

Important Events & Dates

Wed, Nov 13, 11AM–4PM: F&A Offices Closed for Fall Professional Development Session

Closed Offices include: Accounts Payable, A&S Finance Center, Admin/Provost Finance Center, Budget Office, Controller's Office, Endowment, EVP Office, Financial Reporting & Financial Information Systems, Financial Services, Geisel Finance Center, Human Resources, Institutional Accounting, Payroll, Procurement Services, Risk and Internal Controls, and Treasury

Save the Date: Tues, Dec 17, 10AM-11:30AM: APFC Fall Information Forum

Come to receive updates on processes, policies, and projects within the Admin/Provost Finance Center and Dartmouth Finance.

Fraud: Phishing & Cyber Crime

Fraud through phishing, scams, and other cybercrime continue to be on the rise and Dartmouth and other universities are not immune to the threat. Everyday Dartmouth students, faculty, and staff are targeted through phone, email, and text to steal money, protected information, or intellectual property. There are many things we can do to identify these threats and protect ourselves and the institution.

If you are contacted by an individual, financial institution, government agency, or other service or business, even if it is one you know well, and it is unexpected, unsolicited, or out of character, be cautious. Typically, the sender will urge you to act quickly, due to some urgent matter. They may claim to have some knowledge or authority and even threaten you through means of harm, divulging private information or having some other control. They may even come across as asking an innocent, though urgent favor.

Stop and Investigate: If this happens, take a moment to investigate. If over the phone, tell them you need to check on something and that you will call them back. Take their contact information, but then search online or contact your source to verify the information provided to you by the caller.

If through email, look over the email address, even if it is from someone familiar. Scammers seek out and attempt to find connections that you are familiar with, such as friends, colleagues, or your supervisor. Verify the email is one you have used in the past or that you can find on the Dartmouth network or online. These can be tricky, so pay close attention to spelling, symbols, and formatting detail.

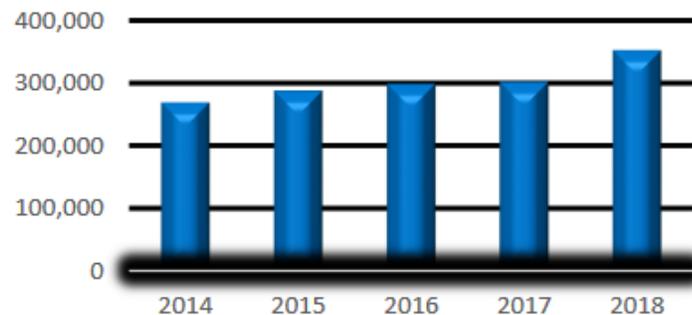
Tell someone: If you do identify or suspect a call or email as fraudulent, tell your supervisor and forward emails to Sean.McNamara@dartmouth.edu. Once reported, use the Report Message in the Protection section in your Outlook ribbon to report the email to Microsoft and to block the sender from reaching your Inbox.



Chart of the Month

Cyber Crime: 2014 - 2018

IC3 COMPLAINTS LAST 5 YEARS



The FBI Internet Crime Complaint Center (IC3) receives complaints regarding a wide array of cyber-enabled crimes affecting victims across the globe. Between 2014 – 2018, more than 1.5 million total reports resulted in more than \$7.45 billion in losses! In 2018, victims lost more than \$2.71 billion.

Source: [FBI Internet Crime Complaint Center \(IC3\) 2018 Annual Report](#)

For more information check out the [Federal Trade Commissions: "10 Things You Can Do to Avoid Fraud"](#).

Vendor Information Management

Procedures are being updated for adding new and/or changing existing information for Dartmouth College vendors to ensure that all vendor information is complete and accurate and to minimize the risk of fraudulent payments. It is required that all Vendors doing business with Dartmouth College provide all necessary paperwork in order to have their record added to our Procurement and Accounts Payable Systems.

- U.S. Vendors must submit the [New Supplier Classification Form](#) and the [W-9 Form](#)
- Foreign Vendors or Individuals submit the [New Supplier Classification Form](#) and the appropriate tax forms ([W-8 BEN](#) or [W-8 BEN-E](#)).
- Independent Consultant/Independent Contractor submit the [Independent Consultant/Independent Contractor Service Agreement](#) and must be approved by Procurement. See more detailed [instructions](#) regarding the hiring of Independent Consultants and Independent Contractors.

International Independent Contractors

The [International Staffing Questionnaire](#) has been created for those Dartmouth College departments that wish to engage an **individual** to perform services in a location outside of the United States. Employment and tax laws vary greatly between countries and it is necessary for Dartmouth to verify that services being performed will not cause issue for the individual or the College. This form should be completed and submitted to the Controller's Office at Controllers.Office@dartmouth.edu and approved **prior** to hiring an individual working outside the United States.

Equipment Trade-In Credit

When purchasing new equipment or an asset 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.

Department P-Card Admin Routing

The P-Card Admin Completion field should only be completed on the P-Card eForm when the submitter is uncertain of details being provided on the eForm or for processing by a Department/Program Administrator within the P-Card Maintenance System. P-Card Admin Completion is not an approval process, since approval of the P-Card purchase was made at the time of purchase.

For P-Card Admin Completion, the individual must access the P-Card eForm from within the OnBase Unity Client Workflow. It is only within the Unity Client that the P-Card Admin can review the eForm and Complete for Finance Center processing. If a P-Card eForm is submitted to you and you do not use the OnBase Unity Client, contact your Finance Center and they can route the eForm to the Finance Center for you.

About our newest Finance Center Operations Managers

Ann M. Betters – Ann has been working at Dartmouth more than 30 years. She served 17 of those years at the Office of Residential Life before joining the Finance Centers in 2012. Ann has also worked part-time at DDS concessions for sporting events for most of her career. For Ann, Dartmouth has always been part of her life. Her father being a Dartmouth Alum and living locally, her family spent a lot of time on campus while growing up.

Melissa A. Durkee – Melissa has been with the College nearly 14 years and for the past eight has served within the Finance Center. Melissa lives in Claremont with her partner and their four boys. Last year, she achieved one of her bucket-list items of running a half-marathon. In Melissa's spare time, she enjoys spending time at a seasonal campsite and supporting her family race team.

Kathy E. O'Neill – Kathy has been at the College for 34 years, first at Baker Library's Acquisitions Department and moving on to the Finance Center. Kathy has two daughters, Hannah and Megan, who both work at the VA Hospital, Hannah, as a pharmacist and Megan as an RN and three amazing grandsons: Cole, Beau, and Finnegan. When not with family, Kathy is most happy relaxing on a waterfront or spending time with friends.