Updated Payment Request Form:

- The deadline to submit requests is 12:00 PM Thursday to be included in the following Thursday's check run. Please allow 7 business days for processing. Incomplete, inaccurate, or illegible forms may be returned to sender, which will delay processing.
- A list of frequently used expense codes is now included on the front of the Payment Request form for convenient lookup.

Campus Handbook: [http://go.carleton.edu/handbook](http://go.carleton.edu/handbook)

- Carleton has launched the new Campus Handbook to migrate all of the Colleges existing policies onto one site. You may browse all policies and guidelines or just the ones applicable to you by clicking on the headings Student, Faculty or Staff.

Approved Vendor List:

- Departments may access an Approved Vendor List to determine whether a vendor exists within our financial system, and whether they are signed up for ACH E-check Payments.
  - Located in Collab: I:\Departments\BUSO\BUSO-Shared\Campus.
- If a vendor is on the list with matching mailing address, then there will be no need to request a form W-9! If the vendor is NOT on the list, then a W-9 Form must be submitted to the Accounts Payable Office with corresponding Payment Request.
  - Form W-9 can be found on the Business Office web-site: [http://apps.carleton.edu/campus/business/AcctPay/accountspayableforms/](http://apps.carleton.edu/campus/business/AcctPay/accountspayableforms/)

Approved College Drivers List:

- Departments may access an Approved College Drivers List to determine whether an employee is eligible to operate a vehicle while on College Business:
  - Located in Collab: I:\Departments\BUSO\BUSO-Shared\Campus.

Reimbursement Requirements: Payment Request forms must be submitted within 60 days of the expense or return from travel. Original, itemized receipts are required for reimbursement. Request for payment should be made AFTER services are rendered/goods are received.

International Guests: Payments to international persons require special attention due to the various laws regarding payments to foreign nationals. Please contact Shari Mayer at x4022, smayer@carleton.edu prior to arranging payments to a foreign individual or entity.

Budget Management: Current and Historical budget information is available to budget managers with valid User ID and Password. Budget Managers should review transactions on a monthly basis. Keep in mind the business office posts previous month activity through the 20th of each month.