Procurement Buyer Update
Paul Rivers has retired, and we are actively looking for a replacement but until then please put Denise Moses as the Buyer on requisitions that would have previously had Paul’s name on them.

2021 Martin Luther King Jr. Celebration
Hope and Action 2021: January 16 - January 31
Join the Dartmouth community in celebrating the legacy of Rev. Dr. Martin Luther King, Jr. This year’s celebration theme is “Hope and Action,” and will be explored through engaging, powerful, and relevant virtual programming and presentations being held throughout the week.

For information and links to all MLK Celebration programming, please visit [www.dartmouth.edu/mlk](http://www.dartmouth.edu/mlk).

Are you a Lone Pine or a Big Green?
The college updated the COVID testing frequency for employees working on-site. Employees are categorized as Lone Pine or Big Green testers, each with their own testing frequency. Please review the Employee COVID-19 Resources page if you work on-site or will begin working on-site this year to learn the details.

2021 Standard Mileage Rate Decrease
The IRS announced a decrease in the optional standard mileage rates for 2021 (effective for expenses paid or incurred on or after January 1). The College has adopted the optional standard mileage rates for the use of a car (including vans, pickups, or panel trucks) as follows:

- 56 cents per mile for business miles driven
- 16 cents per mile driven for medical or moving purposes
- 14 cents per mile driven in service of charitable organizations

Vendor Payment Terms Update
Dartmouth Vendors are now being invited into the [PaymentWorks Vendor Portal](https://www.paymentworks.com) to create and manage their profiles for doing business with Dartmouth. Vendor Payment Terms are being updated to encourage vendors to use electronic payment methods. Below are the updated Payment Terms we are offering Vendors:

- SUA – Pay Upon Receipt
- ACH – Net 45
- Check – Net 90

Go to the [Vendor Guide](https://www.dartmouth.edu/finance/administration/vendor-guide) and click on [Payments](https://www.dartmouth.edu/finance/administration/vendor-guide#payments) for more information on Payment Terms.
OnBase Quick Tip: Creating Chart String Nicknames for iExpense & Finance eForms

It is often difficult to remember all the various GL chart and PTAEO strings and it is not always handy to have list of these account numbers. In iExpense, we can name a chart or PTAEO string to something meaningful to you and you can use those names when completing Expense Reports in iExpense or when completing a Finance eForm.

Here is how:

1. Go to iExpense.
   - Note: You must be a Dartmouth employee to access iExpense and Web Authentication is required.
2. Click on Preferences in the upper right-hand corner.
3. Within Expense Preferences, select My Allocations.
   - Nicknames can be created for both PTAEO (Grants) and GL Accounts.
   - Click "Add Another Row"
   - Enter an Allocation Name that makes since to you.
   - Enter each segment of the PTAEO and GL Account
     - Note "Project Expenditure Organization" is the Organization Name, not Organization number.
4. Click Apply.

5. The new Allocation Name will be available within iExpense or in your Finance eForms immediately.