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

ShareBase Pilot W-9 Form:
The Business Office has launched a Pilot W-9 Request Form for employees to utilize when requesting Form W-9 from a vendor. This is a simple exchange system supported by OnBase. Vendors will now be able to upload their W-9 and send it directly to the Business Office by use of the secure portal. In addition to the added security benefits, the portal will also eliminate the need to print and keep track of paper forms.

How does it work?
- Click on Pilot W-9 Request Form on the Business Office Forms page
- Fill in the vendor name and email address then click Submit
- An email with a secure link will be sent to the vendor email address provided
- The vendor will have seven days to upload their form into the secure folder
- A confirmation message will be sent to the vendor after successful submission
- The Business Office will review the W-9 Form for vendor set-up

We are excited to offer this new security feature and thank you in advance for trying this with your next W-9 request!

Purchasing Card Rebate:
We are pleased to report that the 2017 calendar year rebate for the Carleton Purchasing Card Program with Wells Fargo was $70,773.75. The total rebate amount increased by nearly $2,500 from the prior year thanks to the increase in purchasing card transaction activity.

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

Wells Fargo Login Credentials:
Are you having trouble when you log into Wells Fargo CCER? When you navigate to the Wells Fargo sign on portal, you are required to manually type your Company ID, User ID, and password. Some browsers will save this information, but for security purposes, you are required to type it each time you sign onto Wells Fargo. Once you manually enter your credentials, you will notice the border around each text box change from red to green. This is indication that the portal is accepting your entry.

Tip Guidelines – Employee Travel & Reimbursement:
The Business Office has refreshed our travel expense guidelines in the Carleton College Campus Handbook: Employee Travel & Reimbursement Policy. It now includes additional information intended to standardize and clarify our tip guidelines and bring them into alignment with peer practices. Please refer to the tip guidelines as you plan future travel reporting.

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 Amazon Smile.

To support charitable giving, login to www.smile.amazon.com with your Amazon Business login credentials and select Carleton as the charitable organization to receive donations. Bookmark the AmazonSmile URL for reference and you will continue to receive Amazon Business pricing while providing additional support to charitable support.

Purchasing Cooperatives:
Carleton is a member of several Purchasing Cooperatives. Cooperatives pool the buying power of their members in order to negotiate more favorable pricing on goods and services. A full listing can be found on the Purchasing website. Some of the most frequently used are: E&I, ACTC, State of MN, and US Communities. The savings realized by using Cooperative contracts in the last fiscal year was $664,523.87!