



Finance Update

February 11, 2019

COST-SAVING IDEAS:



DO YOU PAY FOR CONFERENCING SERVICES?

- ✓ Do this instead: Use [Dartmouth Zoom](#) for video and telephone conferencing, instead of paying for Level 3 Communications or other teleconferencing solutions. Getting started with Zoom is super simple and is easy for your meeting participants as well. To find out more, go to: <https://dartmouth.zoom.us/> or <https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>.

W-2 & Form 1095 FAQ's:

- [Form W-2](#)
 - [Form 1095 ACA Reporting](#)
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DO YOU PAY FOR ONLINE SUBSCRIPTIONS?

- ✓ Do this instead: Dartmouth Libraries offer many online newspaper and other electronic services.
 - **Valley News:** <http://libcat.dartmouth.edu/record=b5353544~S3> or <https://www.dartmouth.edu/~library/home/find/ejournals/valleynews.html>
 - **Boston Globe:** <http://libcat.dartmouth.edu/record=b3056040~S3>
 - **New York Times:** <http://libcat.dartmouth.edu/record=b3063627~S3>
- ✓ Check out the Libraries' Collection at: <http://libcat.dartmouth.edu/search~S3?/dElectronic+journals./delectronic+journals/-3,-1,0,B/browse>

Fraud-Prevention Strategies

Knowledge and awareness are the strongest defenses against fraud scams. There has been an increased trend of telephone and electronic fraud recently across the Institution.

1. Watch out for email impersonators - Consider all emails requesting personal information as suspicious.
2. Don't give information to incoming callers – Hang up and make a return call to the legitimate entity at its published phone number.
3. Perform a regular review of all payment activity to immediately identify suspicious activity.
4. Report lost or stolen cards or suspicious activity immediately to JP Morgan at (800) 270-7760, then report to [Procure-to-Pay](#) at (603) 646-2811.

For more information and strategies go to [Tips to Protect Against Fraud](#)

Independent Consultant/Independent Contractor Form Updates

The Independent Consultant/Independent Contractor Service Agreement Form is for the submission of both Independent Consultants and Independent Contractors. The name has been updated to "Independent Consultant/Independent Contractor Service Agreement" Form from "Consultant/Independent Contractor Service Agreement" Form. Also, the form allows for digital-signature for all parties.

Need a digital-signature?

Here is how to create a digital ID:

1. In Acrobat, click the Edit menu and choose Preferences > Signatures.
2. On the right, click More for Identities & Trusted Certificates.
3. Select Digital IDs on the left, and then click the Add ID button.
4. Select the option 'A New Digital ID I Want To Create Now' and click Next.
5. Specify where to store the digital ID and click Next.
6. Enter your information to be used and click Next.
7. Create a Password, Confirm Password and click Next. Congratulations, you did it!

RETURNING CASH ADVANCE:

When returning unused cash from a Cash Advance, the [Cash Advance Return Form](#) is required. The Cashier's Office located on the first floor of McNutt and are open between 8:00 AM - 12:00 PM, Monday - Friday.



PCard System Update Coming Soon

The *PCard Transaction Maintenance* screen is being updated to capture the OnBase PCard eForm Request Number and Business Purpose, which is now required.

As a reminder, the Business Purpose should be precise and no more than 120 characters. There is no need to provide details that can be found on the receipt.

Additional Transaction Details	
2nd Embossed Line	OnBase Req No 567834
Traveler Name	Ticket Number
Business Purpose Supplies for Office	Details

Policy Reminders:



Internal Purchases on Dartmouth Credit Cards

The Corporate Card and Procurement Card (PCard) may not be used to purchase any services or goods internally from any departments or establishments that are associated with Dartmouth College. Provide a chart string or PTAE0 to record purchases from these areas:

- **The Computer Store**
- Central Stores and other stockrooms
- Conferences and Events
- **Dartmouth Dining Services:** Thayer Dining, Courtyard Café, Novak Café, Collis Café, Collis Center, Collis Market
- **Dartmouth Athletic Tickets,** Events or Memberships
- Dick's House
- HR Classes or Seminars
- Parking Operations
- Computing Services: Web & Video Services, Classroom Technology Services
- Hopkins Center
- **The Hanover Inn/PINE**
- The Hood Museum
- Baker Library
- Registration for an event hosted by a Dartmouth Department

For more information visit the [Corporate Card Agreement](#) and [Procurement Card Policy](#).

Gift Policy and Tax Reporting Reminder

Regardless of dollar amount, documentation of all gift purchases including gift cards must include a detailed receipt, business purpose, and recipient name(s) for non-study/research participants. If the recipient is a research participant, please follow the [Research Subject Fee policy](#).

In addition to processing the expense in certain cases the gift must be reported for taxability. **The Department purchasing the gift or gift card is responsible for reporting taxable payments to Payroll or Accounts Payable.** The table below describes when and who to notify. Notification should be submitted using the [General Request eForm](#) with the receipt, recipients name and purpose.

GIFT CARD / GIFT PURCHASES (not study participants or retirees)	Less than \$50	\$50 - \$599.99	\$600 or greater
Employee	No reporting	Notify Payroll	Notify Payroll
Student	No reporting	Notify Accounts Payable	Notify Accounts Payable
Non-Employee	No reporting	No reporting	Notify Accounts Payable
STUDY PARTICIPANTS (incentives for surveys follow this policy)		Less than \$600	\$600 or Greater
Study Participant		No reporting	Notify Accounts Payable
RETIREMENT**	Less than \$50	\$50 or \$399.99	\$400 or greater
Gift Card	No reporting	Notify Payroll	Notify Payroll
Tangible Personal Property	No reporting	No reporting	Notify Payroll

** General guidance has been that the size of the gift should be reasonable based on the years of service for the Employee. The rule of thumb is \$15 for each year of service (2 years - \$30, 10 years- \$150, 20 years - \$300, 25 years - \$375, etc.)