

**WELLS
FARGO**



Carleton

Carleton College Purchasing Card Training

Kara Lloyd

Accounts Payable Manager

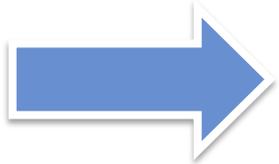
Program Administrator

Amy Swenson

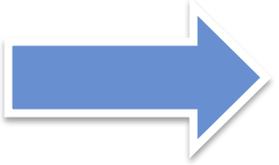
Purchasing Card Specialist

Program Administrator

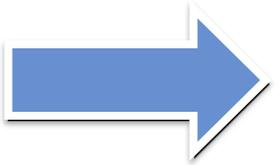
Before we begin...



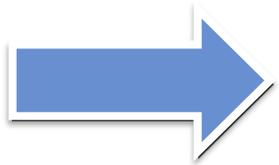
Review training materials packet (Unique ID)



Review purchasing card application



Did you complete your first sign on?



What types of purchases will you be making?

Cardholder Responsibilities & Reconciliation Timeline



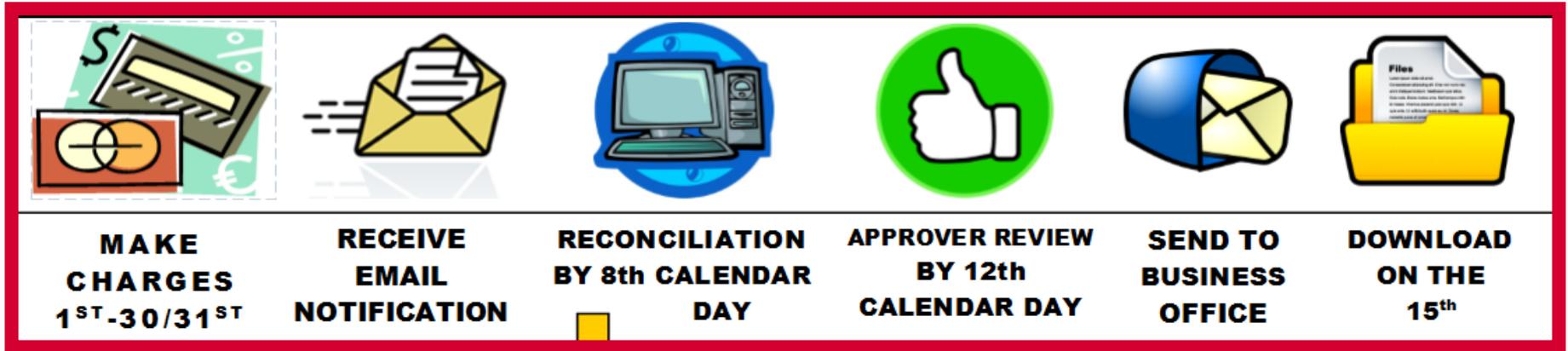
Cardholder Responsibilities:

- Follow policies and guidelines
- Retain original, itemized receipts
- Modify account codes when necessary
- Maintain security of your card
- Complete online reconciliation by due date

Manager/Approver Responsibilities:

- Review transactions for cardholders that report to you
- Submit cardholder statements to Business Office prior to deadline

Reconciliation Timeline:



Wells Fargo will send email reminders to help keep you on track.

Traveling during review period?

- Anywhere you have access to the internet, you should be able to access your account
- Leave the documentation with your approver if possible and be sure to sign the paper copy of your statement(s)
- Documentation can be submitted upon your return also (But within 60 days)
- Two most important steps are entering **descriptions** and making sure **account codes** are appropriate
- Any account codes that need adjusting after the download has been performed must be requested via the online Journal/Transfer Request Form
- Indicate any personal expenses by checking the personal box

Program Basics



- Remember to set up your Card PIN
- Credit limits can be adjusted
- Charges will automatically default to PDA/department account
- Replacement cards are issued automatically by Visa before exp date

Request a Credit Limit Increase

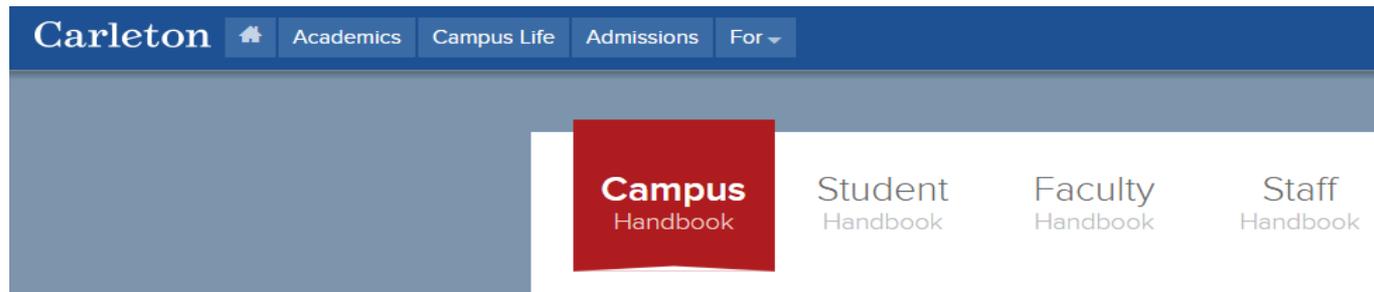
- Call (x5509) or email (aswenson@Carleton.edu)
- Provide the following information:
 1. Amount of increase – Monthly, single purchase or both?
 2. Time frame for increase – One week? One month? Two months?
 3. Purpose for increase – Why do you need additional funds?
 4. Budget source – Where are the funds coming from?
 5. Please copy your supervisor or department head and administrative assistant



Increases take effect immediately!

College Policy

- Please review the [Carleton Campus Handbook](#) for policy information:



- Please review the [Business Office website](#) for general purchasing information and P Card resources:

Business Office Policies

All Business Office policies are maintained in the [Carleton College Campus Handbook](#)

- [Employee Travel and Reimbursement](#)
- [Local Meals and Entertainment Expenses](#)
- [Faculty Development \(FDA\) and Professional Development Accounts \(PDA\)](#)
- [Purchasing](#)
- [Insurance](#)
- [Petty Cash](#)

College Policy

- The Business Office website has a FAQ section for Purchasing Card questions:

Business Office

Business Office Home
Our Staff and Services
Business Office Policies
Business Office Forms
Business Office References
Cashier Services
Purchasing
Accounts Payable
Government and Foundation Grants
Payroll
Student Accounts
Student Health Insurance
Student Organizations
General Accounting
Insurance/Risk Management
Frequently Asked Questions
Newsletters

Frequently Asked Questions (FAQ)

Browse by Category: [Accounts Payable](#) | [Insurance and Risk Management](#) | [Payroll Faculty/Staff](#) | [Payroll Students](#) | [PDA](#) | [Purchasing](#) | [Purchasing Card Program](#) | [Out-of-Pocket and Personal Reimbursement](#) | [Student Organizations](#) | [Travel](#) | [View All](#)

If you do not see your question please contact the [Business Office](#) or visit our [Suggestion Box](#).

Search:

- **[What should I do if I cannot remember my PIN?](#)**

If you forget your PIN, you should call 1-800-932-0036 and follow the prompts to reset...

- **[How do I set up my PIN on my Chip & PIN card?](#)**

You will be prompted to set up a Personal Identification Number (PIN) upon activation of...

- **[What are the benefits of using a Chip & PIN card?](#)**

Chip technology will increase the security of credit card transactions. The embedded microchip encrypts your...

Expense Code List

<https://apps.carleton.edu/campus/business/AcctPay/codes/>

Professional Services:

- **5281** Professional Services

Supplies:

- **5301** External Printing
- **5302** Office Supplies
- **5303** Lab Supplies
- **5305** Postage
- **5309** Subscriptions and films

Equipment:

- **5401** Equipment Repair
- **5402** Equipment Purchases
- **5404** Equipment Rental
- **5405** Equipment Service Contracts
- **5451** Capital Purchases over \$10,000.00

Travel:

- **5801** Employee Travel
- **5802** Student Travel/Field Trips
- **5811** Travel for Professional Development
- **5814** Travel Expenses for Alumni or Speakers

Miscellaneous:

- **5907** Meetings & Entertainment (department meetings, visitors, donors and related refreshments)
- **5911** Fees (Membership fees to organization, etc.)
- **5954** Early Returnees
- **5955** Services
- **5997** Faculty Entertaining Student (outside the classroom)
- **5999** Other/Miscellaneous

Vendor Contracts

Carleton College is a member of the following group of Purchasing Contracts. Please refer to them when purchasing on behalf of the College:

- Education & Institutional Cooperative (E&I)
- Associated Colleges of the Twin Cities (ACTC)
- State of MN
- US Communities
- Office Supplies – Innovative Office Solutions
- Delta Sky Bonus Program
 - Membership Number: US268432682

Contact:

Randie Johnson, Purchasing Manager, x4178

Amazon Business Account



- Amazon Business allows you to shop on Amazon using a multi-user business account.
- Access to millions of business products on Amazon with business pricing on select items.
- Amazon Business Account Cardholder Benefits:
 - Free shipping (5-8 business days) on eligible orders over \$25
 - Automatic tax exempt purchasing on items sold by Amazon.com LLC and participating 3rd party sellers
 - Business Pricing and quantity discounts on millions of items
 - Access to a specialized business only Customer Service team at 866.486.2360
- Not to be used for personal orders
- Randie Johnson reviews certain purchases – Include a note for any restricted items

Tax Exempt Status

- Tax Exempt Certificate on Business Office Web-site
<https://apps.carleton.edu/campus/business/businessofficeforms/>
- Tax Exempt Number embossed on your card: 9008717
- Cardholders are responsible for sales tax refunds or reimbursements



Swap Shop

Faculty and staff are encouraged to utilize the **Office Supply Swap** located in the Sustainability Office in Facilities. Binders, bookends, folders, and file organization supplies... we have it all! Bring your unneeded (but reusable) office supplies and take anything you're able to reuse. Contact sustainability@carleton.edu with questions.



Prohibited Transactions

Purchasing the following items constitutes misuse of the purchasing card:

- Personal Purchases
- Computer Equipment contact ITS to document
- Furniture Purchases unless with the consent of Facilities
- Personal expressions of gratitude or sympathy
- Gasoline for Personal Vehicle – Use Mileage
- Gift Certificates
- Special Flight accommodations without approval



Documentation & Recordkeeping

The cardholder is responsible for keeping accurate records for all transactions.



Tips for Recordkeeping:



- Keep original, itemized receipts
- Business purpose should be entered for each expense

(Cross Border Transaction Fee for any international expense)

- Include a list of meal attendees
- Include itemized meal receipts for hotel stays
- Conference travel must include the name of the conference and dates attended

- Request a copy of lost receipts from vendor
- Reclassify account codes when necessary – Complete Transaction/Journal Request Form if codes need to be reclassified after the deadline

Consequences of Misuse

Step 1) Informal resolution informing cardholder of misuse and expectation of compliance

Step 2) Supervisor contacted if informal resolution ineffective

Step 3) Formal warning delivered to cardholder of violation and consequences

Step 4) Disciplinary action including suspension or termination of card or employment depending on the severity of the offense.

Commercial Card Expense Reporting (CCER) Carleton College

An internet solution

Accessed via Wells Fargo's secure
Commercial Electronic Office® (CEO) portal



Logging In – System Requirements



Commercial Electronic Office (CEO®) Browser & System Requirements

The CEO portal is your gateway to our suite of online financial solutions and services. The browser and system requirements below reflect the minimum technology standards for using the CEO portal.

Web Accessibility

At Wells Fargo, we are dedicated to making our online services accessible to everyone, including people with disabilities. We are committed to accessibility as an ongoing activity, and we are continually striving to improve accessibility and usability for all of our customers. Our accessibility efforts are based on the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG 2.0).

For details on CEO portal accessibility,

Are you a Mac or a PC user?

CEO Portal System Requirements

Supported Operating Systems

Windows 7
Windows 8 and 8.1
Mac OSX Mavericks - 10.9

Supported Browsers

Internet Explorer 9, 10 & 11
Chrome
Firefox
Safari (Only on Mac OSX)

Upcoming System updates

End support for Windows XP: End of 2014
End support for Windows Vista: End of 2014
End support for Internet Explorer 8: End of 2014
End support for Internet Explorer 9: 2015

Application System Requirements

Additional system requirements for specific applications can be found in the [FAQs](#) and user guides for that application.

Browser Requirements

For your protection, browsers must support 128-bit encryption. The CEO portal also requires [JavaScript](#), [XHR](#), and [cookies](#).

CEO Portal Technical Support

U.S. or Canada

1-800-AT-WELLS, (1-800-289-3557).

World Wide

Mexico: 001-800-289-3557

Countries with UIFN (Universal International Freephone Number):

Dial your international dialing code and the UIFN (Universal International Freephone Number) for your [country](#), 8000-AT-WELLS (8000-289-3557).

Logging In

WELLS FARGO

Personal Small Business **Commercial** Financial Education About Wells Fargo

Sign Up Customer Service ATMs/Locations Español Search

Banking Loans and Credit Insurance Investing and Retirement Wealth Management

Go to www.wellsfargo.com
Click on "Commercial" tab

View Your Accounts

Account Summary

Username

Password

Go

Username / Password Help

Need online access?
[Sign Up Now](#) or [Take a Tour](#)
[Privacy, Cookies, and Security](#)

Act now to get a student loan

No payments while in school

Apply Now

CountsSM Fraud Information Center Home Lending **Borrowing and Credit** Banking Made Easy Retirement

Take a first step toward managing your credit

When you need to make a decision about how and when to borrow, Wells Fargo is here to help find options that can work for you.

Start here

- Understand your [credit score](#)
- Paying for [unexpected expenses](#)
- [Getting rewarded](#) for purchases
- [Consolidating bills](#)

No payments while in school

Get the funds you need to pay for college.

Get Started >

Lower your car payment

Refinance your existing auto loan with Wells Fargo and you may lower your payment up to \$118 a month!

Apply Now >

Logging In

Customer Service Locations Search

WELLS FARGO

Personal Small Business **Commercial** About Wells Fargo

Products and Services Industry Expertise **Insights**

Commercial Electronic Office® Portal

Sign On

[Sign-On Help](#)

[Get CEO Mobile®](#)

[Fraud Protection](#)

[Privacy, Cookies, and Security](#)

Click on "Sign On"

Wells Fargo + Apple Pay™

Secure + Easy.

Paying with your Wells Fargo consumer and small business cards just got even better.

See How

Insights

[Weekly Economic & Financial Commentary](#)

by Wells Fargo Economics Group

[Monthly Economic Outlook](#)

by Wells Fargo Economics Group

[Economic Indicators Reports](#)

by Wells Fargo Economics Group

[Global Financial Institutions Podcast](#)

by Wells Fargo International Group

[Prime Services White Papers](#)

by Wells Fargo Prime Services

[Food and Agribusiness Newsletters](#)

by Wells Fargo Agribusiness Group

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Working with You

We take the time to understand your business – from your operations to your long-term vision and goals.

And we support you with local relationship managers and bankers, who work alongside your team to help keep your business on track and moving forward.

[Learn More >](#)



Products and Services

Our comprehensive suite of products and services can support your business now and for years to come.

- [Commercial Real Estate](#)
- [Retirement and Employee Benefits](#)
- [Securities & Markets](#)
- [Treasury Management](#)

[All Products & Services >](#)



Industry Expertise

Work with specialists who know your industry and can provide the right financial services for you.

- [Auto Dealerships](#)
- [Beverage Companies](#)
- [Gaming](#)
- [Technology Banking](#)

[More Industries >](#)

Commercial Electronic Office sign on

- Simply enter your:
 - Company ID
 - Carle057
 - User ID
 - Unique to user
 - Password
 - Unique to User

The screenshot shows the 'Commercial' sign-on page for the Commercial Electronic Office. It features a 'Sign On' section with three input fields: 'Company ID', 'User ID', and 'Password'. Below these fields is a 'Sign On' button and several links: 'Forgot Password?', 'Password Reset Tutorial', 'Sign on Help', 'System Requirements', and 'Fraud Prevention'. To the right, there are three promotional banners: 'Protect your accounts from impostor fraud' with a 'Watch video' link, 'CEO Mobile' with a 'Learn more' link, and 'Wells Fargo Commercial Services' with a 'View Our Online Solutions | Contact Us' link.

- Bookmark this page for future access

EMAILS OR FRAUDULENT CALLS



Be careful about phishing (or fake) emails or fraudulent calls. Wells Fargo will never ask you for your CEO portal Password, Token Passcodes, and PIN numbers through an unsolicited email, a web site from a link in an unsolicited email, or unsolicited telephone calls. Never click on a link or respond to these emails. A Wells Fargo representative sometimes sends emails when digital certificates are about to expire, but we always ask that you contact us. Report any phishing or fraudulent attempts to ReportPhish@wellsfargo.com, or contact your Wells Fargo representative immediately if you have inadvertently provided information.

Your First Sign-on:

- Change your temporary password
- Answer two “secret questions”
- Read and accept the CEO Terms of Use Agreement
- Create a user profile:
 - Name, title
 - Telephone number
 - Email address

Change password

My Profile

Change Password

Enter your **Current Password**. Create a new password by entering then re-entering the password in the fields. If you need assistance assistance, call toll free 1-800-AT-WELLS (1-800-289-3557), option 5.

 All fields are required.

Current Password:

New Password:

Re-enter New Password:

[Cancel](#)

Passwords must contain the following:

- 6 to 12 characters
- At least one number
- At least one letter

It is also recommended that your password should have at least one special character (Examples: ! * % \$).

Passwords cannot be the same as, or include:

- Your first name
- Your last name
- Company name
- Company ID
- User ID
- Previous 6 passwords
- Names of months (Example: march123)
- The same character repeated 3 times or more (Example: 2Kaaa5)

Answer two secret questions



Commercial Electronic Office®

New User Setup



Change Password



Secret Questions



Terms of Use



Profile

* All fields required

Secret Question 1

* Answer 1

Secret Question 2

* Answer 2

[Continue](#)

[Sign on Help](#)

Answers Guidelines

- Answers are not case sensitive
- Use only letters, numbers, apostrophes, hyphens, or spaces
- Capitalize proper names only
- Create simple but meaningful answers

[Privacy, Security & Legal](#) [About Wells Fargo](#) [Careers](#) [Terms of Use](#) [Accessibility](#)

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Read and accept the *CEO* Terms of Use

**Commercial Electronic Office®**

New User Setup



Change Password Secret Questions **Terms of Use** Profile

 Secret Questions saved.

 You must accept the Terms of Use to complete your New User Setup. To print the Terms of Use, select **Terms of Use** from the footer on the Sign on screen or the CEO Home screen.

Terms of Use for CEO Portal

UPDATED MAY 2012

You have now entered the *Commercial Electronic Office (CEO®)* business portal at the website for Wells Fargo Bank, N. A. ("Wells Fargo"). Through the *CEO* portal you will be able to use certain financial services (the "Services") of Wells Fargo or its affiliates (the "Affiliates"). The term "Affiliate" means the parent company of Wells Fargo, Wells Fargo & Company, and any present or future company that controls, is controlled by, or is under common control with Wells Fargo Bank N.A.

A Service may be used through the *CEO* portal only after: (a) you agree to these Terms of Use, (b) you or your company accepts an online access agreement and/or other agreement(s) required to receive the Service, and (c) you or your company accepts the application forms, instruments, rules, standards, policies, instructions, and other documents and forms required to receive and use the Services (the "Service Forms").

YOU MUST AGREE TO THESE TERMS OF USE BEFORE USING THE CEO PORTAL. To agree to these Terms of Use, you must, using your mouse, keystroke, or other device, select the **I Accept** button at the end of these Terms of Use. Selecting **I Accept** will be deemed the legal equivalent of your handwritten signature and will constitute your agreement with Wells Fargo and its Affiliates to these Terms of Use, to any other terms and conditions appearing on any screen on this website when enrolling for or using any of the Services, and to the rules, policies, procedures,

New User Setup



Enter your contact information in the fields below.

* Required

Contact Information

Name

User ID

* Email

* Re-enter Email

Re-entering Email Is Not Required

Re-enter Email field is required if the email address is updated and must match identically.

Fax

Country Code



Fax Number



Phone Number 1

Device Type

Review Email Address for Accuracy

* Re-enter Email
Re-enter Email field is required if the email address is updated and must match identically.

Fax Country Code Fax Number

— Phone Number 1

Device Type **Add your Business Phone Number
Note: Country Code is Required**

Preferences

Automatic Access **Turn on Automatic Access to Open CCER Upon Login**

[Privacy, Security & Legal](#) [About Wells Fargo](#) [Careers](#) [Terms of Use](#) [Accessibility](#)

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Enter Business Phone Number

Confirm Contact Information

Confirmation

 Your changes have been saved.

Contact Information

Name **Kara Lloyd**

User ID **UserID123**

Email **klloyd@carleton.edu**

Fax

Phone Number 1 **507 222 5934**

Preferences

Automatic Access **Yes**

[Continue to CEO](#)

Confirm your contact information:

- Name
- User ID
- Email
- Phone
- Automatic Access

CEO Home Page

The screenshot shows the CEO Home Page interface. At the top left is the Wells Fargo logo. The main header area contains the text "CEO® Home" with a dropdown arrow. On the right side of the header, there are links for "Support" and "Sign Off", with the "Sign Off" link circled in red. Below the header, a welcome message reads "Welcome Kara Lloyd, CARLETON COLLEGE | You have 1 unread message." An arrow points from the name "Kara Lloyd" to a red-bordered box containing the text: "Click on **your name** to view your profile and edit your account information". Below the welcome message is a user profile dropdown menu with the following items: "kloyd@carleton.edu", "Last login: November 05, 2014 at 10:25 am PST", "User Profile", "Change Password", "Edit Secret Questions", and "Preferences". To the right of the dropdown menu is another red-bordered box with the text: "Sign Off after you have completed your CCER review". Below the dropdown menu is a button labeled "Commercial Card Expense Reporting". On the right side of the page, there is a "Support" section with a list of links: "Support", "Help", "Resources", "Contact Us", "Locations", "Holiday Schedule", and "CEO Expert Community". An arrow points from the "Sign Off" link in the header to a red-bordered box with the text: "Sign Off after you have completed your CCER review". Below this box is a link for "About the CEO Portal".

CEO Home Page

The screenshot shows the Wells Fargo CEO Home page. At the top left is the Wells Fargo logo. To its right is a "CEO® Home" dropdown menu. In the top right corner, there are links for "Support" and "Sign Off". Below the logo, the text "CEO® Home" is displayed. A red oval highlights the "Commercial Card Expense Reporting" link in the main navigation bar. Below this, a text block states: "The updated layout and design of the CEO portal will help make it even easier for you to do business online. Discover what's new by selecting About the CEO portal on the upper right side of this page." To the right of this text is a "Support" menu with links for "Help", "Resources", "Contact Us", "Locations", "Holiday Schedule", and "CEO Expert Community". A red oval highlights the "Commercial Card Expense Reporting" link in a secondary navigation bar. A red-bordered box contains the following text: "Use the CEO Home drop down Menu OR Use the link at the bottom to sign into **Commercial Card Expense Reporting (CCER)**". At the bottom of the page, there are links for "Privacy, Security and Legal", "Terms of Use", "Sitemap", "Commercial Services", and "Service Descriptions". The footer text reads "© 1999 - 2014 Wells Fargo. All rights reserved."

WELLS FARGO

CEO® Home

Support Sign Off

CEO® Home

Commercial Card Expense Reporting

The updated layout and design of the CEO portal will help make it even easier for you to do business online. Discover what's new by selecting About the CEO portal on the upper right side of this page.

Support

- Help
- Resources
- Contact Us
- Locations
- Holiday Schedule
- CEO Expert Community

Commercial Card Expense Reporting

Use the CEO Home drop down Menu

OR

Use the link at the bottom to sign into **Commercial Card Expense Reporting (CCER)**

Privacy, Security and Legal Terms of Use Sitemap Commercial Services Service Descriptions

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Cardholder experience

Cardholder Roles

The screenshot displays the Wells Fargo Commercial Card Expense Reporting interface. At the top left, the Wells Fargo logo is visible. The main header area contains the text "Commercial Card Expense Reporting" and a "Click Here to Switch Between Roles" button, which is highlighted with a red box and a yellow arrow pointing to the "Cardholder" role in the breadcrumb navigation. The breadcrumb navigation shows "Role: Approver | Reconciler | Cardholder". On the top right, there are "Help" and "Close" buttons. Below the header, a welcome message reads "Welcome Kara Lloyd Emulating Barbara Silk Exit Emulation". The main content area is titled "Charges — Manage Charges" and includes a sidebar with navigation options: "Manage Statements", "Review Open Statements", "View Cycle-to-Date", "View Previous Statements", "Reports", and "User Information". The main content area contains instructions for filtering items, a "Print Version" link, and a "Cardholder Summary" section. The summary includes fields for Cardholder Name, Card Number, Status, Charges, Out-of-pocket, Total Amount, Start Date, End Date, Reminder Period, and Grace Period. The "Charges" section below has a "Charge Type" dropdown menu set to "All Transactions". At the bottom, it indicates "Viewing 1 to 6 of 6 Items".

WELLS FARGO Commercial Card Expense Reporting **Click Here to Switch Between Roles** Help **x Close**

Role: [Approver](#) | [Reconciler](#) | [Cardholder](#) Welcome Kara Lloyd Emulating Barbara Silk [Exit Emulation](#)

Charges — Manage Charges

▼ Manage Statements

Review Open Statements

[View Cycle-to-Date](#)

[View Previous Statements](#)

► Reports

► User Information

To filter items, select from the **Charge Type** drop-down menu. Select charges, and click one of the functions below. Click **Save** or **Statement Reviewed**. [Print Version](#)

* Required Field View Details

Cardholder Summary

Cardholder Name:	<input type="text"/>	Start Date:	07/01/2013
Card Number:	<input type="text"/>	End Date:	07/31/2013
Status:	Approved	Reminder Period:	08/01/2013 through 08/04/2013
Charges:	1,283.85 USD	Grace Period:	08/05/2013 through 08/08/2013
Out-of-pocket:	0.00 USD		
Total Amount:	1,283.85 USD		

Charges

Charge Type:

Viewing 1 to 6 of 6 Items

Bank Information for OOP & Personal Expenses

Charges — Manage Charges

▼ Manage Statements

Review Open Statements

[View Cycle-to-Date](#)

[View Previous Statements](#)

► Reports

▼ User Information

[Personal Profile](#)

Bank Information ← **One-Time Set-Up**

[Credit Limit Change Request](#)

To filter items, select from the **Charge Type** drop-down menu. Select charges, and click one of the functions below. Click **Save** or **Statement Reviewed**. [Print Version](#)

* Required Field

Cardholder Summary

Cardholder Name:	<input type="text"/>	Start Date:	07/01/2015
		End Date:	07/31/2015
		Reminder Period:	08/01/2015 through 08/04/2015
		Grace Period:	08/05/2015 through 08/08/2015

Charges: 31.50 USD
Out-of-pocket: 0.00 USD
Total Amount: 31.50 USD

Charges

Charge Type: ▼

Bank Information for OOP & Personal Expenses

Check the **Authorization** box, enter your account information, and click **Save**.

Note: This account will be debited or credited for your out-of-pocket or personal expenses. While this information is optional, it may be required by your company. Contact your administrator for company requirements.

* Required Field

Authorization:

Upon entering the following Automated Clearing House Information, I hereby authorize CARLETON COLLEGE to initiate credit and debit entries to my checking or savings account as indicated at the depository financial institution entered below to reimburse and / or collect out-of-pocket and personal expenses. This authorization is to remain in full force and effect until CARLETON COLLEGE has received notification from me of its termination in such time and in such manner as to afford CARLETON COLLEGE and the depository financial institution entered a reasonable opportunity to act on it.

Account Type: *

Checking Savings

Account Number: *

Routing / Transit Number: *

Enter Checking / Savings
Account Number &
Routing Number

Save

Remember to Save

Review Open Statements

WELLS FARGO Commercial Card Expense Reporting Help Close

Role: [Program Administrator](#) | [Cardholder](#) Welcome Kara Lloyd

Charges — Manage Charges

- Manage Statements
 - Review Open Statements**
 - [View Cycle-to-Date](#)
 - [View Previous Statements](#)
- Reports
- User Information

Click Here to Review an Open Statement during the Review Period

To filter items, select from the **Charge Type** drop-down menu. Select charges, and click one of the functions below. Click **Save** or **Statement Reviewed**. [Print Version](#)

* Required Field View Details

Review Period Timeline

Cardholder Summary	
Cardholder Name: LLOYD, KARA	Start Date: 07/01/2013
Card Number: xxxx-xxxx-xxxx- <input type="text"/>	End Date: 07/31/2013
Status: Approved	Reminder Period: 08/01/2013 through 08/04/2013
Charges: 239.00 USD	Grace Period: 08/05/2013 through 08/08/2013
Out-of-pocket: 0.00 USD	
Total Amount: 239.00 USD	

Charges

Charge Type:

Viewing 1 to 1 of 1 Items

Charges						
Select All Clear All						
Transaction Date	Posting Date	Merchant	Custom Fields	G/L Code	Receipt Attached	Amount / Original Currency
1. <input type="checkbox"/>	07/18/2013	07/19/2013	Conferences And Seminars 508-4050983, MA	5811 - Travel-prof devel	<input checked="" type="checkbox"/>	239.00 USD
Description: * Lorman Live Webinar: Current Issues in TIN Validation and B Notices. Attending: Kara Lloyd, Melissa Smith, Jennifer Paulson						
Select All Clear All						
Reclassify	Add Descriptions					
						Total Charges: 239.00 USD

View Cycle-To-Date

The screenshot displays the Wells Fargo Commercial Card Expense Reporting interface. At the top left, the Wells Fargo logo is visible next to the page title "Commercial Card Expense Reporting". On the top right, there are "Help" and "Close" buttons. Below the header, the user's role is identified as "Program Administrator | Cardholder" and the user is welcomed as "Kara Lloyd".

The main content area is titled "Charges — Cycle-to-Date". On the left side, there is a navigation menu with the following items: "Manage Statements" (expanded), "Review Open Statements", "View Cycle-to-Date" (highlighted with a red box and an arrow pointing to it), "View Previous Statements", "Reports", and "User Information".

The main content area contains the following information:

- A instruction: "To filter items, select from the Charge Type drop-down menu. Select charge transactions, and click a function. Click Save to continue." A "Print Version" link is located on the right side of this section.
- Fields for "Card Number", "Reminder Period: 07/01/2016 through 07/04/2016", and "Grace Period: 07/05/2016 through 07/08/2016".
- A section titled "Charges" with a "Charge Type" dropdown menu set to "All Transactions".
- Two tabs: "Charges" (selected) and "Out-of-pocket Expenses".
- A message: "There are no results."
- A "View Pending Charges" link on the right side, which is highlighted with a red box and an arrow pointing to it. A callout box next to it says "Click here to view a list of pending transactions".

At the bottom of the page, there is a footer with links for "Home", "About Wells Fargo", "Security Guarantee", and "Privacy, Security & Legal".

Pending Transaction List

To filter items, select from the C

Card Number: XXXX-XX
Reminder Period: 02/02/20
Grace Period: 02/06/20

Charges

Charge Type: All Tr

Charges Out-of-pock

There are no results.

to continue.

Pending Charges

As of 01/12/2016 02:31 pm PT

2 items

	<u>Transaction Date/Time</u> ▼	<u>Merchant</u>	<u>Amount / Original Currency</u>
1	01/12/2016 01:53 pm PT	INNOVATIVE OFFICE SOLUTI MN	34.99 USD
2	01/12/2016 11:42 am PT	INNOVATIVE OFFICE SOLUTI MN	34.99 USD

Total Pending Charges **69.98 USD**

Close

Transaction List Features

Cardholder Summary

Cardholder Name:	<input type="text"/>	Start Date:	07/01/2015
Card Number:	<input type="text"/>	End Date:	07/31/2015
Status:	Open	Reminder Period:	08/01/2015 through 08/04/2015
Charges:	665.57 USD	Grace Period:	08/05/2015 through 08/08/2015
Out-of-pocket:	0.00 USD		
Total Amount:	665.57 USD		

Charges

Charge Type: ▼

Viewing 1 to 4 of 4 items

Charges		Out-of-pocket Expenses					
Transaction Date	Posting Date ▲	Personal	Merchant	G/L Code	Unit	Receipt Attached	Amount / Original Currency
1. <input type="checkbox"/>	07/14/2015	07/16/2015	<input type="checkbox"/>	Tavern Of Northfield Northfield, MN	5800 - Travel	VP AND TREASURER(1125)	<input type="checkbox"/> 53.50 USD
<i>Description: *</i>							
FUND: 10		SOURCE: 0000		DEPT: 1125			
2. <input type="checkbox"/>	07/21/2015	07/22/2015	<input type="checkbox"/>	Tsu Bookstore #231 Nashville, TN	5302 - Office Supplies	VP AND TREASURER(1125)	<input type="checkbox"/> 36.87 USD
<i>Description: *</i>							
FUND: 10		SOURCE: 0000		DEPT: 1125			
3. <input type="checkbox"/>	07/22/2015	07/24/2015	<input type="checkbox"/>	United 0162457720333 800-932-2732, TX	5800 - Travel	VP AND TREASURER(1125)	<input type="checkbox"/> 275.20 USD
<i>Description: *</i>							
FUND: 10		SOURCE: 0000		DEPT: 1125			
4. <input type="checkbox"/>	07/25/2015		<input type="checkbox"/>	Aashe #3- Conference 888-347-9997, PA	5281 - Professional Services	VP AND TREASURER(1125)	<input type="checkbox"/> 300.00 USD
<i>Description: *</i>							
FUND: 10		SOURCE: 0000		DEPT: 1125			
Select All Clear All							
<input type="button" value="Reclassify"/> <input type="button" value="Add Descriptions"/> <input type="button" value="Split & Reclassify"/> <input type="button" value="Dispute"/> <input type="button" value="Copy Request"/>							
							Total Charges: 665.57 USD

Expense Code

Check the box if you have a receipt

Additional Detail Available

Check the box for one or more charges OR Select All to modify all charges

Reclassify Add Descriptions Split & Reclassify Dispute Copy Request

Transaction List Feature

Charges

Charge Type:

Viewing 1 to 8 of 8 Items

Charges

[Select All](#) | [Clear All](#)

	Transaction Date	Posting Date ▲	Merchant	Custom Fields	G/L Code	Receipt Attached	Amount / O	
1.	<input type="checkbox"/>	10/01/2014	10/02/2014	Skillpath Seminars Main 913-3623900, KS		5811 - Travel-prof devel	<input checked="" type="checkbox"/>	
2.	<input type="checkbox"/>					cancelation fee	<input checked="" type="checkbox"/>	
3.	<input type="checkbox"/>					cancelation fee	<input checked="" type="checkbox"/>	
4.	<input type="checkbox"/>					cancelation fee	<input checked="" type="checkbox"/>	
5.	<input type="checkbox"/>					cancelation fee	<input checked="" type="checkbox"/>	
6.	<input type="checkbox"/>					cancelation fee	<input checked="" type="checkbox"/>	
7.	<input type="checkbox"/>					cancelation fee	<input checked="" type="checkbox"/>	
8.	<input type="checkbox"/>					cancelation fee	<input checked="" type="checkbox"/>	

[Select All](#) | [Clear All](#)

Reclassify

Viewing 1 to 8

Save

Commercial Card Expense Reporting - Internet Explorer

<https://wellsonecard.wellsfargo.com/ccer/ksoMerchantDetailPopup.do?merchantDetailTranId=3337402>

WELLS FARGO Commercial Card Expense Reporting **Close**

Merchant Details

The merchant details are displayed. Click **Close** to continue.

Selected Charge

Transaction Date:	10/01/2014	Posting Date:	10/02/2014
Merchant Name:	SKILLPATH SEMINARS MAIN	Merchant Type:	Schools and Educational Services
Merchant City:	913-3623900	Merchant State / Province:	KS
Merchant Zip / Postal Code:	662010000	Debit / Credit:	Debit
Amount:	149.00 USD	GST:	
Sales Tax:	0.00 USD	PST / QST:	

Details

Transaction ID: 333740201

Item Information

Addendum Sequence Number	Commodity Code	Description	Quantity	Unit of Measure	Line Item Total
1.	86000000	The Business Writing Basi	1	NBR	149.00 USD

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100%

International Travel

Wells Fargo charges a cross border transaction fee which applies when a cardholder makes a single currency purchase at a foreign country merchant. Anyone making online, telephone or in-person purchases from vendors that use foreign banks and whose credit card issuer passes transaction fees onto the customer will incur this charge. This shows up as a separate line item on your statement.

3.	<input type="checkbox"/>	03/03/2019	03/05/2019	No	Cross Border Trans Fee	5800 - Travel	ART AND ART HISTORY(5107)	<input type="checkbox"/>	1.80 USD
<u>Description:</u> *									
FUND: 10		SOURCE: 0000				DEPT: 5818			

Note: Faculty and staff traveling internationally on College business, not related to OCS programs, are required to complete the International Travel Record form in order to ensure adequate insurance coverage has been provided for the duration of their trip. This form is located on the Business Office website.

Reclassification Screen

Charges

Charge Type:

Viewing 1 to 4 of 4 items

Charges		Out-of-pocket Expenses							
Select All	Clear All								
	Transaction Date	Posting Date ▲	Personal	Merchant	G/L Code	Unit	Receipt Attached	Amount / Original Currency	
1.	<input type="checkbox"/>	07/14/2015	07/16/2015	<input type="checkbox"/>	Tavern Of Northfield Northfield, MN	5800 - Travel	VP AND TREASURER(1125)	<input type="checkbox"/>	53.50 USD
Description: *									
FUND: 10			SOURCE: 0000			DEPT: 1125			
2.	<input checked="" type="checkbox"/>	07/21/2015	07/22/2015	<input type="checkbox"/>	Tsu Bookstore #231 Nashville, TN	5302 - Office Supplies	VP AND TREASURER(1125)	<input type="checkbox"/>	36.87 USD
Description: *									
FUND: 10			SOURCE: 0000			DEPT: 1125			
3.	<input checked="" type="checkbox"/>	07/22/2015	07/24/2015	<input type="checkbox"/>	United 0162457720333 800-932-2732, TX	5800 - Travel	VP AND TREASURER(1125)	<input type="checkbox"/>	275.20 USD
Description: *									
FUND: 10			SOURCE: 0000			DEPT: 1125			
4.	<input type="checkbox"/>	07/25/2015	07/27/2015	<input type="checkbox"/>	Aashe #3- Conference 888-347-9997, PA	5281 - Professional Services	VP AND TREASURER(1125)	<input type="checkbox"/>	300.00 USD
Description: *									
FUND: 10			SOURCE: 0000			DEPT: 1125			
Select All		Clear All							
<input checked="" type="checkbox"/>	Reclassify	<input type="checkbox"/>	Add Descriptions	<input type="checkbox"/>	Split & Reclassify	<input type="checkbox"/>	Dispute	<input type="checkbox"/>	Copy Request
Total Charges: 665.57 USD									

Select Charges to Review

Select Reclassify

Reclassify

Reclassification Screen

[< Return to Charges — Manage Charges](#)

Enter your description, and click **Save**. Note: If the **Apply to All** link is available, you can copy this description to all listed transactions.

* Required Field  View Details

Cardholder Name:

Card Number:

Charges

Viewing 1 to 2 of 2 Items

	Transaction Date	Posting Date	Personal	Merchant	Receipt Attached	Amount / Original Currency
1.	07/21/2015	07/22/2015	<input type="checkbox"/>	Tsu Bookstore #231 Nashville, TN	<input type="checkbox"/>	36.87 USD
	General Ledger Code * 5302 - Office Supplies		Description * books for professional development		Unit VP AND TREASURER(1125)	
	FUND * 10		SOURCE * 0000		DEPT * 1125	
2.	07/22/2015	07/24/2015	<input type="checkbox"/>	United 0162457720333 800-932-2732, TX	<input type="checkbox"/>	275.20 USD
	General Ledger Code * 5800 - Travel		Description * airfare to attend Higher Ed Conference, August 24-28th. Houston, Texas		Unit VP AND TREASURER(1125)	
	FUND * 10		SOURCE * 0000		DEPT * 1125	

Viewing 1 to 2 of 2 Items

Save [Cancel](#)

Return to Transaction List

Check this box if it is a personal expense

Enter Informative Description

Check the box if you have a receipt

Click to Reclassify

Apply to All

Remember to Save!

Select General Ledger Code

Close

Select General Ledger Code

Filter

Viewing 1 - 80 of 80 items

Code	Description
1913	Miscellaneous Pre-paid Expense
1933	Prepaid OffCampus Prog Expense
5280	Services - MIAC Events
5281	Professional Services
5300	Professional Services
5301	Printing - off campus
5302	Office Supplies
5303	Lab Supplies
5304	Films
5305	

Viewing 1 - 80 of 80 items

Close

Select General Ledger Code

office

Viewing 1 - 1 of 1 items

Code	Description
5302	Office Supplies

Viewing 1 - 1 of 1 items

Add Descriptions

Charges

Charge Type:

Viewing 1 to 4 of 4 Items

Charges		Out-of-pocket Expenses							
Select All Clear All									
	<u>Transaction Date</u>	<u>Posting Date</u> ▲	<u>Personal</u>	<u>Merchant</u>	<u>G/L Code</u>	<u>Unit</u>	<u>Receipt Attached</u>	<u>Amount / Original Currency</u>	
1.	<input type="checkbox"/>	07/14/2015	07/16/2015	<input type="checkbox"/>	Tavern Of Northfield Northfield, MN	5800 - Travel	VP AND TREASURER(1125)	<input type="checkbox"/>	53.50 USD
<u>Description:</u> *									
FUND: 10			SOURCE: 0000			DEPT: 1125			
2.	<input checked="" type="checkbox"/>	07/21/2015	07/22/2015	<input type="checkbox"/>	Tsu Bookstore #231 Nashville, TN	5302 - Office Supplies	VP AND TREASURER(1125)	<input type="checkbox"/>	36.87 USD
<u>Description:</u> *									
FUND: 10			SOURCE: 0000			DEPT: 1125			
3.	<input checked="" type="checkbox"/>	07/22/2015	07/24/2015	<input type="checkbox"/>	United 0162457720333 800-932-2732, TX	5800 - Travel	VP AND TREASURER(1125)	<input type="checkbox"/>	275.20 USD
<u>Description:</u> *									
FUND: 10			SOURCE: 0000			DEPT: 1125			
4.	<input type="checkbox"/>	07/25/2015	07/27/2015	<input type="checkbox"/>	Aashe #3- Conference 888-347-9997, PA	5281 - Professional Services	VP AND TREASURER(1125)	<input type="checkbox"/>	300.00 USD
<u>Description:</u> *									
FUND: 10			SOURCE: 0000			DEPT: 1125			
Select All Clear All									
<input type="button" value="Reclassify"/>	<input checked="" type="button" value="Add Descriptions"/>	<input type="button" value="Split & Reclassify"/>	<input type="button" value="Dispute"/>	<input type="button" value="Copy Request"/>					
Total Charges: 665.57 USD									

You can also quickly add descriptions from your main page by clicking on "Description"

Viewing 1 to 2 of 2 Items

Charges		Out-of-pocket Expenses				
Select All Clear All						
	<u>Transaction Date</u>	<u>Posting Date</u> ▲	<u>Personal</u>	<u>Merchant</u>	<u>G/L Code</u>	
1.	<input type="checkbox"/>	05/30/2019	06/03/2019	<input type="checkbox"/>	Innovative Office Solutio 952-8089900,MN	5302 - Office Supplies
<u>Description:</u> *						
FUND: 10			SOURCE: 0000			

Add Descriptions

WELLS FARGO Commercial Card Expense Reporting Help Close

Role: [Approver](#) | [Reconciler](#) | [Cardholder](#) Welcome **Kara Lloyd** Emulating **Barbara Silk** [Exit Emulation](#)

Charges — Add Descriptions

- Manage Statements
 - Approve Statements
 - View Cycle-to-Date
 - View Previous Statements
 - Manage Receipts
 - View Requests / Status
 - Reports
 - Manage Users

[< Return to Charges — Cycle-to-Date](#) **Return to Transactions**

Enter your description, and click Save. Note: If the **Apply to All** button is selected, this description will be applied to all listed transactions.

Viewing 1 to 2 of 2 Items

Transaction Date	Posting Date	Merchant	Merchant Type	G/L Code	Amount / Original Currency
08/18/2013	08/19/2013	Menards 3177 Dundas, MN	Home Supply Warehouse	5302 - Office Supplies	28.97 USD
Description:		Supplies for Safety Committee			
		Apply to All			
08/19/2013	08/20/2013	Usgovt Print Ofc 32 202-512-1065, DC	Government Services Not Elsewhere Classified	5281 - Professional Services	67.00 USD
Description:		Supplies for Safety Committee			

Viewing 1 to 2 of 2 Items

Save [Cancel](#)

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Split & Reclassify

Role: Cardholder

Welcome Kara Lloyd Emulating Elisabeth Haase [Exit Emulation](#)

Charges — Cycle-to-Date

▼ Manage Statements

[Review Open Statements](#)

View Cycle-to-Date

[View Previous Statements](#)

▶ Reports

▶ User Information

To filter items, select from the **Charge Type** drop-down menu. Select charge transactions, and click a function. Click **Save** to continue.

[Print Version](#)

★ Required Field  View Details

Charges

Charge Type:

Viewing 1 to 4 of 4 items

Charges | **Out-of-pocket Expenses**

[Select All](#) | [Clear All](#)

	Transaction Date	Posting Date ▲	Merchant	Custom Fields	G/L Code	Receipt Attached	Amount / Original Currency
1.	<input type="checkbox"/> 07/30/2013	08/01/2013	Promotions Now Healthpromiti, NJ		5302 - Office Supplies	<input type="checkbox"/>	319.70 USD
	Description: *						
2.	<input type="checkbox"/> 08/18/2013	08/19/2013	Menards 3177 Dundas, MN		5302 - Office Supplies	<input type="checkbox"/>	28.97 USD
	Description: *						
3.	<input checked="" type="checkbox"/> 08/19/2013	08/20/2013	Usgovt Print Ofc 32 202-512-1065, DC		5281 - Professional Services	<input type="checkbox"/>	67.00 USD
	Description: *						
4.	<input type="checkbox"/> 08/20/2013	08/21/2013	Minnesotas Bookstore 651-2973000, MN		5302 - Office Supplies	<input type="checkbox"/>	21.95 USD
	Description: *						

[Select All](#) | [Clear All](#)

[Reclassify](#) [Add Descriptions](#) [Split & Reclassify](#) [Dispute](#) [Copy Request](#)

Total Charges: 437.62 USD

Viewing 1 to 4 of 4 items

Select a Transaction

Select Split & Reclassify

Split & Reclassify

- Can be used to split due to a personal portion
- Can be used to charge multiple departments



Split & Reclassify

[Return to Charges — Manage Charges](#) **Return to Transaction List**

Check a **Split Type**, and enter the required information. Total amount must equal the original transaction. Click **Save** when you are done.

★ Required Field [View Details](#)

Cardholder Name:

Card Number:

Split Type: By Amount By Percentage **Split by % or \$ Amount**

Selected Charge

Transaction Date:	07/14/2015	Posting Date:	07/16/2015
Merchant Name:	Tavern Of Northfield	Personal:	No
Receipt Attached:	No	General Ledger Code:	5800 - Travel
Amount / Original:	53.50 USD	FUND:	10
Currency:		SOURCE:	0000
Unit:	VP AND TREASURER(1125)	DEPT:	1125
Description:			

Check this box if a portion of the charge is personal

Split and Reclassify by Amount **Add a Split**

	Personal	General Ledger Code *	Unit	Amount *
1.	<input checked="" type="checkbox"/>	5800 - Travel	VP AND TREASURER(1125)	10.00 USD
Split Description * spouse personal amount				
FUND *		SOURCE *	DEPT *	
10		0000	1125	
2.	<input type="checkbox"/>	5800 - Travel	VP AND TREASURER(1125)	43.50 USD
Split Description * business meeting to discuss guest lecture events, attending: j. smith, j. doe.				
FUND *		SOURCE *	DEPT *	
10		0000	1125	

Remaining Amount: 0.00 USD **Add a Split**

Remember to Save **Save** [Cancel](#)

Dispute

Role: Cardholder

Welcome **Kara Lloyd** Emulating Elisabeth Haase [Exit Emulation](#)

Charges — Cycle-to-Date

▼ Manage Statements

[Review Open Statements](#)

[View Cycle-to-Date](#)

[View Previous Statements](#)

► Reports

► User Information

To filter items, select from the **Charge Type** drop-down menu. Select charge transactions, and click a function. Click **Save** to continue.

[Print Version](#)

* Required Field  View Details

Charges

Charge Type:

Viewing 1 to 4 of 4 Items

Charges

[Select All](#) | [Clear All](#)

	Transaction Date	Posting Date ▲	Merchant	Custom Fields	G/L Code	Receipt Attached	Amount / Original Currency	
1.	<input type="checkbox"/>	07/30/2013	08/01/2013	Promotions Now Healthpromiti, NJ		5302 - Office Supplies	<input type="checkbox"/>	319.70 USD
Description: *								
2.	<input type="checkbox"/>	08/18/2013	08/19/2013	Menards 3177 Dundas, MN		5302 - Office Supplies	<input type="checkbox"/>	28.97 USD
Description: *								
3.	<input checked="" type="checkbox"/>	08/19/2013	08/20/2013	Usgovt Print Ofc 32 202-512-1065, DC		5281 - Professional Services	<input type="checkbox"/>	67.00 USD
Description: *								
4.	<input type="checkbox"/>	08/20/2013	08/21/2013	Minnesotas Bookstore 651-2973000, MN		5302 - Office Supplies	<input type="checkbox"/>	21.95 USD
Description: *								

[Select All](#) | [Clear All](#)

[Reclassify](#) [Add Descriptions](#) [Split & Reclassify](#) [Dispute](#) [Copy Request](#)

Total Charges: 437.62 USD

Viewing 1 to 4 of 4 Items

Select a Transaction

Select Dispute

- Charges — Dispute
 - ▼ Manage Statements
 - [Review Open Statements](#)
 - [View Cycle-to-Date](#)
 - [View Previous Statements](#)
 - Reports
 - User Information

[Return to Charges — Cycle-to-Date](#) ← Return to Transaction List

Select the **Dispute Type**, and enter the information. Enter the reason for the dispute and any steps you have taken to resolve the situation with the merchant in the **Dispute Description** box. Click **Submit**.
 Note: You can dispute a charge only up to 60 days after a transaction has been posted. Once you initiate a dispute, you cannot request a copy.

* At least one selection for each section is required.

Selected Charge			
Transaction Date:	08/19/2013	Posting Date:	08/20/2013
Merchant:	Usgovt Print Ofc 32 202-512-1065, DC	Merchant Type:	Government Services Not Elsewhere Classified
Merchant Reference Number:	24445003232600253012888	General Ledger Code:	5281 - Professional Services
Amount / Original Currency:	67.00 USD		

Dispute Details

i If your card has been compromised due to fraud, or has been lost or stolen and you have not yet reported it, please contact the Business Purchasing Service Center at 1-800-932-0036 immediately.

For all dispute types except Unauthorized, you must first contact the merchant and try to resolve the problem before filing a dispute with Wells Fargo.

Dispute Type:

<input type="radio"/> Unauthorized Transaction I certify that the disputed transaction was not made by me or the person authorized by me to use the card, nor were the goods or services represented by this transaction received by me or a person authorized by me.
<input checked="" type="radio"/> Duplicate Transaction A single transaction has posted more than once.
<input type="radio"/> Cancelled Transaction I cancelled the transaction on <input type="text"/>
<input type="radio"/> Incorrect Amount A transaction for <input type="text"/> posted on my statement as above.
<input type="radio"/> Merchandise/Service not received I did not receive the service or merchandise requested. I contacted the merchant, and they did not resolve my dispute. I expected to receive the merchandise/services on <input type="text"/>
<input type="radio"/> Paid by other means I have already paid this transaction by: <input type="text"/> Select One
<input type="radio"/> Credit not posted The merchant did not process a credit transaction receipt.
<input type="radio"/> Returned Merchandise I have returned the merchandise to the merchant and I have not received a credit.
<input type="radio"/> Unrecognized Transaction I do not recognize the transaction.

Contact Information

Please enter a phone number so that we may contact you in case we have any questions about this dispute.

Phone Number:

Reason for Dispute

Briefly describe the reason for this dispute, and include what steps you took to resolve this matter. If the dispute is a hotel or auto rental charge, please provide the **Merchant Cancellation Number**.

Dispute Description:

Click Submit →

Out-Of-Pocket (OOP) Expenses

Charges — Manage Charges

▼ Manage Statements

- Review Open Statements
- [View Cycle-to-Date](#)
- [View Previous Statements](#)
- ▶ Reports
- ▶ User Information

To [] charges, and click one of the functions below. Click **Save** or **Statement Reviewed**. [Print Version](#)

Select "Review Open Statements" during the review period. Select "View Cycle-To-Date" to enter expenses prior to the review period.

Cardholder Summary

Cardholder Name:		Start Date:	07/01/2015
Card Number:		End Date:	07/31/2015
Status:		Reminder Period:	08/01/2015 through 08/04/2015
Charges:	31.50 USD	Grace Period:	08/05/2015 through 08/08/2015
Out-of-pocket:	0.00 USD		
Total Amount:	31.50 USD		

Charges

Charge Type:

Viewing 1 to 1 of 1 Items

Click on "Out-of-Pocket" Expenses to electronically record expenses and receive reimbursement

[Select All](#) | [Clear All](#)

	Transaction Date	Posting Date	Personal	Merchant	G/L Code	Unit	Receipt Attached	Amount / Original Currency
1.	07/16/2015	07/17/2015	No	Paypal Alliedphoto 402-935-7733, CA	5401 - Equip Repair Maint	BUSINESS OFFICE(1142)	<input checked="" type="checkbox"/>	31.50 USD
Description: * equipment lens repair for Art and Art History								
FUND: 10			SOURCE: 0000			DEPT: 5107		

[Select All](#) | [Clear All](#)

Total Charges: 31.50 USD

Viewing 1 to 1 of 1 Items

Out-Of-Pocket (OOP) Expenses

[< Return to Out-of-pocket Expenses — Cycle-to-Date](#)

Enter information and description for the new expense. Click **Save** or **Add Another**.

★ Required Field  View Details

Cardholder Name:

Card Number:

Enter information in the highlighted fields to record an out of pocket expense.

Out-of-pocket Transactions — New

1.	Transaction Date *	Expense Category *	Distance / Item Count	Rate / Per Diem	Amount *
	08/03/2015 	Employee Travel	80.0	0.5600 - Mileage Rate	44.8 USD
	General Ledger Code *		Description *		
	5801 - Employee Travel		Higher Education Conference Travel to Mankato, MN on 8/3/15		
	Apply to All				
	FUND *	SOURCE *	DEPT *		
	10	0000 	1142 		
2.	Transaction Date *	Expense Category *	Distance / Item Count	Rate / Per Diem	Amount *
	08/03/2015 	Employee Travel		Select One	10.00 USD
	General Ledger Code *		Description *		
	5801 - Employee Travel		Parking at Higher Education Conference Mankato, MN on 8/3/15		
	FUND *	SOURCE *	DEPT *		
	10 	0000 	1142 		

Mileage rate can be selected from drop down menu and amount will be calculated

General Ledger Code will default based on Expense Category

Enter in \$ Amount incurred for all other expenses

Save **Add Another** [Cancel](#)

Select "Add Another" to keep adding expenses. Select "Save" when you are done.

Review Open Statement – Final Steps

The screenshot displays the Wells Fargo Commercial Card Expense Reporting interface. At the top left is the Wells Fargo logo. The main header reads "Commercial Card Expense Reporting" and includes "Help" and "Close" buttons. Below the header, the user's role is identified as "Cardholder" and a welcome message for "Kara Lloyd Emulating Elisabeth Haase" is shown with an "Exit Emulation" link.

The main navigation area is titled "Charges — Manage Charges" and contains a sidebar with the following options: "Manage Statements", "Review Open Statements" (highlighted with a red box and a blue arrow), "View Cycle-to-Date", "View Previous Statements", "Reports", and "User Information".

A red-bordered callout box with the text "To Electronically Approve your Statement, Click on Review Open Statements" is positioned over the "Review Open Statements" option in the sidebar.

The main content area features a "Print Version" link and a "Required Field" icon with a "View Details" link. Below this is a "Cardholder Summary" section with the following data:

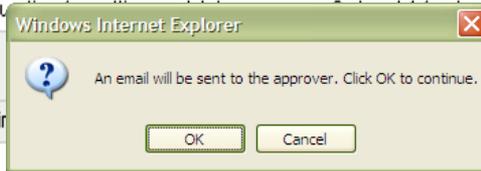
Status:	Approved	Start Date:	07/01/2013
Charges:	1,639.64 USD	End Date:	07/31/2013
Out-of-pocket:	0.00 USD	Reminder Period:	08/01/2013 through 08/04/2013
Total Amount:	1,639.64 USD	Grace Period:	08/05/2013 through 08/08/2013

Below the summary is a "Charges" section with a "Charge Type" dropdown menu set to "All Transactions". At the bottom, it indicates "Viewing 1 to 14 of 14 items" and includes a "Charges" button.

Complete Your Review

[Print Version](#)

Charges		Out-of-pocket Expenses						
Transaction Date ▲	Posting Date	Personal	Merchant	Custom Fields	G.L. Code	Receipt Attached	Amount / Original Currency	
1. <input type="checkbox"/>	03/02/20xx	03/03/20xx	<input type="checkbox"/>	COMPUTER STORE* Denver, CO		273007 - Computers	<input type="checkbox"/>	\$2,900.00
<u>Description:</u>		Bought 1 computer server configuration, 2 desktop machines and 2 scanners						
2. <input type="checkbox"/>	03/04/20xx	03/04/20xx	<input type="checkbox"/>				<input type="checkbox"/>	\$1,000.50
<u>Description:</u>		Hotel stay for 3-day conference in						
3. <input type="checkbox"/>	03/07/20xx	03/07/20xx	<input type="checkbox"/>				<input type="checkbox"/>	\$800.00
<u>Description:</u>		Flight from Texas						



Save **Statement Reviewed**



- Select statement reviewed and a message box appears indicating that an email will be sent to your approver
- Print completed statement and attach receipts
- Submit statement and receipts to your approver

Statement Sample



Statement Expenses

08/10/2015 11:58 AM PT

Requested By:

Cardholder Summary

Cardholder Name:		Start Date:	07/01/2015
Card Number:		End Date:	07/31/2015
Status:	Approved	Reminder Period:	08/01/2015 through 08/04/2015
Charges:	205.84 USD	Grace Period:	08/05/2015 through 08/08/2015
Out-of-pocket:	9.41 USD		
Total Amount:	215.25 USD		

Charges

1.	Transaction Date	Posting Date	Personal	Merchant	Receipt Attached	General Ledger Code	Unit	Amount / Original Currency
	06/30/2015	07/02/2015	No	Tavern On France Edina, MN	Yes	5800 - Travel	PLANNED GMING(3540)	18.25 USD / 18.25
	Description Lunch-Edina, MN- June 30, 2015-Donor/Prospect Cultivation Travel							
	FUND 10			SOURCE 0000		DEPT 3540		
2.	Transaction Date	Posting Date	Personal	Merchant	Receipt Attached	General Ledger Code	Unit	Amount / Original Currency
	07/20/2015	07/22/2015	No	Hiltongardeninn3760 Mettawa, IL	Yes	5811 - Travel-prof devel	PLANNED GMING(3540)	187.59 USD / 187.59
	Description Hotel-Mettawa, IL-July 19,2015-Conference/Employee Professional Development							
	FUND 10			SOURCE 0000		DEPT 3540		

Total Charges: 205.84 USD

Out-of-pocket Expenses

1.	Transaction Date	Expense Category	Distance / Item Count	Rate / Per Diem	Status	General Ledger Code	Unit	Amount
	07/13/2015	Employee Travel	1.0	0.5600 - Mileage Rate	Approved	5801 - Employee Travel	PLANNED GMING(3540)	0.56 USD
	Description Mileage-July 13 2015-Donor/Prospect Cultivation Travel							
	FUND 10			SOURCE 0000		DEPT 3540		

Personal Profile & View Previous Statements

Personal profile



Card Information

Mailing

Address Type: USA
Address Line 1: ONE NORTH COLLEGE STREET
Address Line 2:
City: NORTHFIELD
State: MN
Zip Code: 55057-4001

Billing address for online and phone orders

You can also contact the Business Purchasing Service Center 24/7 at 1-800-932-0036 to obtain available credit. Must provide Unique ID to obtain any information

Account Parameters

Templates

Selected Template:

Limits

Daily Number of Transactions:
Monthly Number of Transactions:
Daily Dollar Limit: 0.00 USD
Monthly Credit Limit: 5,000.00 USD
Single Purchase Limit: 5,000.00 USD
Available Credit: 4,179.80 USD as of 05/07/2013 12:59 PM PT 
Declining Balance: No
Number of Months Active: 0

Click to retrieve current available credit

Available credit field is the remaining balance of the cardholder's existing credit limit

Email & Text Alerts

- Click Manage Alerts

Personal Profile

▼ Manage Statements

- [Review Open Statements](#)
- [View Cycle-to-Date](#)
- [View Previous Statements](#)

► Reports

▼ User Information

- Personal Profile
- [Bank Information](#)
- [Credit Limit Change Request](#)

Edit your information, and click Save.

* Required Field  View Details

Card Number:

Last Changed: 11/03/2015 11:39 AM PT

Last Changed User Name:

Text and Email Alerts: [Manage Alerts](#)

Select Manage Alerts

User Information

Company Name: CARLETON COLLEGE

Division: CARLETON COLLEGE PCARDS(10001)

Unit: BUSINESS OFFICE(1142)

First Name: *

Middle Name:

Last Name: *

Email: *

Email & Text Alerts

- Select Alert Preferences & Click Submit

*Required

Cardholder Information

Mobile 952- [redacted]

Email **klloyd@carleton.edu**

Company Name **CARLETON COLLEGE**

Card Information

Card Number xxxx-xxxx-xxxx [redacted]

Division **CARLETON COLLEGE PCARDS (10001)**

Cardholder Name **LLOYD, KARA**

Alert Information

Change your alerts for card number xxxx-xxxx-xxxx- [redacted] below.

Purchases

Alert by Text and Email

* Purchase Threshold 200 USD

Online Purchases

Alert by Text and Email

Available Credit

Alert None

Click Submit

Submit **Edit Contact Information** **Disenroll**

Enter Contact Information

Select your Alerts & Thresholds

Email & Text Alerts

- Edit Preferences at any time

*Required

Cardholder Information

Mobile 952- [REDACTED]
Email **klloyd@carleton.edu**
Company Name **CARLETON COLLEGE**

Card Information

Card Number xxxx-xxxx-xxxx [REDACTED]
Division **CARLETON COLLEGE PCARDS (10001)**
Cardholder Name **LLOYD, KARA**

Alert Information

Change your alerts for card number xxxx-xxxx-xxxx- [REDACTED] below.

Purchases

Alert by Text and Email

* Purchase Threshold 200 USD

Online Purchases

Alert by Text and Email

Available Credit

Alert None

Edit Contact Information or Dis-enroll as needed

Fraud Alert Management

Alert Information

Choose alerts to send at the company level.

Purchases

Alert

by Text and Email



Online Purchases

Alert

by Text and Email



Available Credit

Alert

by Text and Email



Decline

Alert

by Text and Email



Fraud

Alert

by Text and Email



Submit

Enroll Divisions

Disenroll Company

Fraud Alert Management

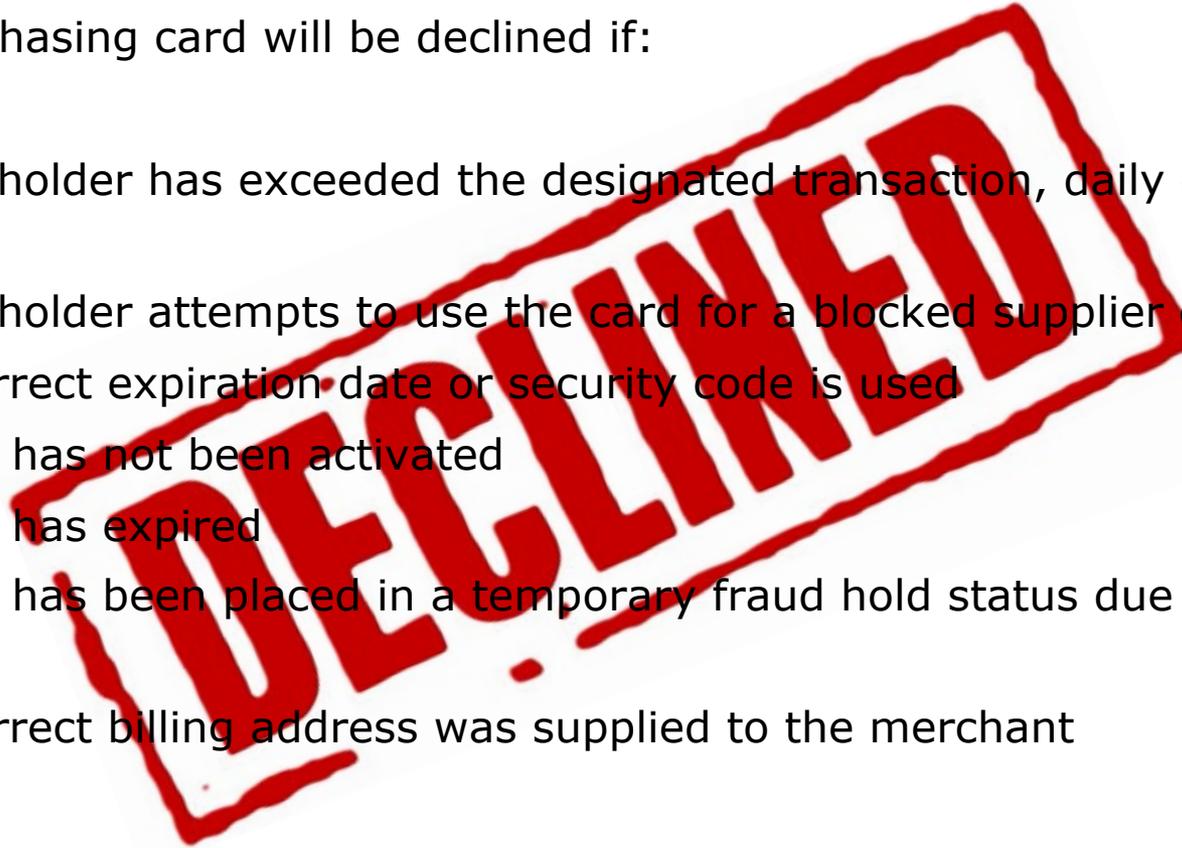
- If you suspect fraud, immediately notify Wells Fargo by phone 800-AT-WELLS, Option 2.
 - Wells Fargo will assess the situation and take action by holding or flagging your account.
 - If fraud is confirmed, the account will be permanently closed and you will be issued a replacement.
 - If a fraudulent charge has posted to your account, **include the Fraud Case number in the description field.**
- If you receive a fraud notification email from Wells Fargo
 - Please respond immediately

Fraud vs. Dispute

- Fraudulent credit card activity is considered as unauthorized use of the card.
- Disputes are disagreements between the merchant and the cardholder, where the cardholder is asking for assistance.
 - Double billing, over-billing, billing for goods not received, and problems with issuing credits, etc.

Declines

- The purchasing card will be declined if:
 - The cardholder has exceeded the designated transaction, daily or monthly limit.
 - The cardholder attempts to use the card for a blocked supplier category
 - The incorrect expiration date or security code is used
 - The card has not been activated
 - The card has expired
 - The card has been placed in a temporary fraud hold status due to unusual activity
 - The incorrect billing address was supplied to the merchant



Lost/Stolen Card

- Call Wells Fargo immediately to report lost or stolen cards
(1-800-932-0036)
- You will be prompted to verify your identity with your Unique ID
- Wells Fargo will place your account into a temporary hold while they reissue a replacement card
- Carleton College is liable for ALL charges that occur from the time a card is lost/stolen until the time the loss is reported to Wells Fargo. If cardholder does not report incident immediately, any fraudulent activity will post to the cardholder's budget without recourse for refund



Contact information

- Wells Fargo - 1-800-932-0036
 - From outside of the United States call 1-612-332-2224
 - **Call immediately if your card is lost, stolen or suspected missing**
 - For immediate decline information
 - To access the automated voice response system for the following information:
 - Current balance
 - Available credit
- Contact a program administrator if:
 - You have questions about your card
 - Need to increase your credit limit
 - Change jobs
 - Need to order cards for other employees

Primary Program Administrator:

Amy Swenson

Alternate Program Administrators:

Kara Lloyd, Randie Johnson

Approver experience

Role: Approver

Open Statements

▼ Manage Statements

Approve Statements

[View Cycle-to-Date](#)[View Previous Statements](#)

▶ View Requests / Status

▶ Reports

▶ Manage Users

Select a statement, and click **View**.

Viewing 1 to 10 of 10 items

	Cardholder Name ▲	Card Number	Start Date	End Date	Charges	Total	Status
1.	<input type="radio"/> BROOKS, ROGER	xxxx-xxxx-xxxx-8101	03/01/20xx	03/31/20xx	\$3000.00	\$3000.00	Approved
2.	<input type="radio"/> CAMPBELL, MOLLY	xxxx-xxxx-xxxx-9799	03/01/20xx	03/31/20xx	\$2505.50	\$2520.05	CH Reviewed
3.	<input type="radio"/> COX, MARY	xxxx-xxxx-xxxx-2133	03/01/20xx	03/31/20xx	\$4623.95	\$5504.45	Open
4.	<input type="radio"/> EVANS, JERRY	xxxx-xxxx-xxxx-2234	03/01/20xx	03/31/20xx	\$4524.90	\$5376.80	Open
5.	<input type="radio"/> GORDON, ANDREW	xxxx-xxxx-xxxx-2335	03/01/20xx	03/31/20xx	\$4425.85	\$5247.98	Open
6.	<input type="radio"/> HOWELL, CANDI	xxxx-xxxx-xxxx-2436	03/01/20xx	03/31/20xx	\$4326.80	\$5119.97	CH Reviewed
7.	<input type="radio"/> KING, TOM	xxxx-xxxx-xxxx-2537	03/01/20xx	03/31/20xx	\$300.00	\$1064.21	CH Reviewed
8.	<input checked="" type="radio"/> KLINE, JACK	xxxx-xxxx-xxxx-8920	03/01/20xx	03/31/20xx	\$4904.23	\$4988.93	Open
9.	<input type="radio"/> MCGRAW, EMILY	xxxx-xxxx-xxxx-xxxx	03/01/20xx	03/31/20xx	\$3203.73	\$3218.28	CH Reviewed
10.	<input type="radio"/> WAGNER, JUDY	xxxx-xxxx-xxxx-2739	03/01/20xx	03/31/20xx	\$4500.00	\$5206.29	Open

View

Viewing 1 to 10 of 10 items

Manage Statements

- Statement approval queue (If the cycle is ready for review)
- Notify program administrator if a secondary approver is needed

Charges — Cycle-to-Date

▼ Manage Statements
[Approve Statements](#)
 View Cycle-to-Date
[View Previous Statements](#)
 ▶ View Requests / Status
 ▶ Reports
 ▶ Manage Users

To filter items, select from the **Charge Type** drop-down menu. Select charge transactions, and click a function. Click **Save** to continue. [Print Version](#)

Required Field View Details

User Name:
 Card Number:

Charges for ROGER BROOKS

Charge Type:

Viewing 1 to 8 of 8 items

Charges **Out-of-pocket Expenses**

[Select All](#) | [Clear All](#)

	Transaction Date ▲	Posting Date	Personal	Merchant	Custom Fields	G/L Code	Receipt Attached	Amount / Original Currency
1. <input type="checkbox"/>	03/02/20xx	03/03/20xx	No	<u>COMPUTER STORE*</u> Denver, CO		273007 - Computers	<input type="checkbox"/>	\$2,900.00
	<u>Description:</u> Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners							
2. <input type="checkbox"/>	03/04/20xx	03/04/20xx	No	<u>HOTEL</u> Dallas, TX		<u>SPLIT</u>	<input type="checkbox"/>	\$1,000.50
	<u>Description:</u> Hotel stay for 3-day conference in Dallas							
3. <input type="checkbox"/>	03/07/20xx	03/07/20xx	No	<u>AIRLINE</u> Oakland, CA		<u>SPLIT</u>	<input type="checkbox"/>	\$800.00
	<u>Description:</u> Flight from Texas							

[Reclassify](#) [Add Descriptions](#) [Split & Reclassify](#) [Dispute](#) [Copy Request](#)

Total Charges: 4,904.23 USD

Manage Statements

- Cycle-to-date transactions
- Approvers can view activity for any cardholder that rolls up to them for approval

View reclassifications

Charges

Viewing 1 to 4 of 4 Items

1.	Transaction Date	Posting Date	Merchant	Receipt Attached	Amount / Original Currency
	04/02/20xx	04/03/20xx	COMPUTER STORE OP Denver, CO	<input type="checkbox"/>	2900.00 USD
	General Ledger Code * 273007 - Computers		Description Bought 1 computer server configuration for setting up database server. Ordered 4 Apply to All	Unit SALES (70012)	
	Company # 150	Location Code 2010	Dept. # 22		
	Project ID 42				
2.	Transaction Date	Posting Date	Merchant	Receipt Attached	Amount / Original Currency
	04/02/20xx	04/03/20xx	HOTEL Dallas, TX	<input type="checkbox"/>	2900.00 USD
	General Ledger Code * 275001 - Business Trav		Description Hotel stay for 3-day conference in Dallas.	Unit SALES (70012)	
	Company # 150	Location Code 2010	Dept. # 22		
	Project ID 42				

Save [Cancel](#)

- View transaction details
- Make changes if necessary

Approve/Modify/Decline OOP Expenses

Cardholder Summary

Cardholder Name: Card Number: Status: Cardholder Reviewed Charges: 865.46 USD Out-of-pocket: 591.49 USD Total Amount: 1,456.95 USD	Start Date: 07/01/2015 End Date: 07/31/2015 Reminder Period: 08/01/2015 through 08/04/2015 Grace Period: 08/05/2015 through 08/08/2015 Approval Period: 08/09/2015 through 08/12/2015
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Out-of-pocket Expenses

Viewing 1 to 5 of 5 Items [Add an Expense](#)

Charges Out-of-pocket Expenses

[Select All](#) | [Clear All](#)

#	Transaction Date	Expense Category	G/L Code	Unit	Distance / Item Count	Rate / Per Diem	Status	Amount
1.	07/10/2015	Employee Travel	5811 - Professional Travel	PLANNED GIVING(3540)			Pending Approval	184.62 USD
	<i>Description: *</i> Car Rental-July 10 2015-Amherst MA-Professional Development							
	FUND: 10		SOURCE: 0000		DEPT: 3540			
2.	07/13/2015	Employee Travel	5811 - Professional Travel	PLANNED GIVING(3540)			Pending Approval	4.75 USD
	<i>Description: *</i> Tolls-July 13, 2015-Amherst MA-Professional Development Conference							
	FUND: 10		SOURCE: 0000		DEPT: 3540			
3.	07/13/2015	Professional Travel	5811 - Professional Travel	PLANNED GIVING(3540)			Pending Approval	34.36 USD
	<i>Description: *</i> Dinner-July 13, 2015-Amherst MA-Professional Development-Conference							
	FUND: 10		SOURCE: 0000		DEPT: 3540			
4.	07/24/2015	Employee Travel	5801 - Employee Travel	PLANNED GIVING(3540)			Pending Approval	13.84 USD
	<i>Description: *</i> Dinner-July 24, 2015-St Paul-Donor/Prospect Cultivation Travel							
	FUND: 10		SOURCE: 0000		DEPT: 3540			
5.	07/31/2015	Employee Travel	5801 - Employee Travel	PLANNED GIVING(3540)	632.0	0.5600 - Mileage Rate	Pending Approval	353.92 USD
	<i>Description: *</i> 2015-Donor/Prospect Cultivation Travel							
	FUND: 10		SOURCE: 0000		DEPT: 3540			

[Select All](#) | [Clear All](#)

Modify
Approve
Pending
Decline

Total Out-of-pocket: 591.49 USD [Add an Expense](#)

Select Transactions to Modify, Approve or Decline

Approvers may Add An Expense on Behalf of a Cardholder

- View transaction details
- Make changes, approve, or decline if necessary

Statement approval

Charges		Out-of-pocket Expenses							
Select All Clear All									
	Transaction Date ▲	Posting Date	Personal	Merchant	Custom Fields	G/L Code	Receipt Attached	Amount / Original Currency	
1.	<input type="checkbox"/>	03/02/20xx	03/03/20xx	No	COMPUTER STORE* Denver, CO		273007 - Computers	<input type="checkbox"/>	\$2,900.00
	Description: Bought 1 computer server configuration for setting up database server. Ordered 4 front end machines and 2 scanners								
2.	<input type="checkbox"/>	03/04/20xx	03/04/20xx	No	HOTEL Dallas, TX		SPLIT	<input type="checkbox"/>	\$1,000.50
	Description: Hotel stay for 3-day conference in Dallas								
3.	<input type="checkbox"/>	03/07/20xx	03/07/20xx	No	AIRLINE Oakland, CA		SPLIT	<input type="checkbox"/>	\$800.00
	Description: Flight from Texas								
4.	<input type="checkbox"/>	03/05/20xx	03/05/20xx	No	CAR RENTAL COMPANY* Phoenix, AZ			<input type="checkbox"/>	\$100.28
	Description: Rented a car								
5.	<input type="checkbox"/>	03/08/20xx	03/08/20xx	No	COMPUTER STORE* San Ramon, CA		273007 - Computers	<input type="checkbox"/>	\$800.00
	Description: Computer components								
6.	<input type="checkbox"/>	03/10/20xx	03/10/20xx	No	COMPUTER STORE Pittsburgh, PA		DISPUTE	<input type="checkbox"/>	\$199.99 / 150.25
	Description: Software program								
7.	<input type="checkbox"/>	03/12/20xx	03/12/20xx	No	GAS STATION Provo, UT		273001 - Business Travel	<input type="checkbox"/>	\$2.95
	Description: Gasoline								
8.	<input type="checkbox"/>	03/15/20xx	03/15/20xx	No	GENERAL STORE* Vancouver, BC		273005 - Stationary	<input type="checkbox"/>	\$(899.49 / 910.00)
	Description: Supplies for meeting								
Select All Clear All									
Reclassify Add Descriptions Split & Reclassify Dispute Copy Request									
								Total Charges: \$4,904.23	



- Review transaction detail, descriptions, receipts, and make sure all are in compliance with company policy for charges
- Approve the card expenses by clicking “approve statement”

Statement summary report

Statement Summary Report

- ▶ Manage Statements
- ▶ View Requests/ Status
- ▼ Reports
 - Reporting Download
 - Statement Summary**
 - Online
- ▶ Manage Users

[◀ Return to Statement Summary Report - Select](#)

Below are the statement summaries for up to twelve cycles. Use the scrollbars on the right and on the bottom to view all the information. [Print Version](#)

Division: ABC MANUFACTURING

Statement Summaries

Viewing 1 to 8 of 8 items

Name ▲	Card Number	Unit	12/01 20xx	11/01 20xx	10/01 20xx	09/01 20xx	08/01 20xx	07/01 20xx	06/01 20xx	05/01 20xx	04/01 20xx
			to 12/31 20xx	to 11/30 20xx	to 10/31 20xx	to 09/30 20xx	to 08/31 20xx	to 07/31 20xx	to 06/30 20xx	to 05/31 20xx	to 04/30 20xx
1. BROOKS, ROGER	xxxx-xxxx-xxxx-8101	DEVELOPMENT (70010)	\$342.90	\$1,109.00	\$1,246.83	\$1,298.90	\$678.20	\$1,246.83	\$105.94	\$0.00	\$0.00
2. CAMPBELL, MOLLY	xxxx-xxxx-xxxx-9799	MARKETING (70008)	\$12.00	\$150.99	\$67.99	\$2,201.90	\$1,245.67	\$345.89	\$12.00	\$0.00	\$0.00
3. COX, MARY	xxxx-xxxx-xxxx-2133	DEVELOPMENT (70010)	\$123.90	\$1,246.83	\$1,109.00	\$342.90	\$105.94	\$123.90	\$0.00	\$0.00	\$0.00
4. EVANS, JERRY	xxxx-xxxx-xxxx-2234	MARKETING (70008)	\$420.00	\$600.00	\$12.00	\$500.00	\$213.00	\$3,219.23	\$6.90	\$0.00	\$0.00
5. GORDON, ANDREW	xxxx-xxxx-xxxx-2335	MARKETING (70008)	\$263.60	\$709.75	\$1,006.40	\$2,298.90	\$698.55	\$876.25	\$453.96	\$0.00	\$0.00
6. HOWELL, CANDI	xxxx-xxxx-xxxx-2436	DEVELOPMENT (70010)	\$512.00	\$775.55	\$300.25	\$3,456.89	\$445.95	\$330.00	\$285.00	\$0.00	\$0.00
7. KING, TOM	xxxx-xxxx-xxxx-2537	SALES (70012)	\$266.45	\$2,586.90	\$1,345.80	\$354.97	\$4,120.00	\$456.90	\$0.00	\$0.00	\$0.00
8. KLINE, JACK	xxxx-xxxx-xxxx-8920	SALES (70012)	\$7,365.00	\$586.57	\$1,532.80	\$1,237.00	\$632.00	\$329.67	\$526.90	\$0.00	\$0.00
Total:			\$9,305.25	\$7,765.59	\$6,621.07	\$11,691.46	\$8,139.31	\$6,928.67	\$1,390.70	\$0.00	\$0.00

Statement summary report showing cardholder statements over period of time

Next Steps...

- Complete Wells Fargo CCER 1st login
- Enable your account for the Out-of-Pocket and Personal features by providing your personal bank account information
- Receive notification from Business Office of card arrival
- Receive and activate your purchasing card
- Set up 4-digit card PIN
- Download CEO Mobile App

- Use your card!



Thank you!

Visit the Business Office Purchasing Card Web-site for additional information:

https://apps.carleton.edu/campus/business/purchasing_cards/cardprogram/

Business Office Contacts:

Primary Program Administrator:

Kara Lloyd x5934

Alternate Program Administrators:

Randie Johnson x4178

Amy Swenson x5509