



Finance & Admin Update

Announcements and updates from Finance, Campus Services, Human Resources, & Risk & Internal Controls

Finance Organizational Update

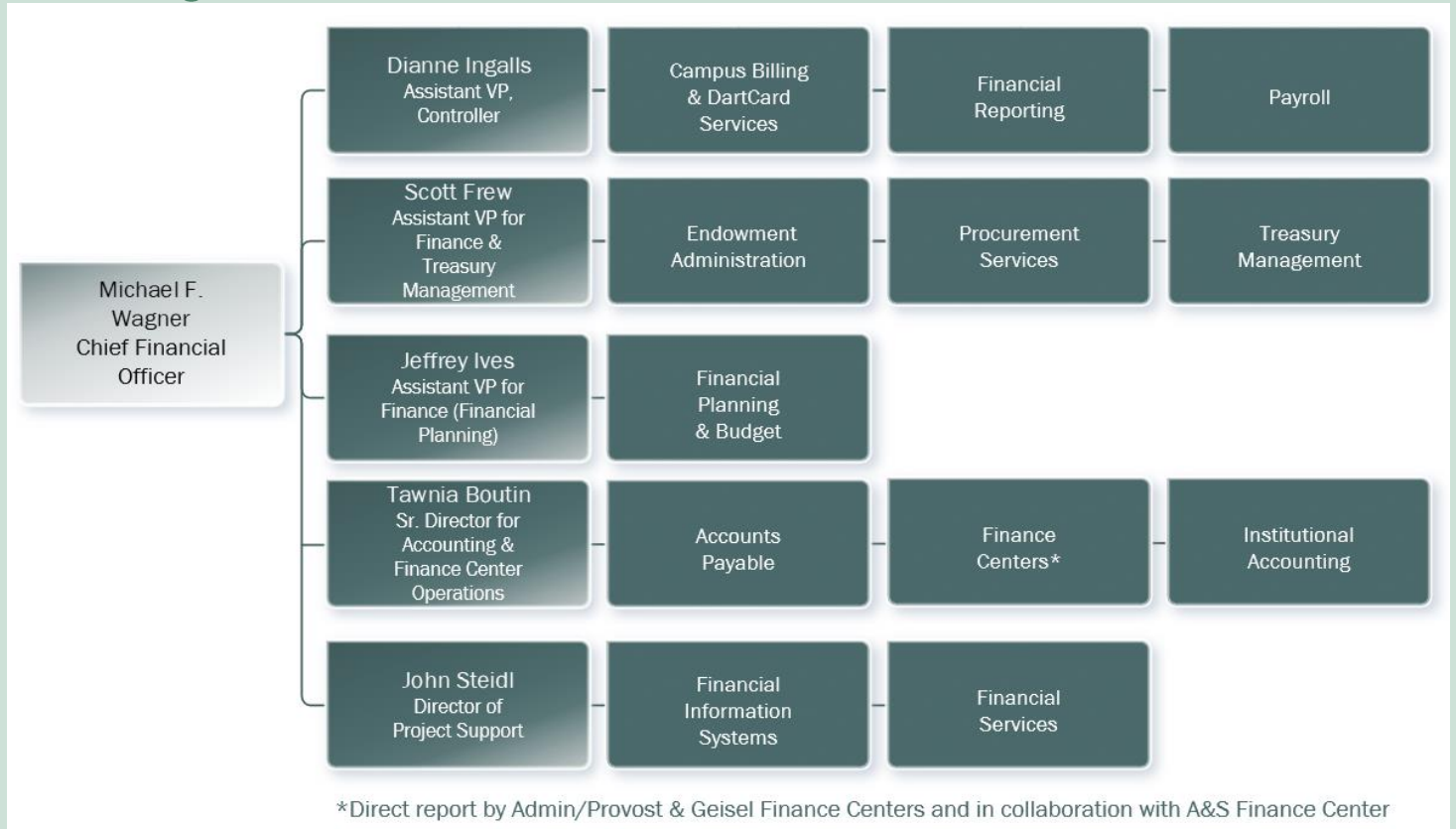
Firstly, join us in welcoming our newest member of the Finance team, Hathaway Perry, who joined us earlier this month as the Senior Payroll Analyst.

Over the last month, Finance has undergone some additional organizational restructuring by capitalizing on the exceptional leadership demonstrated by many of our existing Finance team. The [Finance Organizational Chart](#) is up-to-date and available under About on the [Finance](#) site. Here is a breakdown of the divisional leaders and reporting units:

- Dianne Ingalls, Assistant VP/Controller oversees Campus Billing & DartCard Services, Financial Reporting, and Payroll
- Scott Frew, Assistant VP for Finance & Treasury Management oversee Treasury Management and has begun to oversee Endowment Administration and Procurement Services
- Jeffrey Ives, Assistant VP for Financial Planning: continues to oversee the Financial Planning & Budget
- Tawnia Boutin, Sr. Director for Accounting & Finance Center Operations, continues to oversee Accounts Payable and Institutional Accounting, and has begun to oversee the Finance Centers (*direct oversight of Admin/Provost and Geisel Finance Centers and in collaboration with the A&S Finance Center*).
- John Steidl, Director of Project Support, has begun to oversee Financial Information Systems and Financial Services.

Chart of the Month

Finance Organizational Restructure



Source: [Finance Organizational Charts](#)

Retirement Incentive Option 2020

Dartmouth is pleased to announce that it will offer a one-time [Retirement Incentive Option](#) in 2020 to employees, as of July 1, 2020, who have a minimum of ten consecutive years of service at Dartmouth, and where the combination of the employee's age and years of service is at least 75. Human Resources has released resources and guidance, including frequently asked questions, on the [Retirement Incentive Option 2020](#) site.

Offboarding Checklist Reminder

If you or an employee are leaving Dartmouth, we encourage employees and managers to review the Offboarding Checklists available within the Finance [Employee Services](#) site. The Offboarding Checklist provides employees and managers with guidance on items that need to be completed prior to an employee's final day of work, such as, turning in Dartmouth credit cards or submitting system access form to terminate access to systems and responsibilities. Employees are also encouraged to review the [Leaving Dartmouth](#) on the Human Resources Benefits site.

iExpense Printable Page for Returning Funds

When returning funds to Dartmouth's Cashiers Office for personal expenses or unused cash advance funds, it is important to provide a copy of the Expense Report's Confirmation page with the [Miscellaneous Receipt form](#) or [Cash Advance Return form](#). that has a negative Reimbursement Amount, denoted by parenthesis "--)". To do this, access your Expense Report in [iExpense](#) and click on the linked Report Number. The image below is an example of the Confirmation page. Click the Printable Page button and then print the page through your browser.

Virtual Independent Contractors

If you are hiring an individual for a virtual event or performance, the [Independent Consultant/Independent Contractor Service Agreement form](#) is required, along with tax form (W9's or W8-BEN) and insurance certificates.

Reminder: COVID Supplies & Personal Protective Equipment

The demand for COVID-19 supplies (cleaning/disinfecting, face coverings, hand sanitizer, etc.) and personal protective equipment (PPE) will increase as individuals return to campus. It is challenging to source these supplies so the Procurement Team, in collaboration with Campus Services, and COVID-19 taskforce leaders, will prioritize supply orders for departments that have been approved to be onsite. COVID-19 related supplies and PPE will be available through Central Stores and charged to chart strings using the COVID-19 activity and sub activity. Individuals should order these supplies from Central Stores instead of on an individual basis so we can buy in bulk and obtain better pricing.

Dartmouth Expense Reports

Expenses Home | Expense Search | Credit Card Transactions | Assign Delegates

Confirmation
Expense report number OIE1371673 for (450.00) has been submitted to Noblet, Laurie A for approval.

Expense Report OIE1371673

Return Create New Expense Report **Printable Page**

Submission Instructions
Thank you for submitting your expense report. It will be routed to the specified approver. After approval, the expense report may be selected for audit. Once it is approved and audit is complete, it will be automatically routed to Accounts Payable for any applicable reimbursement to you.

If you owe funds to Dartmouth College, please bring this printable page and a check made out to "Dartmouth College" to the Cashier's Office.

Please contact your finance center or Expense.Reporting@dartmouth.edu with any questions.

General Information

Name	Wallace, Lisa A (17767)	Report Submit Date	15-JUL-2020
Expense Dates	13-JUL-2020 - 15-JUL-2020	Attachments	None Add...
ORG	507	Accompanying DC Personnel	
Purpose	Personal Expense Test Demo	Comments	
Approver	Noblet, Laurie A	Report Total	(450.00) USD
Original Receipts Status	Not Required	Reimbursement Amount	(450.00) USD
Imaged Receipts Status	Not Required		

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Imaged Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
15-Jul-2020	50.00 USD	Books		Books			✓	50.00		
13-Jul-2020	(500.00) USD	Cash Advance	12345	Cash Advance				(500.00)		
Total								(450.00)		

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

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