To: A&S Administrators and Chairs  
From: Amanda Bushor, Director, A&S Operations and Finance Center  
Date: September 7, 2011  
Subject: A&S Finance Center (ASFC)

Contact info:  
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After many months of planning, the A&S Finance Center (ASFC) will be operational on Monday, September 19th. The staff and I are looking forward to serving the Arts & Sciences with a variety of operational and financial needs.

To introduce you to the new services aimed at helping you process financial transactions, I’ve attached Highlights of New Processes, which outlines many of the changes that may affect your area. Administrators will be invited to attend an orientation session to review these processes and to provide an opportunity to address questions.

The following individuals will be staffing the Center in the roles listed below and may be reached at as.finance.center@dartmouth.edu or by calling 646-2028.

- Erin Bennett  Analyst
- Conrad Farnham  Senior Specialist
- Susan Perry  Specialist
- Codi Raymond  Senior Specialist
- Christine Ross  Specialist
- Doralie Stanley  Senior Specialist
- Andrea Symonds  Analyst

I would like to thank the talented A&S Finance Center staff for their many contributions in starting the finance center. All of them bring extensive knowledge and experience to their positions, which will be invaluable in successfully meeting the goals and objectives of the Arts & Sciences division and the College.

The staff and I are looking forward to working with you. Please do not hesitate to contact us if you have any questions.
A&S FINANCE CENTER (ASFC)
Highlights of New Processes
September 19, 2011
www.dartmouth.edu/~fincenter/arts-sciences/

Business Expense Reimbursement (BER)
- Instructions and a reimbursement form will be available at our website on September 19:
  www.dartmouth.edu/~fincenter/arts-sciences/
- The requester or traveler will complete the new expense reimbursement form.
- E-mail the saved form, scanned receipts, and, if applicable, an itemized list of expenses without receipts (less than $50) to: as.finance.center@dartmouth.edu
  Or mail to ASFC, HB 6050 or deliver to the drop box on the 1st floor of Wentworth Hall.
- ASFC will complete the remainder of the form and e-mail it to the appropriate approver and cc the individual seeking reimbursement.
- After receiving approval, ASFC will enter the data into the payable’s system to generate and mail a check to the individual.
- Notable BER policy changes and details may be reviewed at:

A per diem is now available as an option, but may require supervisor approval. The per diem includes meals and incidentals at a rate depending upon location. p. 12-13.

Receipts for expenses less than $50.00, not including entertainment or lodging, are encouraged but are not required. p. 4.

Requests for Payments (RFP) & Miscellaneous Income Payment Vouchers (MIPV)
- Continue to complete (and approve these forms for chart strings within your area) and submit to ASFC for processing.
- Completion of these forms by ASFC may be added at a future date, pending decision by the central office.

Procurement/Purchasing
- E-Procurement www.dartmouth.edu/~control/policies/index.html
  - Procurement policies require bids starting at $10,000 (increased from $5,000) for most purchases.
  - Continue to complete requisitions in eProcurement for all catalogue vendors-including WB Mason.
  - ASFC will support select areas for non-catalogue requisitions. For these areas, requestors will complete the requisition form (available online) and submit the form and any other material, such as quotes, to the ASFC (your area will be notified).
  - Submit all original invoices to the ASFC.
  - Additional eProcurement support may be added at a future date.
  - Procure-to-Pay Guide provides preferred way to pay:
    - www.dartmouth.edu/~control/departments/procurement/procure_to_pay_guide/

- P-Cards www.dartmouth.edu/~control/policies/procurement-card-policy.html
  - Areas will continue to purchase, assign the appropriate string, approve, and reconcile the P-Card, in accordance with the P-Card policy.
  - The approver will send scanned or original receipts/packing slips/other documentation to the ASFC for required document storage.
  - We expect that, in approximately six months, P-Card approval by the ASFC will be added for areas with only one P-Card approver to comply with P-Card policy.
Journal Entries (Web-ADI)
- E-mail all GL journal entry requests to the ASFC for upload.
- A journal entry request form will be available at our website on September 19: www.dartmouth.edu/~fincenter/arts-sciences/

DORR – Staff Recruitment
- Recruitment requests for new or revised position descriptions will be submitted to the ASFC.
- ASFC staff will enter positions into DORR for approval by the A&S Fiscal Office.
- A recruitment request form will be available at our website on September 19: www.dartmouth.edu/~fincenter/arts-sciences/
- Supervisor will be provided access to DORR to review applications.
- When a candidate has been selected, perform hiring due diligence form, forward with salary recommendations to your fiscal officer.
- Following fiscal officer approval, an offer may be made to the candidate.

Payroll Authorizations (new hires, terminations, changes in effort or salary, or results from position review, etc.).
- E-mail payroll information to the ASFC and include any documentation.
  - ASFC will enter payroll info in the new Payroll Authorization Smart Form system (PASF).
  - RGMs will enter grant funded positions in PASF.
  - ASFC and Graduate Program Administrators will create and enter graduate student positions in PASF.
- ASFC will enter the PASF data and obtain an A&S’s fiscal officer’s approval
- ASFC enters the approved PASF data into the payroll system (HRMS).
- Trained I-9 division representatives are located at the ASFC.

Timesheet Processing www.dartmouth.edu/~control/forms/timesheets.html
- Employees and students will continue to complete the Excel-based timesheet forms and obtain their supervisor’s signature.
- Submit all timesheets to the ASFC for processing prior to 9:00 a.m. on Mondays by hinman mail or deliver to the drop box on the 1st floor of Wentworth Hall.
- Scanned copies will not be accepted.

Reporting and Analysis
- ASFC will serve as a resource for:
  - Researching and resolving accounting, tax, and other financial questions.
  - General IRA report inquiries or interpretation.
- We are currently developing standardized funding reports to be generated and sent to faculty for FRPDF, Named Chair, and Fellowships. Additional faculty funds will be included at a future date (e.g., Burke, IRR and others).