Purchasing Card Rebate:

We are pleased to report that the 2018 calendar year rebate for the Carleton Purchasing Card Program with Wells Fargo was $78,345. The total rebate amount increased by $7500 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! If all employees used a Carleton purchasing card on eligible expenses, we could increase our spending to reach the next rebate level. Encourage your peers to support our purchasing card program; it is our most secure and lowest cost form of payment.

Updated Payment Request Form:

The Payment Request Form has been recently updated with the following new features:

- Links to the Approved Vendors List and the W9 Request Form have been added to the top of the form.
- A new field has been added for Foreign Wire Transfers. There is now a space to indicate currency amount, currency type, and whether the service is provided outside of the United States. An invoice and Vendor Electronic Payment Authorization Form should be attached to the Payment Request Form when requesting a wire transfer.

Year-End Reminders – Save the Dates:

The Business Office has set the dates for the end of the fiscal year deadlines.

- July 11th – All vendor invoices, employee expense reimbursements, and Visa statements for the month of June (or earlier months) must be submitted.
- July 19th – Reports for FY 2019 operating budgets will be ready for final review by budget managers.
- July 25th – Submit journal entry requests for any adjustments to your budget pertaining to FY2019 by this date.

Please mark your calendars now and watch for additional information to be announced later in the Carleton Weekly.

Credit Card Fraud & Disputes:

Fraudulent credit card activity is an unauthorized use of the card. If you notice an unauthorized or unidentifiable charge on your account, please notify Wells Fargo immediately by calling their Fraud Department: 1-800-932-0036. Wells Fargo will place your account in a temporary “fraud hold” status to prevent additional transactions from posting and reissue you another card. You have the option to request expedited shipping, if necessary. Be prepared to provide your 4 digit Unique ID in order to verify your identity.

Due to a recent spike in fraudulent activity, we strongly encourage all cardholders to download the Wells Fargo CEO Mobile app. It allows you to easily monitor account balances and transactions, receive alerts about critical transactions, and more. This is an easy way to manage your account and perform critical tasks while you are away from campus or traveling on behalf of the college.

Download the CEO Mobile® app from the App Store (for iPhone Users) or visit https://ceomobile.wf.com from your Android device.

Disputes:

Disputes are disagreements between the merchant and the cardholder, where the cardholder is asking for assistance. Disputes arise out of billing problems with a merchant with which the Cardholder has done legitimate business: double billing, over-billing, billing for goods not received, and problems with issuing credits, etc.
Credit Card Fraud & Disputes Continued:

If you notice a billing problem, please try to contact the merchant first to request a refund or correction. If the vendor is unresponsive to correct a transaction error, you can initiate a dispute by selecting the transaction within your Wells Fargo account and clicking on Dispute at the bottom.

- Disputes must be initiated within 60 days of the transaction.
- Enter information for the dispute
- Notify the Program Administrator of the dispute

Congratulations! You’re a Budget Manager, Now What?!?:

Our department Budget Managers are expected to monitor their operating budget on a monthly basis to ensure:

- Charges posted to their account(s) are correct,
- Annual spending will not exceed the total available budget and
- Spending is used to support departmental and institutional strategic priorities

These are not small tasks, especially for a department manager responsible for multiple accounts! To best support your responsibilities, we encourage budget managers to review their account activity on a monthly basis.

Our schedule for budget transactions each month includes:

<table>
<thead>
<tr>
<th>Description</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable Transactions</td>
<td>Posted Weekly</td>
</tr>
<tr>
<td>Webform Transfer Requests</td>
<td>Posted Twice a Week (Tuesday &amp; Thursday)</td>
</tr>
<tr>
<td>Purchasing Card &amp; Interdepartmental Charges</td>
<td>Posted by 15th Working Day of Each Month</td>
</tr>
<tr>
<td>Budget Manager Review/Request Corrections</td>
<td>Review by 20th Working Day of Each Month</td>
</tr>
<tr>
<td>Month End Close</td>
<td>Month closed by 25th Working Day</td>
</tr>
</tbody>
</table>

Technology available to support budget management include:

- **Budget Manager Reports** available from The Hub. Several views are available, showing account activity and transactions, budgets and available funds.
  - **Tip 1:** The most efficient way to review your monthly activity is by using the Detail – Date Sort Report Mode for your selected fund/source/department.
  - **Tip 2:** The Budget Office and Business Office have the ability to emulate your account to better assist you with inquiries. Please do not hesitate to contact us for support.

- **Transfer/Journal Entry Requests** can be submitted on-line using the Transfer/Journal Request Form. This allows users to transfer funds from one department or expense code to another.
  - **Tip:** If you will be using a new account, please consider contacting us in advance so we can complete the new account set up which will expedite your journal entry and eliminate errors.

Complete instructions and guidelines about budgeting at Carleton can be found on the [Budget Office](http://apps.carleton.edu/campus/business/businessofficeforms) website. We are always happy to hear your suggestions on how we can improve your Budget Manager experience, feel free to share your thoughts in our [Suggestion Box](http://apps.carleton.edu/campus/business/businessofficeforms) or contact us directly.

Gifts & Endowments:

A final note regarding current restricted gifts and endowments. Restricted gifts may be received to provide additional operating budget support for your department. Budget Managers are expected to spend these gifts in a timely manner consistent with the donor restrictions. Our ability to acknowledge the important work these gifts support will fulfill our fiduciary responsibilities and may encourage additional gifts in the future.

Thank you for your part in managing our department budgets, we enjoy supporting the transactions that reflect your work to make great things happen at Carleton!