Staffing Updates:
We are delighted to announce that Melissa Harstad will be assuming the role of Payroll Specialist while Jennifer Paulson is on temporary leave April 2015 – July 2015. In anticipation of that leave, Amy Swenson joined the Business Office on March 30, 2015 as our new Accounts Payable Assistant. Thank you for your support as we manage these transitions.

Wells Fargo Out-Of-Pocket (OOP) Program:
In an effort to streamline employee reimbursements, Carleton has elected to add Wells Fargo’s Out-of-Pocket (OOP) technology to the Commercial Card Expense Reporting (CCER) portal. This feature allows employees to enter out-of-pocket expenditures electronically and receive reimbursement through direct deposit on a monthly basis. OOP reporting is intended for miscellaneous expenses for things such as tips, tolls, mileage, parking and other small dollar expenses, which cannot be charged directly to the purchasing card.

Out-of-Pocket expenses entered online will be included at the bottom of your purchasing card statement and the receipts for all transactions should be given to your Approver during the monthly review period. To get started with this program, follow the instructions provided in the Out-of-Pocket Expense Reporting Announcement posted to the Purchasing Card website. All employees who incur out of pocket expenses are encouraged to attend one of our open information sessions held in Sayles Hill 251 on April 14th at 10:00am or 3:30pm, and on April 16th at 12:00pm.

Purchasing Card – Personal Expense Reimbursements:
Carleton has added a new feature to the Wells Fargo CCER online portal to make it easier to reimburse the College when a personal expense is charged to the purchasing card. When viewing your purchasing card transactions you have the option to check an item as “personal” if the charge is not a College expense. If only a portion of the charge is personal, you can split the charge to identify a portion as personal. Your individual bank account will be debited for the personal charge total after the monthly statement reconciliation is complete. This eliminates the need for you to write a check to the College. Information about how to use this feature is provided on the Purchasing Card web-site.

Purchasing Card Rebate 2014:
We are pleased to report that the 2014 calendar year rebate for the Carleton Purchasing Card Program with Wells Fargo was $49,722.82. The total is reflective of an increased rebate rate with Wells Fargo and the increase in frequency with which Carleton faculty and staff are using their purchasing cards.

Our rebate is based upon purchasing volume, promptness of payment, and transaction amounts. The rebate is deposited into the general revenue account where it benefits the entire College. Thank you to all of our users in continuing to use this efficient method of payment, and for your support in growing our purchasing program! Purchasing Card transactions are our most secure and lowest cost form of payment.

Electronic Fund Transfer (E-Check) Payment Update:
Carleton has also made extraordinary progress with the e-check program. Compared to last year, we have reduced the number of paper checks from 49% of total payments to about 39%. Not only are ACH payments an efficient and convenient method of payment, they also reduce processing costs. Based on industry benchmarking standards of $8/transaction, the College saves about $55,000 annually. With your help we hope to continue to increase the number of vendors paid via ACH. The ACH sign up form can be found on the Accounts Payable web-site: ACH Form. Thank you all for promoting this green and cost saving initiative at Carleton!

Cooperative Purchasing Contract Savings:
The College has access to many cooperative purchasing contracts which are listed on the Business Office web-site. In 2013 we spent approximately $2,415,040 with these contracted vendors and saved approximately $1,012,012. If you have questions about available purchasing contracts for College expenditures, contact Randie Johnson at rjohnso@carleton.edu, x4178.

Meals & Entertainment Policy Update:
The Business Office has posted Guidelines for Local Meal and Entertainment Expenses (Non-Travel) to the Campus Handbook. It parallels the Travel policy, but provides additional information to address costs associated with entertaining guests of the College outside of overnight travel.

Summer Research Employment:
In anticipation of summer student employee planning, the Business Office has provided additional information in the Campus Handbook outlining important details for consideration prior to offering an employment. Summer research positions require special attention to ensure compliance with the Fair Labor Standards Act. Please read Summer Student Research and Employment for these important employment guidelines.