**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.

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**Chart of the Month**

**Finance Organizational Restructure**

*Direct report by Admin/Provost & Geisel Finance Centers and in collaboration with A&S Finance Center*

Source: Finance Organizational Charts

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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.

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.

iExpense Printable Page for Returns 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, which 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.