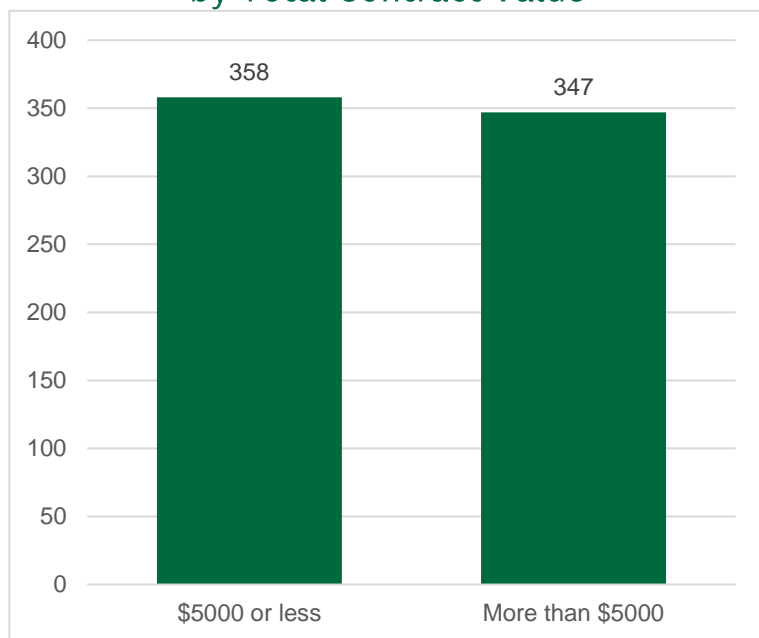


# Finance & Admin Update

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

## Chart of the Month

### Independent Contractors Volume by Total Contract Value



Agiloft Contract Management System (Calendar Year 2021 – 2022)

Over the past year, more than half of our independent contractor service agreements have been for less than \$5000. With this information and feedback from our community, Finance is in the process of drafting and vetting a new Independent Contractors & Guests Policy and associated processes to simplify low-risk, low dollar engagements. Be on the lookout in the coming weeks for the release of this policy.

### Helpful hint: Going on Vacation?

If you are a contract approver and are going to be on vacation, you can add a backup person to receive your notifications and set your Work Status to “On Vacation”. For guidance go to: [“Setting Work Status to “On Vacation”](#).

## Upcoming Training through Zoom

### Agiloft Contract Management System Training

- [Thursday, October 20, 1:00 – 2:30 PM](#)
- [Thursday, November 17, 1:00 – 2:30 PM](#)
- [Thursday, December 15, 1:00 – 2:30 PM](#)

### OnBase Unity Client Training

- [Wednesday, October 5, 9:00 – 10:00 AM](#)
- [Wednesday, December 7, 9:00 – 10:00 AM](#)

Click on the dates to register and use [netid@dartmouth.edu](mailto:netid@dartmouth.edu) in the email field.

## Welcome New F&A Colleagues

**Mariruth Graham**, Talent Acquisitions Consultant, Talent Acquisitions

**Symanie LaBombard**, Senior Finance Center Specialist, Geisel Finance Center

**Jack Murphy**, Claims and Insurance Specialist, Risk Management and Insurance

**Sydney Shuai**, Talent Acquisitions Consultant, Talent Acquisitions

## Fall Finance Information Forum

**Save the Date:** Wednesday, November 30, 10:00AM via Zoom. Click [HERE](#) to register to receive the meeting invite.

## Rebranding SUA for Vendors to “Virtual Card”

The SUA (Single Use Account) card program offered by Dartmouth through JPMorgan is being rebranded to “Virtual Card”. Vendors will be introduced to the payment method as a “Virtual Card” to make it easier to understand. “Virtual Card” is the language that will be used in PaymentWorks invitations and in the registration process.

Our websites have been updated to “Virtual Card (SUA)” to reflect the change, while also maintaining a reference to the previous name for searchability purposes. Our internal systems, including OnBase eForms, will continue to reflect the “SUA” selection. Please email questions to [Procurement.Services@Dartmouth.edu](mailto:Procurement.Services@Dartmouth.edu).

## Sprintax for Non-Resident Vendors

Sprintax is a secure electronic collection of tax information for foreign individuals. Dartmouth leverages Sprintax to ensure that payments to non-resident individuals have accurate tax withholdings. Accounts Payable is inviting non-resident individuals to register and complete a profile in Sprintax to ensure their payments do not have more tax withholding than required. Sprintax will also replace the need for individuals to complete and provide W8-BEN through the Payment Request eForm. For more information go to [Sprintax for Non-Resident Payments](#).

## Airgas Price Increases October 1, 2022

Airgas will be increasing their prices on several items effective October 1, 2022. This is reflective of the terms Dartmouth's membership with the Educational and Institutional Coop. The approved rate of the annual increase is 4.00%. [Click here for a detailed commodity and material costs list](#). If you have any questions or concerns, please contact [Cameron O'Brien](#).