



Finance Update

April 22, 2019

2nd Annual Operational Excellence Showcase

Join us for the Finance Division poster session showcasing continuous improvement initiatives and projects.

When: May 1, 2019, 10:30 to 11:30

Where: Hayward Lounge, Hanover Inn

Amazon Business Coming in May

Dartmouth credit cardholders should be on the lookout for an invitation to setup an **Amazon Business** account.

- Discounted pricing on selected items
- Amazon's wide selection
- Easy comparison shopping
- Transparent total shipping costs
- Free standard shipping with Institutional Prime account
- Ease of purchase using PCard or Corporate Card

Amazon Business does not replace preferred vendor contracts – we still encourage use of those agreements.

Corporate Card Reminder

The Dartmouth Corporate Card is recommended for Dartmouth employees that incur travel or entertainment expenses more than twice per year.

Advantages of using the Corporate Card:

- College paid credit card, settled through the Expense Report Request eForm or directly through iExpense
- Does not affect your personal credit or credit report
- Reduces the need for employees to carry cash
- Provides greater convenience and flexibility while traveling
- Eliminates the need to use personal credit cards for College expenses
- Provides additional \$500,000 death benefit insurance coverage
- Provides up to \$1,250 insurance for lost luggage
- Provides up to \$1,000 Hotel/Motel theft insurance for personal property stolen from the cardholder's room as a result of forced entry
- Provides AAA 24-hour roadside assistance. However, the cost of the service will be billed to your corporate card
- **BONUS:** May be used as a Procurement Card (PCard) by following the PCard policies and limits (*Then you only need one card!*)

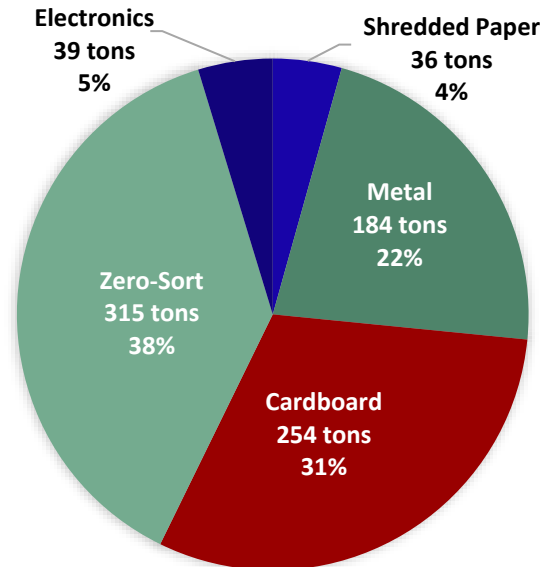
For more information click [HERE: www.dartmouth.edu/~control/departments/procurement/corpcardintro.html](http://www.dartmouth.edu/~control/departments/procurement/corpcardintro.html)

Chart of the Month

Happy Earth Day - April 22

2018 Waste Summary:

Dartmouth recycled 828 tons, but we can do better.



Dartmouth Sustainability Office and Campus Services Waste Management actively track the College's Energy, Waste, and overall environmental impact. Explore Dartmouth's Sustainability Progress at:

www.sustainability.dartmouth.edu/copy-of-about

New Guidance from Procurement:

PCard Maintenance

A new System User's Guide is available to guide users of the PCard Maintenance System. As a reminder, PCard Approvers should ensure that vendor-provided Level 3 details align with the cardholder-provided Business Purpose and receipt, when provided.

Go to the new [System User's Guide](http://www.dartmouth.edu/~control/departments/procurement/pcardintro.html) at: www.dartmouth.edu/~control/departments/procurement/pcardintro.html

Commodity	Product	Description	Quantity	UOM	Price Each	Extension
B07BK1XZ23	B07BK1XZ23	GRADUATION BACKDROP BANNE	1.0000	PCE	11.9900	11.99
B07CG77BXD	B07CG77BXD	HAPPY GRADUATION BANNER AN	1.0000	PCE	14.9700	14.97

Equipment Trade-In Credit

New guidance is available for fixed asset tracking when purchasing new equipment that is accompanied by a trade-in credit. The trade-in is discounted and reported as a separate line on the requisition. Go to: www.dartmouth.edu/~control/docs/procurement/asset-purchase-with-trade-in.pdf to find out more.

Computer Transfer Policy

New guidance is available for departments wishing to sell, gift, or otherwise transfer computer equipment to individuals. This guidance aims to better guide departments and individuals through the process and protect the College's software licensing agreements. For more information go to the new Computer Transfer Policy at: www.dartmouth.edu/~control/docs/procurement/computer_transfer_policy.pdf.

REAL ID's for Traveling

The Transportation Security Administration is reminding travelers that beginning October 1, 2020, every traveler must present a REAL ID-compliant driver's license, or another acceptable form of identification to fly within the United States. For more information go to the Department of Homeland Security site at: www.dhs.gov/real-id.

Finance Website Redesign Coming this July

One place for all things Finance!

From Central Finance units to Finance Centers, this will be one place to go for all things Finance, but we need your input to make it great. Be on the lookout mid-May to test drive and provide feedback on the usability of our new site!

Dartmouth

EXPLORE DARTMOUTH



Finance

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