Budget Manager Report Enhancement:
The Business Office is pleased to introduce an enhancement to Budget Manager Reports on The Hub. ITS has enabled a new feature to link archived images of invoices and check requests to the budget manager reports. This feature is currently limited to Accounts Payable payments paid by check, e-check, or wire transfer. Only transactions that have a Reference Number beginning with a "V" (Voucher) will have a link to the digital image of invoice and check request source documentation.

Budget managers should be aware that occasionally, an invoice is split between multiple departments. Their departmental transaction is part of the total paid and multiple departments can view the single image. We believe full transparency for these transactions is appropriate and trust our budget managers will respect the privilege of this access and limit their use to information meaningful to their department.

To support our green initiatives we discourage printing of source documentation and hope that electronic access to this documentation will reduce the need for copies at the department level.

To read more about how to access these digitally stored documents, click here.

Wells Fargo Password Reset Enhancement:
As of February 10, 2017, cardholders are now able to quickly and easily reset their CCER passwords by using secure validation to authenticate identity. You will no longer be required to use secret questions to reset your password.

To reset your Wells Fargo password, select the “Forgot Password?” link on the CEO sign on page. After providing your Company ID and User ID you will be asked for a validation code to verify your identity. A one-time code will be sent by text or voice message to the phone number you previously registered. Enter the code in the space provided and follow the prompts to reset your password.

If you do not have access to your phone, select the “I cannot access my phone” link and answer the secret questions you previously established in your user profile.

Purchasing Card Rebate:
We are pleased to report that the 2016 calendar year rebate for the Carleton Purchasing Card Program with Wells Fargo was $68,319.11. The total rebate amount improved by over $16,000 from the prior year thanks to a negotiated increase to our rebate incentive, yielding a higher pay out on total purchasing volume.

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.

Policy Updates:
The Business Office has posted updates to policies in the Campus Handbook:

- **Employee Travel & Transportation**: Added language to clarify new domestic airfare pricing structures, defining personal vs. business expense.
- **Agency Funds**: New guidance to explain agency fund relationships. Agency funds are managed by the Accounts Receivable Manager, Debra Fawcett, dfawcett@carleton.edu, x4179.

Purchasing Code of Ethics:
As a member of the National Association of Educational Procurement, Carleton encourages all employees who are responsible for purchasing goods and services on behalf of the College to be familiar with the NAEP Code of Ethics.

If you have questions or concerns about how this Purchasing Code of Ethics applies to you or your vendor relationships, please contact Randie Johnson for assistance, rajohnso@carleton.edu, x4178.

Local Meals & Entertainment:
Meals and entertainment expenses are ordinarily incurred when hosting a guest of the College. Meals between colleagues are customarily classified as a personal expense, unless there is a demonstrated business purpose. To reduce expense, business meetings should be held outside of the meal hour whenever possible. The Local Meals and Entertainment Policy provides additional guidance on meal expenses of the College.