Provost - Dean of the College Finance Center
Highlights of New Processes

Below we have highlighted many of the process changes that will affect your departments. More detailed procedures will be available at our Orientation Sessions for fiscal officers and staff more directly involved with these processes. The information is also available on our website (www.dartmouth.edu/~fincenter/provost-dean/).

Business Expense Reimbursement (BER)

- The new Excel-based BER form is available online at: www.dartmouth.edu/~fincenter/forms.html. The BER form replaces the T&E form and can also be used for non-travel expense reimbursement.
- Complete the first page/tab of the BER form with the requested information.
- Send the form along with scanned receipts to PDCBER@dartmouth.edu. All receipts are encouraged, and for expenses over $50.00 and entertainment and lodging related expenses, are required.
- The full Travel and Business Expense Reimbursement policy may be found at: www.dartmouth.edu/~control/policies/index.html
- The PDCFC staff will complete the form and send it back to the preparer/traveler for review/approval.
- The preparer/traveler is then responsible for forwarding the BER form to their Supervisor/Approver for approval.
- The Approver forwards the approved BER form back to the PDCFC for processing.
- The PDCFC will enter the completed form into the accounts payable system and a check will be generated to the individual.

Payroll Transactions (new hires, terminations, changes in effort or changes following a position review)

- Please email relevant information to the PDCFC and attach any documentation, such as an offer letter.
- The PDCFC staff will complete the Payroll Authorization (PA) using the new PA Smart Form system.
- If a labor distribution change is needed, the PDCFC will complete the required Labor Account Distribution Change (LADC) forms. The finalized PA or LADC will be routed to designated and trained approvers in departments or at the division level.

Timesheet Processing

- There will be no change to the process of recording time, approving timesheets, or submitting timesheets at this time.
Procurement/Purchasing
- Purchase Orders
  - The Dartmouth procurement policies require bids starting at $10,000.
  - Procurement policies can be seen at: [www.dartmouth.edu/~control/policies/index.html](http://www.dartmouth.edu/~control/policies/index.html).
- The requestor should complete the requisition form, available online and send the requisition form and any other material, such as quotes, to the PDCFC.
  - Individuals will continue to purchase items using their P-Card, in accordance with the P-Card policy.
  - The purchaser will complete a P-Card Receipt Documentation form or provide information on business purpose and chart string to the PDCFC.
  - The P-Card Receipt Documentation form is available at: [www.dartmouth.edu/~fincenter/forms.html](http://www.dartmouth.edu/~fincenter/forms.html)
  - The purchaser will send scanned or original receipts/packing slips/other documentation to the PDCFC in sufficient time to meet the sweep date.

- Accounts Payable
  - All original invoices that are received by departments are sent to the PDCFC.
  - The PDCFC will create an electronic version of each invoice, retain the electronic document, and forward originals to Accounts Payable for payment processing.

Account Reconciliations
- All supporting materials for charges that are not processed through the PDCFC should be scanned and sent to the PDCFC on a regular basis. Examples include Hanover Inn invoices and catering invoices.
- All requests for corrections/reallocations/transfers should be submitted to the PDCFC for processing.
- All WebADI’s will be processed by PDCFC staff. Certain departments retaining their Fiscal Officers will still process WebADI’s, if they wish.

Reporting and Analysis
- Standard monthly financial reports will be generated and made available as requested.
- PDCFC staff will provide analysis support or ad hoc reporting as requested.
- Individual meetings will be scheduled with departments to review these needs.

Entry of Personnel Actions into DORR
- There will be no change in the submission of actions at this time since the Provost and Dean of the College Divisions are already largely centralized.
- The PDCFC staff will be available to enter actions into DORR.
- The Finance Center Director will follow up directly with departments.