

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

Electronic Payments – New Year Resolution Challenge:

As we move into a new year, it is an opportune time to introduce new goals. In the spirit of making resolutions, the Carleton Business Office would like you to join our initiative to increase the use of electronic payments on campus.

Transitioning vendors to electronic payment not only streamlines departmental payments, it also eliminates the transaction costs related to issuing a paper check. Electronic payments are the most secure form of payment and increase the college's rebate earned on purchases. Industry benchmarks indicate converting a vendor to electronic payment achieves a significant savings per transaction; cost savings range from \$8 (ACH) - \$71 (VISA) / per transaction.

To realize these benefits, we invite departments to increase the use of their Carleton purchasing card where Visa is accepted. Of course, if a vendor indicates that they will charge additional fees for credit card payment processing, we should continue to use other forms of payment. Minimally, we recommend inviting vendors to enroll as an ACH (direct deposit) vendor to receive future payments electronically. Vendors may complete and submit the [ACH Form](#) to participate.

Lost/Stolen Card Reminder:

Having a lost or stolen card is a distressing experience. Carleton is liable for all charges that occur from the time the card is lost or stolen until the time the loss is reported to Wells Fargo. Therefore, when it comes to limiting the College's liability, time is of the essence.

To avoid possible unauthorized charges, contact Wells Fargo customer service as soon as you realize the card is missing by calling **1-800-932-0036**. Be prepared with the last four digits of your Employee ID# for verification purposes. Your Employee ID# can be found on your payroll statement on [the Hub](#). For easy access to Wells Fargo's phone number, consider storing this information in your contacts list on your phone, or visit the [Purchasing Card Program](#) page to view the contact information.

Once you have reported your card missing, Wells Fargo will take the necessary steps to send a replacement card. You will receive a notification from the Business Office when your new card arrives.

Wells Fargo Fraud Message Alerts:

Wells Fargo has now made it easier for cardholders to respond to fraud alerts. When an unusual transaction has been identified, cardholders will receive an email notification asking you to verify the transaction as legitimate, or to report it as fraud. To respond to the fraud alert, simply copy and paste the provided URL into your browser to indicate whether a charge is valid or not valid. Alerts will be sent to the email address on file. If fraudulent, the final step is to call Wells Fargo Customer Service at **1-800-932-0036** to confirm which charges are legitimate and request a new card.

You can choose to receive additional optional alerts to help manage your account:

- **Fraud Alerts:** receive timely notifications of fraud on your phone
- **Purchases:** receive an alert for purchases that meet a selected dollar threshold
- **Online Purchases:** receive an alert for any purchases authorized online
- **Two-way available credit:** text to receive an immediate response with your current available credit balance
- **Declines:** receive an alert whenever a transaction is declined

To enroll in email/text alerts, select "User Information>Personal Profile" and click on "Manage Alerts."

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Business Office Form Tips:

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

- Include a valid 14-digit account code for payment or deposit.
- Provide informative descriptions including the necessary details of the transaction.
- Utilize [online fillable forms](#) or print to ensure legibility
- Verify that necessary authorizations are in place, including vendor set-up forms (W-9 & ACH)
- Submit deposits in a sealed envelope to safeguard contents
- Submit forms early to allow sufficient time for processing (7-10 business days)

Amazon Business Account Shipping Update:

The Business Office recently introduced the Amazon Business program to campus. The original program featured free 2-day shipping on orders over \$49. Amazon released a new shipping structure for business account holders, replacing the original model.

Beginning January 1, 2018, every Amazon Business account qualifies for FREE standard shipping on eligible orders of \$25 or more (3rd party vendor items do not count towards this threshold). Amazon products will be received within 3-5 business days. Due to our close proximity to a major Amazon fulfillment center in Minneapolis-St. Paul, this change may not have a significant impact on the fulfillment of online purchases.

No action is required by our Amazon business account holders. If you have questions about this change, or if you would like to sign up for an Amazon Business account, please contact Randie Johnson at rajohnso@carleton.edu, x4178

Amazon Smile:

Amazon Smile is a program that supports charitable organizations such as Carleton College. It is operated by Amazon with the same products, pricing and features of Amazon.com, but also donates 0.5% on eligible purchases made through AmazonSmile.

To support Carleton College, login to www.smile.amazon.com and select Carleton as the charitable organization to receive donations. Bookmark the [AmazonSmile](#) URL for reference on future business orders.

Mileage Reimbursement Guidelines:

Employees using a personal vehicle for business use are eligible to receive mileage reimbursement. When calculating miles traveled, it is important to exclude commuting miles. For example, employees residing in the Twin Cities should include only miles driven in excess of their routine commute to Carleton. The current mileage rate is \$0.535/mile. Miles traveled must be substantiated with a mileage log or Google Map type mileage sheet.

Sharing Economy – Ride Sharing:

The sharing economy has increased its presence in the marketplace and has been transforming the way many travelers choose their transportation and lodging arrangements. Although cost effective, travelers should be familiar with the risks associated with some of the most common ride-sharing providers. Understanding the details of [Taxi Services](#) will inform your travel selections.