Hello Colleagues,

As a follow-up to the “APFC Update: Contacts, Staffing, and Restructuring” message sent yesterday, this message is intended to provide you with some additional information and address some of the frequently asked questions.

All of the Finance Center’s Operations Staff are now located in the Garden-level of Blunt and are awaiting your visit.

- Hand-delivered items should be delivered to either the:
  - Garden-Level of Blunt  
or  
  - APFC mailbox located on the 1st Floor of Blunt
- Items mailed through Hinman mail should use HB 6126.

As a reminder, we encourage Finance Center requests to be submitted through the Finance Center e-forms available on our website at: [http://www.dartmouth.edu/~fincenter/forms.html](http://www.dartmouth.edu/~fincenter/forms.html). Below are links and descriptions of the forms available:

- **General Requests** - request payroll actions (new hire/rehire/transfers, etc), new or revised chart string segments, system access changes, ad-hoc reports, payment status, and all other general requests.
- **Corrections, Journals and Cost Transfers** - request correction of a mischarged expense or processing of internal charges through a journal entry
- **P-Card** - submit business purpose, chart string and receipt for P-Card transactions
- **Purchase Request** - request creation of a purchase order
- **Student Prizes and Awards** - request processing of a cash or non-cash award to a student
- **MYLS** - request a change in a future dated labor scheduled
- **Wage Transfer** - request a retroactive change in labor charges

Attached you will find our *Finance Center Process Highlights* that we hope will assist you in navigating the various Financial Processes and provide you with additional links to College policies and resources. If you have any questions, please reach out to the Finance Center.

Finally, all previous Provost and Dean of the College email accounts are now being forwarded to our new email: [Admin.and.Provost.Finance.Center@dartmouth.edu](mailto:Admin.and.Provost.Finance.Center@dartmouth.edu), with the exception of all BER email requests, which should go to [Staff.Business.Expense.Reimbursement.Internal@dartmouth.edu](mailto:Staff.Business.Expense.Reimbursement.Internal@dartmouth.edu)

Please keep the questions and comments coming.

Regards,
Laurie and Lisa

*Serving the financial needs of Dartmouth's departments and divisions.*