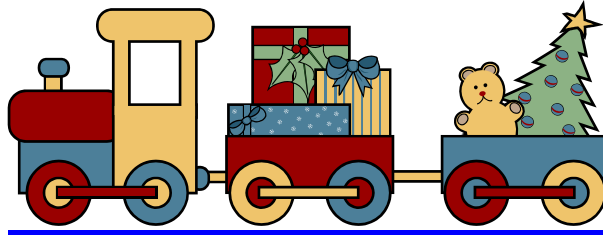


Fiscally Fit... News from the Controller

December 2005

Happy Holidays!!!!



Bursar News

ATTENTION OSU EMPLOYEES!

MAIN CAMPUS

Bursar bills exclusively online

BEGINNING FEBRUARY 1!

No more paper cuts!

Benefits: Convenient, 24/7 availability internet access, historical information.

Your electronic billing statement is redesigned to make transactions easier to understand and provide historical monthly billing information. Online payments are easy, fast, and secure. Pay online at <http://prodosu.okstate.edu> or continue to mail payments to P.O. Box 1583, Stillwater, OK 74076.

Bursar E-Billing Notification: You will receive an e-mail notification when your most recent billing statement is available to view online.

Register or login at: <https://bursar.okstate.edu/login.asp>

Purchasing News

Notes:

- **Moving Contract:**
University departments with newly hired faculty and staff are required to use one of the six contracted moving vendors listed on the Purchasing Department web site. Look under contracts on the left hand menu and then scroll down to Moving/Relocation. Click on this and you will see the instructions for using these competitively bid contracts. If you have questions, contact Gary Kraft, Purchasing, X5984 or email at gary.kraft@okstate.edu.

- **Licensed Printers:**

The following printers are licensed to produce the University logo and marks. These are the only printers to be used when a printing job has a University logo or mark. If the order is over \$2,500, three (3) quotes are required.

Career Tech, Stillwater
Cherokee Color, Tulsa
Dearingers, Stillwater
Frontier Printers, Stillwater
Heritage Press, El Reno
OU Printing Services, Norman
Southwestern Stationary, Oklahoma City
Transcript Press, Oklahoma City

P/card:

- **P/card Limits:** Be cautious when requesting the new higher monthly limit for P/cards. Make sure that the department budget is adequate for the increased limit, especially if there are several cards in the area with the higher limit.
- **Revised Conference Registration Letter:** A revised conference registration letter has been posted on the Purchasing website. Click on the link to P/card. The letter is listed under forms. This letter is to be used to confirm that the conference meets all three required criteria to qualify for prepayment of conference registration.
- **ID Number for P/card:** When you activate your P/card or call the bank to make inquiries about the P/card, you will be asked for the last 4 digits of your social security number or id number. You should give the last 4 digits of your Campus Wide ID. We are no longer using the Social Security Number with the P/card.

Reminders:

- **Purchases \$2,500 or less:** The P/card is to be used for all allowable purchases \$2,500 or less unless the vendor does not accept the P/card.

Important Dates

1. **Board Dates:**

- Requisitions requiring Board of Regents approval (greater than \$150,000) are due in Purchasing: **January 4, 2006** for the January 27, 2006 Board Meeting.

2. **P/card Training – January 7, 2006**, 9:00 AM, 412 Student Union.

- To register for this training session contact Human Resources at 744-5374.

3. **Purchasing Policies and Procedures Seminar – February 15, 2006**, 9:00 AM, 412 Student Union.

- To register for this training session contact Human Resources at 744-5374.
- The Purchasing Department is available to conduct purchasing training on an as needed basis to departments and colleges. Please contact Purchasing at X5984 to schedule a date.



Accounting News

Standard Mileage Rate

Effective **January 1, 2006**, the IRS has decreased the standard mileage rate to 44.5 cents per mile for business miles. This change in the mileage rate has been confirmed with the Office of State Finance.

Travel Vouchers Completed in January

The travel voucher forms that are on the University Accounting web site will be modified in January to change the calendar date from 2005 to 2006. This is the date that pertains to the section on the points of travel status beginning and ending times. If the revised version of the form is not used for travel beginning in January, please be sure to change this date. The travel voucher forms are available at <http://vpaf.okstate.edu/UA/TravelPoliciesPage.htm>.

Map/Vicinity Miles

The map miles for Oklahoma can be found at www.okladot.state.ok.us. Please note that the appropriate map miles from Stillwater to Oklahoma City is 65 miles and from Stillwater to Tulsa is 64 miles. Be sure to separate these map miles from the vicinity miles.