Wells Fargo Transaction Tracking Enhancements:

Wells Fargo has launched two new enhancements to the Commercial Card Expense Reporting (CCER) site that will help cardholder keep track of pending transaction, determine available credit, and quickly detect fraud.

1) **View Pending Charges**: Transactions that have not yet posted to your account will be available for viewing in the CCER online service. To see a list of pending transactions, select “**View Cycle-To-Date**” and click on “**View Pending Charges**.” Cardholders, Reconcilers and Approvers all have access to this new feature.

2) **Alerts**: Cardholders may choose to receive email or text alerts for transactions that are authorized or posted to their accounts. To enroll, you must select your alert preferences on the CCER website.

To launch the enrollment page, select “**User Information>Personal Profile**” and click on “**Manage Alerts**.” Select your alert preferences and then click “**Submit**” to complete your enrollment.

Cardholders may change their contact information or dis-enroll at any time. If you have questions about this new service, please contact the Wells Fargo Business Purchasing Service Center at 800-932-0036.

Wells Fargo Security Updates:

All cardholders should have received notification from Wells Fargo regarding several security updates to your CCER account. In addition to stronger password requirements, Wells Fargo will be introducing a new secure validation system to offer an additional layer of security to your account. Over the next few months, you will be prompted to verify the phone number assigned to your cardholder account. To ensure that you receive validation communications it is important that you provide your Carleton business phone number. You may also choose to supply your mobile phone number if you prefer to receive security validation messages by text message. Please contact Wells Fargo directly at 800-932-0036 if you have questions about the new security features.

**Purchasing Card Rebate 2015:**

We are pleased to report that the 2015 calendar year rebate for the Carleton Purchasing Card Program with Wells Fargo was $52,168.83. The rebate increased by almost $2,500 from the prior year thanks to 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 all for promoting this green and cost saving initiative at Carleton!

**Electronic Fund Transfer (E-Check) Payment Update:**

Carleton has made extraordinary progress with the e-check program. Compared to last year, we have reduced the number of paper checks from 39% of total payments to about 33%. 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 $60,000 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!

**Federal Purchasing Guidelines Reminder:**

When charging directly to a federal grant with your purchasing card, it is essential that the Principal Investigator (and other administrators with access to spending) verify that costs are allowable under the award restrictions and federal guidelines. For additional guidance, please see the **Grant Manual** on the Business Office web-site under Government and Foundation Grants. If there are questions regarding the eligibility of a grant expense, please contact Susan Benson, Grant and Cash Manager.

**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.