Provost-Dean of the College Finance Center
Financial Services

To ensure that your transactions are being processed timely and efficiently by the PDCFC, details of the services that we provide are outlined below.

**Electronic Mail Management** ............................................................................................................ 1
- PDCFC
- PDCBER
- PDCPCard

**Personnel and Payroll Transactions** ............................................................................................... 1
- Payroll Authorization (PA)
- Labor Account Distribution and Wage Transfers
- Timesheet Processing
- Entry of Personnel Actions into DORR ............................................................................................ 2

**Business Expense Reimbursements (BER)** .................................................................................. 2
- For College Employees and Students
- For Non-College Travelers
- Cash Advances ................................................................................................................................. 3

**Procurement and Payables** .............................................................................................................. 4
- Original Invoices
- SciQuest and WB Mason
- Requests for Payment, Miscellaneous Payments, and Prizes and Awards
- Procurement Cards.......................................................................................................................... 5

**Sponsored Project Administration** .................................................................................................. 6

**Account Reconciliation** .................................................................................................................... 6

**Reporting and Analysis** .................................................................................................................... 6
**Electronic Mail Management** - In an effort to manage incoming email submissions, inquiries, and requests, we have established three email accounts to manage workflow. These accounts are in place to manage the following processes:

- **Provost.Dean.of.the.College.Finance.Center@dartmouth.edu (PDCFC)**
  - Inquiries related to Finance Center Processes
  - Comments and suggests regarding processes or operations
  - Employee Payroll Requests
    - Payroll Authorizations for new hires, transfers, special payments, adjustments
    - Labor Distribution and Wage Transfers
  - Purchase and Payment Requests
    - e-Procurement Requests (Catalog and Non-Catalog requests)
    - Requests for Payment (RFP) and Miscellaneous Payment Income Voucher (MIPV)
  - Transaction documentation submissions for financial record-keeping

- **Provost.Dean.Business.Expense.Reimbursements.Internal@dartmouth.edu (PDCBER)**
  - Business Expense Reimbursements for all college faculty, staff, and student business reimbursements including travel and non-travel
  - Non-College Individual Travel Reimbursements

- **Provost.Dean.of.the.College.PCards@dartmouth.edu (PDCPCards)**
  - Procurement Card (PCard) receipts
  - PCard Corrections
  - PCard Inquiries

**Personnel and Payroll Transactions** - new hires, terminations, changes in effort or changes following a position review, transfer, or special payment

- **Payroll Authorizations** - The PDCFC staff will complete the Payroll Authorization (PA) using the new PA Smart Form system for any personnel within the Provost and Dean of the College department.
  - Please email relevant information to the PDCFC and attach any documentation, such as an offer letter.
  - A Payroll Authorization Request Form will be made available on the PDCFC website at: http://www.dartmouth.edu/~fincenter/provost-dean/

- **Labor Account Distribution Changes and Wage Transfers** - 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 division.

- **Timesheet Processing** - With the Finance Center’s move back to campus, timesheets will be delivered to our Parkhurst offices-Suite 006, rather than the McNutt drop box or Payroll. The PDCFC will ensure accurate time-entry and delivery of timesheets to the Payroll office for records retention purposes.
• **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.

*Business Expense Reimbursements (BER)*

- The new Excel-based BER form is available online at: [http://www.dartmouth.edu/~fincenter/forms.html](http://www.dartmouth.edu/~fincenter/forms.html). The BER form replaces the Travel and Entertainment form and is intended to be used for travel and non-travel expense reimbursement for employees and students.
- 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 or entertainment and lodging related expenses, are required. *(Note: Original receipts may be shredded after ninety-days.)*
- The full Business Expense Reimbursement Policy may be found at: [www.dartmouth.edu/~control/policies/index.html](http://www.dartmouth.edu/~control/policies/index.html)
- The PDCFC staff will complete the form and send it back to the preparer/payee for review/approval.

*For College Employees and Students:*

- The payee is responsible for reviewing, approving, and forwarding the BER form to their Supervisor and/or the Approver of the funding source of business expense for approval.
  - [Excerpt from the Business Expense Reimbursement Policy]
    - The basic policy governing travel and business expense reimbursement is that an individual should neither gain nor lose funds in the course of conducting College business.

*For Non-College Travelers:*

- The preparer/payee is then responsible for reviewing, approving, and forwarding the BER form to the Approver of the funding source of business expense for approval.
  - Please note that if the reimbursement to the Non-college Traveler is the first payment to the individual, the New Vendor Form and W-9 is required and can be found at [http://www.dartmouth.edu/~control/forms/](http://www.dartmouth.edu/~control/forms/).

**Approval Process**

- The Approver forwards the approved BER form back to the PDCFC (PDCBER@dartmouth.edu) for processing ensuring that the email chain with attached BER remains intact.
- The PDCFC will enter the completed form into the accounts payable system and a check will be generated to the individual.
**Cash Advance**
- Cash Advances are still obtained and processed through the Cashiers Office.
- Please note that all faculty, exempt, non-exempt, and student Cash Advances require approval by the requestors Supervisor and/or the Approver of the funding source.

**Settling a Cash Advance:**
- If the Cash Advance amount *exceeds* BER expenses
  - Following final approval, the PDCFC will email the Submission Form to the Cashier’s Office and copy the Payee.
  - The Payee should print the Submission form
  - The Payee should submit to the Cashier’s Office the Submission Form with cash or a check made payable to "Dartmouth College".
    - Please note that the Cashier’s Office is located on the First Floor of McNutt, Room 101.
- If the Cash Advance amount *is less than* the BER expenses
  - Following final approval, the PDCFC will notify the Cashier’s Office that a BER has been submitted to clear the Cash Advance.
  - The PDCFC will enter the completed form into the accounts payable system and a check will be generated to the individual.

**For Student Cash Disbursements:**
- The College recognizes that not all students have bank accounts in town and that in order for a student to cash a check they incur a $6.00 fee at Bank of America. Because of this, Cash disbursements will be provided to students on an exception basis and are not available to faculty and staff.
  - Please note to avoid having out of pocket expenses, students should contact the department prior to making a purchase to see if they can either:
    1) Use of the procurement card
    2) Obtain a cash advance
- If neither of the above is attainable, then departments should use the following steps to provide the student with reimbursement.
  - Complete the BER Expense Information tab as usual.
  - On the Submission tab in the box next to the amount due to the Payee, indicate the settlement will be done in "CASH" in bold red letters.
  - Submit the BER to the Finance Center for review and please also indicate within the email that a Cash Disbursement is requested for the BER.
  - Once completed and reviewed by the Finance Center and the Finance Center will email the reviewed BER to the department.
  - The department should print the submission tab.
  - The payee and the department approver sign the printed page and scan the approved submission tab.
  - The department returns the BER with the scanned submission form to the Finance Center.
  - The Finance Center will review, sign and rescan the signed submission form and email it to the Cashiers Office and copy the payee and the approver.
The Cashier will print the signed form and will prepare for payee to pick-up the cash reimbursement.

The payee (the person claiming expense) must go to the Cashier's Office to obtain the cash and provide identification. The payee will sign the submission tab again indicating that the cash was received.

*Procurement and Payables* – The PDCFC will work with Departments on the best method in which to pay all vendors, regardless if it is a company, a non-profit organization, an independent contractor, faculty or student, regardless if the payment requires a Purchase Order/Non-Catalog Requisition, Request for Payment (RFP), Miscellaneous Income Payment Voucher (MIPV) or Prizes and Awards Voucher.

- **Original invoices** are required in order to pay a vendor, regardless if the payment requires a Purchase Order, non-purchase order, Request for Payment or Miscellaneous Income Payment Voucher.
  - Departments may either send the original invoice to the Finance Center or Accounts Payable.
  - Original invoices received by the Finance Center will be evaluated to determine proper payment method based on the Procure-To-Pay guide (http://www.dartmouth.edu/~control/departments/procurement/procure_to_pay_guide/)
    - The PDCFC will create an electronic version of each invoice; retain the electronic document; and forward originals to Accounts Payable for payment processing.
    - *Please note that within the next several months, all payments will be processed by the Finance Centers.*
  - Non-PO Invoices (original invoices that require no further processing beyond chart string) or PO number and authorized approving signature, may be scanned to the Finance Center for record-keeping and document verification and sent to Accounts Payable for processing.
    - *Helpful Hint:* When scanning invoices to the PDCFC, use the subject text-entry function and indicate "copy" or "for processing".

- **SciQuest Market Place and WB Mason** – The Finance Center can do the research and purchasing of department office and/or lab supplies if provided the necessary details of the purchase.
  - If you cannot locate an item within the SciQuest Market Place or can find the item cheaper elsewhere, let us know and we will work with procurement to try to make it available from our established vendors.

- **Requests for Payment (RFP), Miscellaneous Income Payment Voucher (MIPV), and Prizes and Awards Voucher** – Paying certain individuals and organizations can be confusing and is dependent on the purpose of the payment. Please contact the PDCFC if you have questions on how to make any payments to a student, faculty, staff, or organization.
*Procurement Cards (PCards) –* The PDCFC is responsible for Oracle P-Card maintenance. As of Monday, November 28, 2011 we will begin the process of turning off access to the Purchasing Card system to those areas that we are maintaining within the P-Card system. All departments within the Dean of the College and Provost divisions should review the steps below to ensure your purchase card transactions are being submitted within **five-days** of the transaction. The increased time allotted to submit receipts will provide departments the option to either scan receipts to the PDCFC as they get them, or send a weekly batch of p-card transactions per cardholder within a single scan.

At this time, areas that will retain their purchasing cards’ maintenance responsibility include: The Collis Center and Student Activities, the Office of Residential Life, the Outdoors Program Office, and the Library Acquisitions Department.

Here are the steps we suggest:

- If it has not been done already, set up a scan button to [Provost.Dean.of.the.College.PCards@dartmouth.edu](mailto:Provost.Dean.of.the.College.PCards@dartmouth.edu) on the closest Ricoh Multi-function device.
- Cardholders will continue to purchase items using their P-Card, in accordance with the P-Card policy.
- Cardholders may complete a P-Card Receipt Documentation form or provide the business purpose and chart string to the PDCFC within the email or on the receipt.
  - Business purpose notes can be brief, and we are happy to assign a natural class.
- The P-Card Receipt Documentation form may be used as a template and is available on the Finance Center website at: [http://www.dartmouth.edu/~fincenter/forms.html](http://www.dartmouth.edu/~fincenter/forms.html).
- You may shred original receipts AFTER NINETY DAYS. The scan becomes the "receipt of record" at that point. Statements will come to the PDCFC.

**Helpful Hints:**
- Use the Subject-Text-Entry or Scanned Document Name function on the department scanner to identify whose P-Card transactions are attached within the scan.
- Copy yourself on the scan so know when the item was sent to the Finance Center. You can delete these scans/emails when the transactions have posted.
*Sponsored Projects Administration*

- Sarah Brooks, the Associate Director for Research Administration, is here to assist with any questions or concerns regarding Sponsored Projects within the Provost and Dean of the College divisions. Please work with Sarah on proposal submissions, new account set-up and budget tracking, requests from the sponsor for budget information, cost-transfers, and assistance with navigating the Sponsored Projects office.

*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 Inter-department billing such as Hanover Inn, Computer Sales and Service, and The Dartmouth.
- 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. All WebADI's processed by departments should submit the final WebADI (with smiley faces) to the PDCFC.

*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.