

University System of New Hampshire



June 2, 2021

Dear Colleagues,

I am writing today with an update on the FAR initiative and the transition to our new financial services structure. The first phase of the FAR implementation began on May 11th with the transition of all travel and expense administration activity into the new systemwide Financial Operations Center (FOC). In addition, this phase of the implementation transitioned treasury as well as policy and risk management activity into the System Office with the continued support of campus finance and other business partners throughout the organization.

This first phase of the FAR transition has been successful, the FOC is up and running and actively engaging with constituents across USNH. The Center's dedicated travel and expense staff are available to field requests, and I am confident their expertise will be a considerable asset to our community moving forward. Where items have emerged, FOC staff have worked closely with campus stakeholders to satisfy both parties in a manner that balances campus needs with FOC goals. Some of the identified items include:

- Questions around locating information or forms on the [Finance Hub on SharePoint](#)
- Requests around how to fill out a new form and other process-related inquiries
- Notifications or inquiries around unit-specific needs

In response to these and other stakeholder feedback, the FOC Travel & Expense unit will be updating P-Card processes to increase efficiency and community experience. More information on these changes is forthcoming and details will be shared with P-Card holders as soon as possible. As a reminder:

- Please direct questions related to P-Card program administration requests, such as new P-Card activation, P-Card cancellation, Declined Cards, P-Card Limits, P-Card Policy and Lost/Stolen P-Cards, to USNH Procurement at banner.pcard@usnh.edu.
- For e-mails to foc.pcard@usnh.edu, please use the subject line 'Please Process' for receipt submissions and 'P-Card Charge Inquiry' for questions related to processing which will allow FOC staff to prioritize inquiries.

On May 26th, the second wave of the transition launched and transitioned general accounting activity into the FOC. Communications have been delivered to individuals and units that are directly affected by these transitioning activities and made available to all employees on the [USNH Finance Hub on SharePoint](#). Transitions for accounts receivable, accounts payable, and payroll activities will follow in sequence, with all areas transitioned by August. More detailed information on the transition timeline can be found the [FAR Project SharePoint](#).

Thank you for your continued support and patience during the implementation of the FAR initiative. As with any significant change, there will be bumps along the way. I will continue to update you throughout the implementation. In the meantime, if you have any questions about the updated travel/expense, treasury, or policy/risk processes, you can find more detailed information on the [USNH Finance Hub on SharePoint](#). You will also be able to find contact information for each unit on this site.

Sincerely,

A handwritten signature in blue ink, reading "Catherine A. Provencher", is positioned above the typed name.

Catherine A. Provencher, Chief Administrative Officer and Vice Chancellor for Financial Affairs & Treasurer