Finance and Operations Vision

*Dartmouth will deliver an administrative experience that enables the global aspirations of its faculty, students, and staff by providing real-time access to rational processes and accurate information from anywhere in the world.*
Agenda

- Welcome
- APFC Restructure
- Website Redesign
- W9 Overview
- Contract 101
- PO and IC Updates
- Local Area Hotels
- Questions
### APFC Restructure

#### Audit & Compliance Team
- **Ann Betters (Team Lead)**
- **Jeannie Surrell**
- iExpense Audit
- Cash Advance, iExpense and Osher Reconciliation
- Billing, Registrations, and Utilities
- Corrections, Journals and Transfers

#### HR Team
- **Kathy O’Neill (Team Lead)**
- **Kris Fletcher, Robin Navarro, Paul Wilkin**
- DORR
- PASF, HRMS, and Reports
- MYLS and Wage Transfer
- Kronos Review and Reports, Union Sick Phone
- Fringe Invoice
- Allocation

#### Procure & Pay Team
- **Melissa Durkee (Team Lead)**
- **Tonya Cameron, Patty Hanchett, Kathy Henderson, Lisa Lee, Adrienne Stone, Jocelyn Troy**
- Invoice Indexing
- iExpense Creation
- AP Review, Import and Entry
- Pcard Review
- Requisition Creation
- eBuilder
## Finance Web Redesign

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<td>Financial Systems and Forms</td>
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<td>- Financial Statements</td>
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<td>- Forms Library</td>
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<td>Other Payments</td>
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<td>Capital Projects</td>
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<td>- Accounts Receivable</td>
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Why we Require W-9’s

The IRS requires all businesses to collect the Taxpayer Identification Number (TIN), along with other information, from any vendor to whom it makes 1099 reportable payments.

Dartmouth is required to report certain payments to the IRS on Form 1099. The 1099 must include the name, address and TIN of the payee.

If Dartmouth files 1099s with incorrect information, we are subject to a penalty of $260 per incorrect 1099.

Currently, the most efficient way for Dartmouth to gather all the required information is to have the vendor fill out the W-9 form. We do not have a substitute form that complies with the IRS requirements.

Provides proof that we reported the name, address and TIN that was provided to us on the 1099.

Guide to Properly Filling out a W-9
Contracts 101 – What is a Contract?

A voluntary binding legal agreement between two parties that is enforceable in a court of law.

- Generally must be in writing and signed and dated by all parties.
- The contract must be clear on its face and all parties must have a mutual understanding of its terms.
  - Read entire contract
  - Package deal: one part can affect the whole
  - Complex, time consuming, and “pro-vendor” – Push Back, if necessary
  - Never accept terms that puts the College at a disadvantage!!
- Changes to terms of contracts post-execution need to be in writing.
Contracts 101 – “Take Aways”

✓ Finalize and Sign Contract **before** services are performed
✓ Allow time for Contract Review
  ▪ Lead time is critical
  ▪ Contracts are complex
✓ Don’t forget: Dartmouth’s Signature Authority Policy
✓ Ask for help! That is what Procurement Services is here for!!
Independent Contractor Update

Changes to Consultant/Independent Contractor Services Agreement

- Individuals who render a service and meet contractor conditions established by the IRS. They are not entitled to employee benefits, are not covered by workers' compensation, and their pay is usually not subject to income tax withholding.

Standard Consultant/Independent Contractor Services Agreement:

- A contract completed between Dartmouth College and the consultant/independent contractor
- Dartmouth standard terms and conditions are included on the form so no Purchase Order needed
- Can be written for like services up to one year
- If aggregate amount is over $10k still need to provide bids and/or source justification with agreement

What's needed to hire an Independent Contractor:

- Completed Consultant/Independent Contractor Service Agreement Form, Addendum checklist, Statement of Work (if appropriate), Bids/Source Justification (if required) and a W-9
- Forms are valid for the period of the work assignment described on the Agreement, up to one year
- Submit Purchase Request eForm and attach completed documents
- Independent Contractor status is reviewed, confirmed, and approved by Procurement

More information is available at: http://www.dartmouth.edu/~control/departments/procurement/ic.html
Independent Contractor Workflow

1. Department Determines Need for Service not able to complete with internal resources
2. Identifies Consultant/Independent Contractor (IC)
   - Work with IC to complete Consultant/Independent Contractor Service Agreement
   - Work with IC to complete Addendum to Standard Independent Contractor Service Agreement
3. Process request as a Temporary Employee
   - Addendum indicates Independent Contractor?
     - Yes
       - Complete Purchase Request eForm attaching Agreement with SOW, bids, and Source Justification (if necessary)
     - No
       - Work is completed and Vendor sends Invoice to invoice@dartmouth.edu
4. Department approves invoice in eForm noting in Comments dates of service
5. Finance Center routes Invoice to department for approval
6. Department Notifies IC to begin Work
7. Procurement determines IC Status?
Purchase Order Policy Update

Simplified, risk-based policy that eliminates the need for purchase orders for goods or services below $10,000 (annual aggregate spend) unless the expense is within specific areas of risk.

A Purchase Order is **not** required, regardless of amount, for Procurement or General Counsel Approved:
- Contracts
- Independent Contractor Agreements
- Master Lease Agreements

A Dartmouth College Purchase Order (PO) is required **in advance** of purchase for:

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<th>Category</th>
<th>Description</th>
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<td>Food Providers</td>
<td>Not listed on the Approved Food Providers list</td>
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<tr>
<td>Construction</td>
<td>Any design or construction work related to College facilities</td>
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<tr>
<td>Group Travel and Transportation</td>
<td>Buses and other off campus trips (Bus Charter Service)</td>
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<tr>
<td>Information Technology/Financial Services</td>
<td>Typically involves access to personally identifiable information (PII), protected health information (PHI), financial data or other Dartmouth confidential and/or proprietary information (contact Procurement Services)</td>
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<tr>
<td>Environmental Services</td>
<td>Radioactive or hazardous waste management (contact EHS)</td>
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<tr>
<td>Intellectual Property</td>
<td>Any transaction in which the College receives intellectual property rights (typically copyrights or patents)</td>
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<tr>
<td>Capital Equipment</td>
<td>Equipment with an aggregate value of $5,000 or more</td>
</tr>
<tr>
<td>Trademarks</td>
<td>Goods bearing Dartmouth word marks or logos, unless on the Reseller List, and require PRIOR written permission of the General Counsel</td>
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If the Vendor requires a PO one can be generated at any dollar amount

More information is available at: [http://www.dartmouth.edu/~control/departments/procurement/po.html](http://www.dartmouth.edu/~control/departments/procurement/po.html)
Grant Purchases Exceeding $250k

• Effective July 1, 2018, the U.S. Government (Uniform Guidance Procurement Standards, 2 CFR 200.317-326) requires a new simplified acquisition threshold of $250,000.

• For purchases on a grant exceeding $250,000, Dartmouth College is required to have a Request for Proposals (RFP) process and advertise the RFP.

• The advertisement will be on Dartmouth College Procurement’s webpage and current Dartmouth suppliers will be informed of the website.

• Please inform Procurement Services (Procurement.Services@Dartmouth.edu) if there is an upcoming grant purchase of more than $250,000 and allow time for the advertisement in the procurement process.

New Website: Notification of Proposal, Bid Postings or Solicitations
Local Area Hotels

• Effective Jan 1st (sooner is better) – Local area hotel (The Element, Six South Street, Residence Inn and the Courtyard Marriott) rooms will need to be reserved with a Corporate Card

• Reservations using a chart string will no longer be accepted

• Request Corporate Cards today, if you don’t have one

• Settlement is done in iExpense
Questions?

Thank you