

Finance & Admin Update

The latest news, updates, and announcements from Finance, Finance Centers, Campus Services, Human Resources, Information, Technology & Consulting, Integrity & Compliance, and Internal Controls Services

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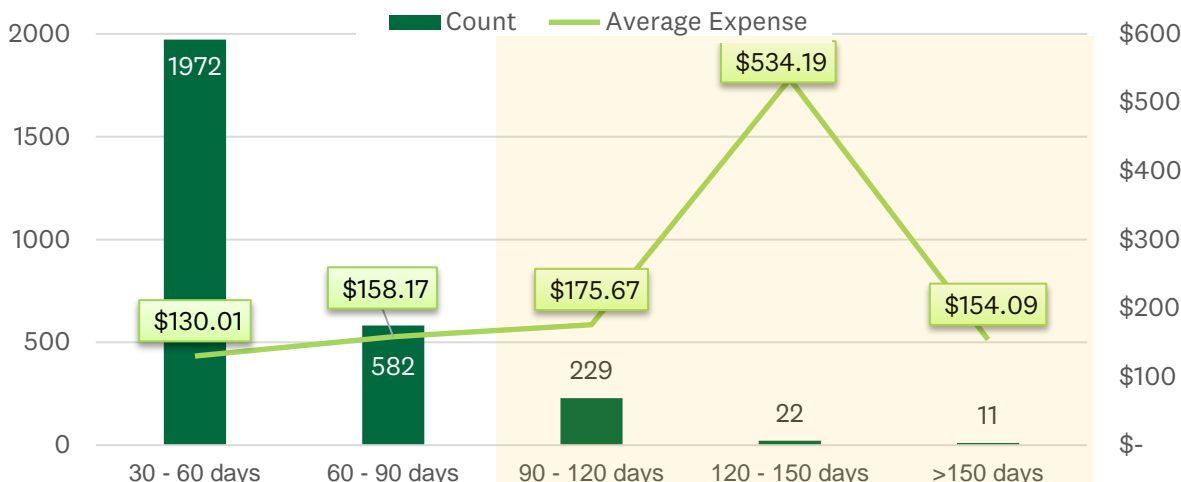
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[Click here for upcoming Dates & Deadlines](#)

Chart of the Month

Corporate Card Compliance

FY25, Q2 Unsettled Transactions and Average Unsettled Expense



Source: Corporate Card Compliance Reporting, FY2025, Q2 Unsettled Transactions

Dartmouth’s Corporate card compliance is a critical aspect of maintaining financial integrity and accountability within Dartmouth College. It ensures that corporate cards are used responsibly and in accordance with the [Business Expense Policy](#) and [Corporate Card Program](#).

The chart above represents 262 transactions that were not settled prior to 90 days and the average cost of those transactions at the close of second quarter.

Best Practices for Cardholders

To ensure effective corporate card compliance, cardholders should follow these best practices:

- **Understand the Policies:** Familiarize yourself with Dartmouth's [Business Expense Policy](#), including guidelines on allowable expenses, documentation requirements, and reporting processes and review the [Corporate Card Cardholder Agreement](#).
- **Use for Business Purposes Only:** The Corporate Card should only be used for travel, entertainment, and used like a [Procurement Card](#) (PCard) for other business-related purchases with a per-item purchase limit of \$4,999. Personal expenses are prohibited.
- **Documentation Requirements:** Always keep receipts and proper documentation for all transactions. This includes the amount paid, date, name of the vendor, and the business purpose of the expense.
- **Timely Reporting:** Submit your [iExpense Expense Reports](#) within 15 business days after incurring the expense or the end of travel. All expenses must be settled within 90 days to avoid suspension of the card.
- **Monitor Your Transactions:** Regularly review your Corporate Card transactions to ensure they are accurate and comply with Dartmouth's policies. Report any discrepancies immediately.
- **Consequences for Non-Compliance:** Be aware that misuse of the Corporate Card can result in disciplinary actions, including suspension or cancellation of card privileges.

The [Corporate Card Program](#) and compliance are vital components of Dartmouth's financial strategy. If you have any questions or need further assistance, please do not hesitate to reach out to your [Finance Center](#).

Welcome
Elizabeth Friend,
Payroll Specialist,
Arts & Sciences
Finance Center

Big Think+ Video of the Month

Support Human Flourishing in the Workplace

Explore how fostering authenticity and inclusion can drive human flourishing in the workplace. In his insightful talk on Big Think+, Kenji Yoshino, Professor at NYU School of Law, delves into the importance of valuing diversity and the detrimental effects of "covering" one's true identity to fit in.

Virtual Inclusion Champions

Inclusion Champions this spring is virtual! If you have not yet taken this exceptional course, [register](#) today and no later than Friday, February 21st. This is a six-month program requiring approximately three hours per month and will run from March 1 through August 29, 2025. For more details go to: [Inclusion Champions](#).

Empowering Our People: Exciting HR Updates

At Dartmouth, our people are our greatest asset. That is why we are thrilled to share some fantastic updates on how Human Resources is continually evolving to better support you. From enhancing performance evaluations to expanding leadership opportunities, check out what is new:

Performance Plan & Evaluation Process

This year marks a significant shift in our [Annual Performance Plan & Evaluation process](#). The new process eliminates the old rating system to focus on what truly matters—constructive, meaningful conversations about accomplishments, challenges, and future goals. The new, user-friendly form simplifies the process, making it more collaborative and impactful.

Explore HR's Micro-Learning Paths [for managers](#) and [for staff](#), packed with resources designed to foster productive discussions.

Monday, March 3rd is the deadline to upload your completed plan and evaluation! If you have questions, please reach out to your [HR Business Partner](#).

Nominate for Dartmouth LEADS Program

Now is the time. Nominations are open for the sixth cohort of Dartmouth LEADS, a leadership development program for high-potential managers and leaders. This nine-month journey includes crafting personalized leadership development plans, spearheading Action Learning Projects, and engaging with a dynamic learning community designed to level-up their skills and impact.

Nominations are due by March 31, 2025, at 5:00PM. Supervisors play a critical role in supporting participants, and their involvement is key to the program's success. Go to [Dartmouth LEADS](#) for more detailed information and to submit a nomination.



Black Legacy Month

Dartmouth's Black Legacy Month 2025, themed "Afro-Requiem, Reclaiming Our Culture", celebrates and recognizes Black culture on campus. The month-long event aims to reclaim African American culture by showcasing its richness through music, food, film, sports, and more. Highlights include a Super Bowl watch party, a Black Family Game Night, and a formal Black Love Gala on Valentine's Day. The month also features cultural discussions, professional development events, and fun activities, all designed to empower and strengthen the Black community at Dartmouth.

For more information and to stay updated on events, visit the [Black Legacy Month 2025](#) page on OPAL's website.

LinkedIn Learning is Back!

HR Learning and Development is pleased to announce LinkedIn Learning as Dartmouth's e-learning resource available to staff and faculty, starting **February 5, 2025!**

LinkedIn Learning is an award-winning industry leader in online training, with a digital library of over 24,000 courses covering a wide range of technical, business, software and creative topics. Launching with LinkedIn Learning is a strong commitment to provide e-learning opportunities for employees as part of Dartmouth's commitment to investing in them.

LinkedIn Learning is accessible 24/7 from your desktop or mobile device. Visit LinkedIn Learning by accessing the Dartmouth activation link: <https://lnkd.in/eYzeCa2e>.

United Way Day of Caring is May 16, 2025

Granite United Way is hosting the [Day of Caring](#) on Friday, May 16th! This is a community effort to support local nonprofit and public organizations. Grab your teams and volunteer to come together to provide valuable service and make a difference in our community.

As a reminder, Dartmouth employees are eligible for up to one day of paid time off to volunteer, allowing you to participate without taking unpaid leave. Take this opportunity to give back and support our region. For more information and to sign up, visit the [Granite United Way](#) website and Dartmouth's [Volunteer Time Off](#) page. Let's make a positive impact together!

Wellness Resources: Webinars and Classes - Live Virtual and On Demand

[Wellness at Dartmouth](#) offers a rich array of wellness resources to support the well-being of its community members. Here is a quick overview:

Webinars

On-demand webinars offer a variety of topics, including physical health, emotional well-being, financial planning, and mindfulness. These webinars are designed to help you manage stress, improve your health, and enhance your overall well-being.

Mindfulness Sessions

Find your calm with **guided relaxation activities** and **meditation sessions**. The Monday Morning Meditation Group meets weekly for guided meditation followed by discussion. Additionally, the Mindfulness Practice Group for faculty and staff meets virtually every Wednesday.

Upcoming Events

Keep an eye on the **upcoming schedule** for live virtual workshops and other wellness events. Topics range from developing a growth mindset to managing holiday stress and much more.

Fitness Classes

Stay active with **recorded fitness classes** that you can do anywhere. Options include a **10-minute core workout** and a **full-body home workout** that does not require any equipment. The Student Wellness Center also offers live and pre-recorded yoga classes.

Headspace Access



All staff, faculty, and students have free access to **Headspace**, a mindfulness and meditation app. Headspace offers monthly live meditations and quarterly workshops to support mental health.

These resources are designed to help you maintain a healthy work-life balance and support your overall well-being. Take advantage of them to enhance your physical, emotional, and mental health!

For more details, visit the [Wellness at Dartmouth](#) website and sign up for the [Wellness at Dartmouth newsletter!](#)

Exciting Finance Updates

Student Prizes & Awards Upgrade 2/18

Beginning Tuesday, February 18, the Student Prizes & Awards eForm will be accessed on the Payment Request eForm. This means when submitting a student prize or award, you will select the [Payment Request eForm](#) and from the guidance page select **Dartmouth Student**, and then **Student Prizes and Awards**.

The new form will streamline the student prize and award process and allow you to capitalize on the many enhanced features and functionality available on the [Payment Request eForm](#).

If you have any questions, contact your [Finance Center](#).

Enterprise Car Rental New Location

Enterprise relocated to 197 NH-10, Croydon, NH, as of January 30, 2025. The new office will maintain the same operating hours, Monday–Friday, 8:00AM–5:00PM, and has a new telephone number: (603) 543-5916.

Services like delivery, scheduled pickup, and walk-in customer support will continue, and Dartmouth rentals will still be available through the Dartmouth/Enterprise Booking Portal. The White River Junction office will also remain operational, providing local rental options and support for an increased volume of Dartmouth business.

For specific details, including new procedures and contact information, go to the [Rental Car Program](#) page.



Inclusive Suppliers Search Tool

Procurement's [Supplier Diversity Program](#) is thrilled to announce that we are partnering with **Supplier.io** to identify diverse and socially responsible vendors, fostering an inclusive and equitable procurement process.

Stay tuned for more updates as we roll out this exciting new resource. Together, we can make a positive impact and build a more inclusive future for Dartmouth and beyond!



New Endowment System

Finance will be launching an upgrade to our existing endowment system application **Fundriver** to **Balance**, Evertrue's endowment system application, in early spring of 2025. This upgrade represents a modern step forward from our existing platform, providing a fresher look and feel, enhanced features, improved performance, and a more intuitive user experience. We will be transitioning to **Balance** over the next couple of months, and we expect to be fully live by the end of March. The team is currently developing a comprehensive training and support model to help our users get acquainted with the new application. The team thanks you for your continued trust and partnership. We are confident that **Balance** will bring improved benefits and look forward to meeting our endowment management needs with this important upgrade. More to come soon.

Purchasing & Payment Reminders

Purchasing and payment processes can be complex. Finance continually seeks ways to clarify and streamline efficiency for both front-end users and back-end processing. The [Procure-to-Pay Guide](#) can assist in selecting the preferred purchasing and payment method and identifying preferred vendors.

Purchasing Guidelines

Before making a purchase—whether for goods or services—review the [Purchase Order or Contract Decision Tree](#) to determine whether a formal agreement with Dartmouth's terms and conditions is required. This helps mitigate risk to our institution.

Approved Food Providers: For catered events or food delivery, follow the [Approved Food Provider Policy](#) to ensure vendors meet licensing and insurance requirements for food safety. If the vendor is on the [Approved Food Provider](#) list, no purchase order or contract is required. Payments can be made as follows:

- [PCard](#): Takeout or delivery up to \$4,999
- [Corporate Card](#): Takeout, delivery, dining in, or catered event

Institutional Agreements: If Dartmouth has a **Standard Purchase of Goods or Services Agreement** (denoted as PIA in Agiloft or Agiloft IRA Reports), no purchase order or contract is required. You may proceed with payment using a **PCard**, **Corporate Card**, or **Payment Request eForm**.

- **Institutional Master Services Agreements (MSA)** require a **Statement of Work (SOW)** request via [Agiloft](#) and reference the master (parent) agreement.

Hiring an Individual or Guest: When hiring an individual for services or goods, refer to the [Independent Contractor Decision Tree](#) for guidance. What, where, and how the services or goods are being provided will determine how purchasing and payment may be issued. It is essential that no work is performed without reviewing and adhering to the [Independent Contractors & Guest Policy](#).

Equipment Purchases: Purchases of \$5,000 or more are classified as **Fixed Assets** and require a **Purchase Order** in accordance with the [Property, Plant, and Equipment Policy](#). If the vendor provides terms and conditions, an [Agiloft contract request](#) will also be required. Refer to the [Property, Plant & Equipment Decision Tree](#) for additional guidance.

Purchases Requiring Sourcing:

- **\$10,000 or more:** If the total cost exceeds \$10,000 annually and a contracted vendor is not used, the purchase must adhere to the [Sole Source/ Competitive Bid Policy](#). Three vendor quotes must be submitted via purchase order or [Agiloft contract request](#). If fewer than three quotes are obtained or a higher-cost vendor is selected, a [Sole Source Justification form](#) must be submitted.
- **\$25,000 or more:** Contact [Procurement Services](#) to consult with a **Sourcing Manager**.

Goods with Dartmouth Trademark and Logos: To protect Dartmouth's brand integrity, purchases involving Dartmouth logos or wordmarks must be made through an [Approved Licensed Vendor](#). If using a non-approved vendor, authorization from the [Office of the General Counsel](#) is required, along with an [Agiloft contract request](#) or purchase order.

Defined Risk Categories: Certain goods and services fall under **Risk Categories** and require a purchase order or an Agiloft Contract unless utilizing an **institutional agreement or approved vendor**:

- [Food providers](#): Unless an approved vendor.
- [Construction](#): Any work related to Dartmouth facilities.
- [Travel and Transportation](#): Hiring buses or organizing group trips.
- [Information Technology/Financial Services](#): Services involving personally identifiable information (PII), protected health information (PHI), financial data, or Dartmouth confidential information.
- [Environmental Services](#): Handling of radioactive or hazardous waste.
- [Intellectual Property](#): Transactions where Dartmouth receives intellectual property rights (copyrights, patents).

By following these guidelines, you help ensure compliance, mitigate risk, and streamline the purchasing process for Dartmouth.

Finance & Admin Update

Payment Guidelines

Dartmouth provides two primary credit card options for business-related expenses. While they are the most efficient payment method in many cases, there are times when they may not be appropriate or feasible. This section outlines the best payment method for different situations.

- **Corporate Card:** Use for charging travel expenses related to Dartmouth business and low dollar (under \$5,000) retail type items.
- **Procurement Card:** Use when purchasing low dollar (under \$5,000) retail type items.
- **Payment Request eForm:** Use for all accounts payable payments and reimbursements to students, non-Dartmouth individuals, and invoice payments to vendors.
- **iExpense Expense Report:** Use for employee reimbursements and allocation of corporate card transactions for travel and business-related expenses.

Paying Vendors with Contracts or Purchase Orders (POs)

- **Agiloft Contracts:** Payments made via Corporate Card or PCard will not be captured in Agiloft IRA reports, which track contract spend.
- **Purchase Orders (POs):** If a vendor has a PO, payments **must** be made via the **PO Invoice Payment Request eForm**. Do **not** use a Corporate Card or PCard.

Paying Vendors versus Reimbursements

Whenever possible, payments to vendors should be made directly through a **PCard, Corporate Card, or Payment Request eForm**. Employees, students, and non-Dartmouth individuals should **not** pay vendors on Dartmouth's behalf and then seek reimbursement.

If reimbursement is necessary, **do not allocate it to Professional Fees (PROF FEES) or Purchased Services (PUR SRVCS OTHR)** to prevent incorrect 1099 tax reporting. Here are a few alternatives when reimbursing for services or goods:

Paying Vendor	Reimbursements
7755-PROF FEES Photographer	7482-SUPPLIES PHOTOGRAPHIC Finished Photo
7763-PUR SRVCS OTHR Caterers	8151-NONTRAVEL Meals Local or 8201-ENTERTAINMENT 8202-ENTERTAINMENT Federal Unallowable Alcohol (All alcohol expenses, regardless of meal purpose)
7772-PUR SRVCS OTHR Mailing Address Srv	7682-POSTAGE FRGHT SHIP Freight
7776-PUR SRVCS OTHR Parking	8142-TRAVEL DOMESTIC Ground Transportation or 8112-TRAVEL FOREIGN Ground Transportation
7777-PUR SRVCS OTHR Photocopy Services	7481-SUPPLIES PHOTOGRAPHIC Materials
7784-PUR SRVCS OTHR Web or IT Services	7505-SUPPLIES Computer Software 7533-BOOKS MEDIA Subscriptions

Meal Reimbursements and Expense Allocation

Local Meals (8151): Used when Dartmouth employees or students meet over a meal for business purposes. This is allowable if the primary purpose of the meeting is business-related and a clear and compelling reason exists for meeting over a meal (e.g., scheduling constraints).

Entertainment (8201): Used when expenses serve as a token of appreciation to promote community or recognize work-related achievements.

For quick guidance, refer to the [Business Meals and Entertainment Matrix](#) or contact your [Finance Center](#) with any questions.

Upcoming System Training

 Agiloft Contract Management Training

- [Thursday, March 6, 1:00 – 2:45PM](#)
- [Wednesday, April 9, 1:00 – 2:45PM](#)



OnBase Unity Client: Getting Started

- [Wednesday, March 12, 9:00–10:00AM](#)
- [Wednesday, May 14, 9:00–10:00AM](#)

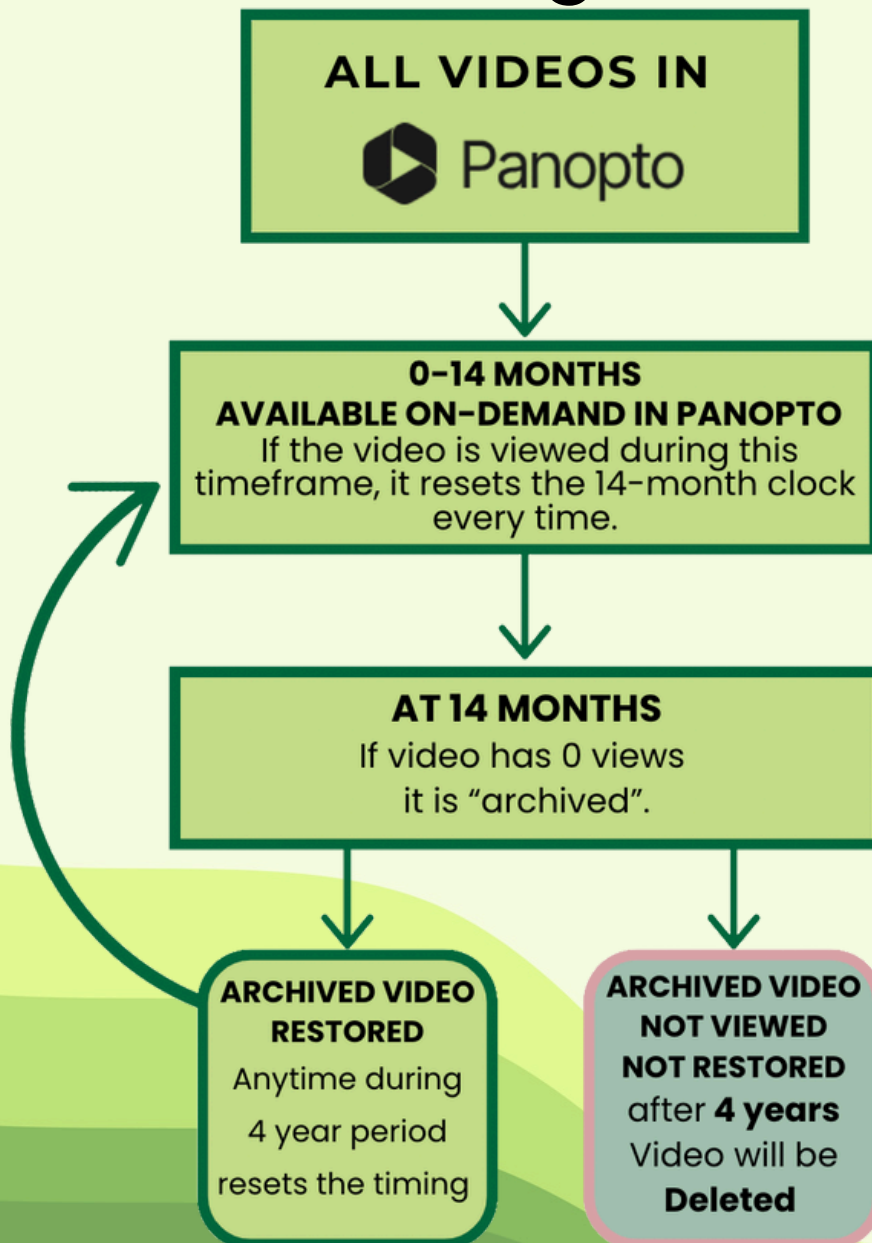


Agiloft IRA Reports Training

- [Wednesday, February 12, 9:00–10:00AM](#)
- [Wednesday, April 9, 9:00–10:00AM](#)

Did You Know?

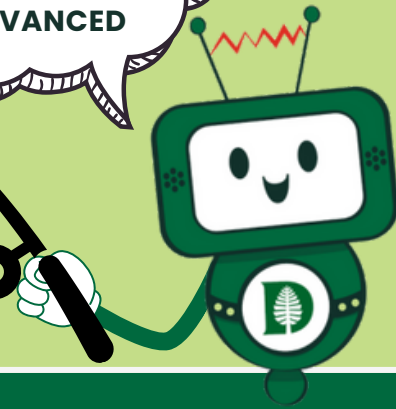
Dartmouth Implemented Panopto Archiving Rules



AI AND PHISHING SCAMS...

AI IS MAKING PHISHING ATTEMPTS MORE ADVANCED

DON'T GET CAUGHT



SPEAR PHISHING WITH AI

Spear phishing is a targeted scam that collects personal information to impersonate individuals through text, email, or phone. Scammers can use AI to scrape personal data from the internet.



AI VOICE AND VIDEO CLONING

AI is being used to imitate familiar voices, claiming danger and needing financial help. If you receive such a call, hang up, manually look up the contact info, and call them to confirm they are not in trouble.

WHAT CAN I DO?

- Stay Vigilant
- Use Multi-Factor Authentication
- Create Strong Passwords
- Avoid Password Reuse
- Utilize a Password Manager



VISIT THIS KBA FOR MORE INFORMATION ON AI AND PHISHING SCAM

[HTTPS://DARTGO.ORG/KBAONAIANDPHISHINGSCAMS](https://dartgo.org/kbaonaiandphishingscams)