



Procurement Policy Updates

Effective September 4, 2018

Changes in Purchase Order Requirements

Dartmouth is simplifying the requirements for when a Purchase Order is required. The new policy is a risk-based policy that eliminates the need for purchase orders for goods or services below \$10,000 (annual aggregate spend) unless the expense is within specific areas of risk.

A Purchase Order is not required, regardless of amount, for Procurement or General Counsel Approved:

- Contracts
- Independent Contractor Agreements
- Master Lease Agreements

A Dartmouth College Purchase Order (PO) is required in advance of purchase for:

- Goods or services of non-preferred vendors of any value if within one of the following identified areas of risk:
 - Food providers – not listed on the [Approved Food Providers list](#)
 - Construction – any design or construction work related to College facilities
 - Group Travel and Transportation – buses and other off-campus trips ([Bus Charter Service](#))
 - Information Technology/Financial Services – typically involves access to personally identifiable information (PII), protected health information (PHI), financial data or other Dartmouth confidential and/or proprietary information (contact [Procurement Services](#))
 - Environmental Services – radioactive or hazardous waste management (contact [Environmental Health & Safety](#))
 - Intellectual Property – any transaction in which the College receives intellectual property rights (typically copyrights or patents)
- [Capital equipment](#) – equipment with an aggregate value of \$5,000 or more
- Trademarks – Goods bearing Dartmouth word marks or logos, unless on the [Reseller List](#), and require PRIOR written permission of the General Counsel

If the Vendor requires a PO one can be generated at any dollar amount.

More information is available at: <http://www.dartmouth.edu/~control/departments/procurement/po.html>

Changes to Consultant/Independent Contractor Services Agreement

Individuals who render a service and meet contractor conditions established by the IRS. They are not entitled to employee benefits, are not covered by workers' compensation, and their pay is usually not subject to income tax withholding.

Standard Consultant/Independent Contractor Agreement:

- A contract completed between Dartmouth College and the consultant/independent contractor
- Provides Dartmouth standard terms and conditions
- Can be written for like services up to one year

What's needed to hire an Independent Contractor:

- Completed Consultant/Independent Contractor Service Agreement, Addendum checklist, Statement of Work (if appropriate) and a W-9
- Forms are valid for the period of the work assignment described on the Agreement, up to one year
- Submit Purchase Request eForm and attached completed documents
- Independent Contractor status is reviewed, confirmed, and approved by Procurement

More information is available at: <http://www.dartmouth.edu/~control/departments/procurement/ic.html>

Government Update on Grant Purchases exceeding \$250K

As of July 1, 2018, the U.S. Government (Uniform Guidance Procurement Standards, 2 CFR 200.317-326) requires a new simplified acquisition threshold of \$250,000. For purchases on a grant exceeding \$250,000, Dartmouth College is required to have a Request for Proposals (RFP) process and advertise the RFP. The advertisement will be on Dartmouth College Procurement's webpage and current Dartmouth suppliers will be informed of the website. Please inform Procurement Services (Procurement.Services@Dartmouth.edu) if there is an upcoming grant purchase of more than \$250,000 and allow time for the advertisement in the procurement process.

W-9 Form

Dartmouth Procurement and Accounts Payable require that new individuals or vendors submit the most current IRS issued [W-9](#) or [W-8 BEN\(-E\)](#) for Non-Residents unless the payee is only to be reimbursed for travel or business expenses.

If an individual or vendor has been deactivated due to no payment within two years or longer or does not have a current W-9 on file, then a new W-9 should be submitted. No W-9 is required to reactivate or change a remittance address if there is no change to the tax classification, Name/Business Name, or physical address.

To pay non-resident individuals/business entities, a W-8BEN(-E) is required and must be updated every 3 years from the date of signature if submitting a new request to pay.