



# Finance Update

July 26, 2019

## Happy Fiscal New Year 2020!!

### Welcome our New Finance Staff:

#### Admin/Provost Finance Center

Chris Gautreau, Finance Center Specialist  
Amber Ruggles, Finance Center Specialist

#### A&S Finance Center/DOF Operations

Kayleigh Clough, Administrative Assistant  
Juan Debrand, Financial Analyst  
Donna DeCoff, Finance Center Specialist

#### Financial Reporting

Emily Lopez, Financial Reporting Analyst  
Scot Stammers, Financial Systems Analyst

#### Financial Services

Ryan Scelza, Senior Finance & Compliance Analyst

#### Procurement

Jordana Jusidman, Procurement Contract Specialist

## Contract Management System Project

Procurement Services in collaboration and consultation with Finance, Information Technology, Campus Services, Divisional and Department representatives will be implementing a Contract Management System this Fiscal Year. The system is expected to provide contract lifecycle workflow, from initial request intake, review, and assignment through drafting, approvals, execution, performance, renewal, and termination. The System will feature a user-friendly interface that includes document retention, search capabilities, customizable reporting options and system notifications to internal and external stakeholders.

## Policy & Process Reminders:

### Equipment Trade-In Credit

When purchasing new equipment that is receiving a trade-in credit, the trade-in is discounted and reported as a separate line on the purchase requisition. Go to: [Purchase with Trade-in](#) to find out more.

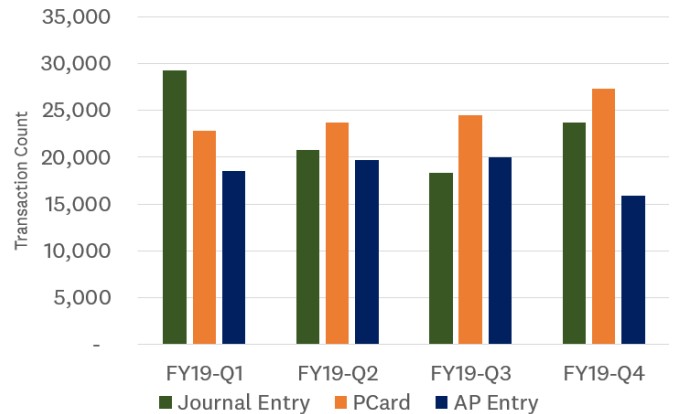
### Hiring a Bartender? Here is what is needed:

Bartenders do not have to be employees, BUT if not an employee they must have the following:

- An approved [Independent Consultant/Independent Contractor Agreement](#)
- Current And valid Liquor License
- A certificate of insurance (COI) evidencing \$2M in commercial general liability (per occurrence) AND \$2M in liquor liability (per occurrence). COI must name Trustees of Dartmouth College as an additional insured.

## Chart of the Month

### High-Volume Transactional Processing



Finance monitors transaction levels for efficiency and quality improvement opportunities. During Q1, Finance automated AP entry for non-PO payments. By Q4, 69% of AP payments were uploaded into the AP system, significantly improving time and quality of data by minimizing manual data entry. Sources: Finance Metrics

## Dartmouth Credit Card Reminder

Pyramiding [defined as: splitting a single purchase transaction into multiple charges] is not permitted on Dartmouth credit cards. The current per transaction limit on PCards and operational expense on Corporate Cards is \$2,499.

Transactions exceeding this limit should be processed through an



Single Transaction Limit >\$2499 = Non-Compliance

invoice. Click here for the [PCard Policy](#).

## Stop Payment & Check Reissues:

If you are contacted by a Payee that has lost or did not receive a check that was issued to them, submit the [General Request eForm](#)

- Select Request Type: “Stop Payment”
- In the Request Explanation, provide the Name of the Payee, Payment Request ID (if possible), amount, and approximate date of request or payment.
- The Finance Center will verify the payment has been processed, but not yet cashed, complete the Stop Payment Request and email the Submitter of the General Request.
- The Submitter should provide it to the Payee to sign and send it back to the Finance Center.