

Carleton College
Wells Fargo Out of Pocket Reimbursement Application

Application Instructions:

Employees may be granted access to use the Carleton Out-of-Pocket (OOP) portal to report business-related purchases for reimbursement. New account holders are required to attend a training session in conjunction with completing this Application. Completed forms may be submitted at the time of the training session, which can be scheduled by contacting Amy Swenson at x5509.

****Individual's incurring more than \$1,000 of expense on a recurring basis will be asked to join the Carleton Purchasing Card Program.****

Accountholder Information:

Name: _____ Employee ID# _____
(found on back of OneCard or College Pay Advice)

Email Address: _____

Department/Dept# _____
Department Name Dept #

Account Defaults:

Fund: _____
Source: _____
Dept: _____ (Usually department or PDA)

Approving Manager: *Individual responsible for reviewing and approving cardholder transactions.*

Approver Name: _____

Secondary Approver (Optional): *Alternate approver; granted same privileges as Approving Manager.*

Alternate Approver Name: _____

Reconciler (Optional): *Review charges on behalf of Cardholder; granted same privileges as the Cardholder.*

Reconciler Name _____

Signature Authorization:

Signature Of Applicant/Date: _____
Applicant Signature Date

Signature of Approving Manager/ Date: _____
Manager Signature Date

Business Office Use Only

Assigned USER ID:

Label:
Cardholder List:

