share your thoughts in our [Suggestion Box](#) or contact us directly.

Gifts & Endowments:

A final note regarding current restricted gifts and endowments. Restricted gifts may be received to provide additional operating budget support for your department. Budget Managers are expected to spend these gifts in a timely manner consistent with the donor restrictions. Our ability to acknowledge the important work these gifts support will fulfill our fiduciary responsibilities and may encourage additional gifts in the future.

Thank you for your part in managing our department budgets, we enjoy supporting the transactions that reflect your work to make great things happen at Carleton!