

FISCALLY FIT...NEWS FROM THE CONTROLLER

Oklahoma State University – October 2006



Payroll News

Who Owns the Position Number?

There has been some confusion regarding position numbers and department ownership of position numbers. For example, if Department A used a particular position number, 7XXXX1 in FY06 but did not roll that position in BDS for FY07, then that number is no longer Department A's position number. That position number can be assigned to another department. If Department B requests a position in FY07 and 7XXXX1 is assigned to them, it is now Department B's position number.

What has happened in several instances is that Department A reuses an unrolled FY06 position number on an FY07 EA form, when in fact that position number has been assigned to Department B for FY07. When Payroll codes the new employee into that position number, the employee ends up in Department B rather than Department A as intended.

Please remember, if a position number is not rolled forward in BDS for a department, then the position number will no longer be available for that department's use, and a new position number will need to be requested.

Accounting News

New Per Diem Rates for FY07

New per diem rates apply for travel taking place on or after **October 1, 2006**. The new rates are available on the GSA website at www.gsa.gov. Departments will need to choose the correct year to match the dates of travel. If the travel occurred before October 1, 2006, choose FY06 rates; if travel takes place on or after **October 1, 2006**, choose FY07 rates.

Bursar News

OSU Enrollment Policy

The Office of the Bursar would like to remind you about university policy that requires a student's bursar account be cleared before enrolling in upcoming semesters. Any outstanding balance could delay class registration for the spring semester. Encourage students to check their bursar accounts to ensure that choices for spring semester classes may be processed when enrollment time opens up for them.

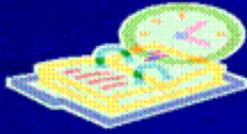
Enrollment holds were placed October 10th.

Financial Counseling Hours

Monday thru Friday

Morning Hours 8:30 – 11:30

Afternoon Hours 1:30 – 4:30



Collection of Past Due Accounts

Letters have been mailed to faculty/staff and past student accounts that have a past due bursar account balance. OSU faculty/staff may enroll in the payroll deduction program to pay their bursar accounts. If a payroll deduction is elected, it will be applied directly to the bursar account and will appear on the payroll advice.

Accounts must be brought current or a payment plan arranged to avoid the account being referred to an external collection agency. Any charges (up to 33% of the original debt), and in some cases, court costs and attorney's fees incurred by the University in efforts to collect on delinquent accounts will be assessed. Those costs associated with collection may then become the responsibility of the account holder. Delinquent account information will be disclosed to credit reporting agencies, which could endanger a credit rating on a local and/or national level.

Bursar Charging Privilege Holds

Oklahoma State University extends bursar optional charging privileges to students and faculty/staff to facilitate use of campus based services. Holds are placed on accounts with past due balances to prohibit additional charging. Email notifications are sent to account holders indicating past due status and that charging privilege holds have been placed.

In order to re-instate charging privileges with the University, a payment to cover the entire

past due balance must be received by the Bursar's office to release the hold and allow future optional charging.

As mentioned in the email notification, if there are extenuating circumstances, or the account holder has documentation of scholarships and/or financial assistance for the current semester pending against their bursar account, we ask the individual to contact our office and visit with a financial counselor by calling 744-6472 or visit the Bursar's office in 113 Student Union.

Purchasing News

Purchasing Cooperatives

A number of purchasing cooperatives have contacted various areas in the University stating that they meet our bidding requirements.

At this time, the not-for-profit Educational and Institutional Cooperative (E&I), National Association of Educational Procurement, is the only cooperative recognized by OSU. E&I competitively bid contracts satisfy the OSU bidding requirements.

P/card

P/card Reissue: The current expiration date on the OSU Purchasing Card is 01/07. JPMorgan Chase will issue new cards with a new expiration date by the end of January, 2007.

The new card will be sent to the address listed on the p/card application.

If you do not receive your new p/card by the end of January, contact JPMorgan Chase at the number on the back of your p/card.

When you receive your new card, contact JPMorgan Chase at the number listed on the front of the card to activate it.

Destroy the old card.

New Look: The reissue cards will have a new color and design and will reference JPMorgan Chase instead of Bank One.

Important Dates

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

Requisitions requiring Board of Regents approval (greater than \$150,000) are due in Purchasing **November 8, 2006** for the **December 1, 2006** Board Meeting.

P/card Training: November 30, 2006, 9:00 a.m., 412 Student Union. To register for this training session, contact Human Resources at 744-5374.

Purchasing Policies and Procedures Seminar: February 15, 2007, 9:00 a.m., 408 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 744-5984 to schedule a date.

Grants & Contracts

Accounting for Federal Money

Oklahoma State University receives support from many different sources. Whether the support comes from federal, state, local, or private funding, it is rare when the funding does not carry certain conditions as to how the University may use the money. In the decentralized environment the University chooses to enjoy, it remains extremely important that individuals with the fiduciary responsibility for these sponsored funds meet the conditions established by the agency.

It is also important to remember that federally sponsored programs extend beyond research. It includes student financial aid and federal appropriations. Both of which are reviewed during the University's A-133 annual audit of federal awards. Audit findings in any federal program can have an adverse affect on the University's viability in sustaining federal support.

When establishing departmental or program budgets that are supported totally or in part by federal dollars, the planned use of the money must meet the requirements set by the federal agency. If institutional money is pledged as a "match" or as cost-share, the use of the institutional money must meet the same requirements as if it were federal money. Conversely, money from federal sources does not ever lose its identity and will never be considered as "unrestricted."

Environmental, Health & Safety



You Have the Right-to-Know

We've all seen diamond-shaped signs on buildings or doors like this one, but have you ever wondered what it means? You have the right to know, on a scale of 1 to 4, how much of a hazard is presented by the contents of any room or building you enter. More information on a particular substance can be found in its Material Safety Data Sheet (MSDS). This is all part of Hazard Communication, or the "Right-To-Know" Program.

All persons employed by OSU are required to receive training in Hazard Communication within 30 days of hire and at least once each year or whenever a new substance is introduced into their workplace. This training must be specific to each department and unit. Who better to give the training than a person who works in that department?

Environmental Health & Safety conducts two “Train-the-Trainer” training classes each year; one in the spring and one in the fall. Persons who attend one of these sessions are qualified to conduct Hazard Communication training for their departments. The fall class is scheduled for Tuesday, **November 7**, in Student Union Case Study 3 (Room 416), at 9:00 a.m. and again at 1:30 p.m. Call the EHS office at 744-7241 to reserve a seat. This training is provided at no cost.

For more information on the Right-to-Know Program, go to the EHS website at <http://www.pp.okstate.edu/ehs/hazcom>

Transportation Services

OSU Transportation has received very positive responses from departments leasing the 15-passenger buses. The buses were used extensively during the youth golf tournament at Karsten Creek to transport students to and from the airport. The drivers have been very pleased with how easy the buses are to drive and the additional passenger and luggage room provide a much more comfortable ride.

FIM News

AIRS Tip #1013

In the FRS portion of AIRS, BR transactions correlating to FRS BR Accounting Feeds can be viewed or downloaded.

[AIRS](#) → [FRS Web Menu](#) → [Sub Ledger Accounts](#) → [Budget Pools](#) → [Subcodes](#) → [FRS Transactions](#)

Account: 000000-0000
Account Description

Campus Code: AA

Fiscal Year: 2007

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Tran Code	Description	Tran Amount	Batch Date	Batch Ref	Ref	Ref 2
061	BR ACCOUNTING FEED	-915.00	20060707	BAA001		8919900
061	BR ACCOUNTING FEED	-645.00	20060721	BAA001		8919900
061	BR ACCOUNTING FEED	-80.00	20060728	BAA001		8919900
061	BR ACCOUNTING FEED	45.00	20060804	BAA001		8919900
061	BR ACCOUNTING FEED	-260.00	20060804	BAA001		8919900
061	BR ACCOUNTING FEED	20.00	20060811	BAA001		8919900
061	BR ACCOUNTING FEED	-465.00	20060811	BAA001		8919900
061	BR ACCOUNTING FEED	-315.00	20060818	BAA001		8919900
061	BR ACCOUNTING FEED	100.00	20060825	BAA001		8919900
061	BR ACCOUNTING FEED	-910.00	20060825	BAA001		8919900
061	BR ACCOUNTING FEED	-1365.00	20060831	BAA001		8919900
061	BR ACCOUNTING FEED	-3150.00	20060908	BAA001		8919900
061	BR ACCOUNTING FEED	-1630.00	20060922	BAA001		8919900
061	BR ACCOUNTING FEED	80.00	20060929	BAA001		8919900
061	BR ACCOUNTING FEED	-2730.00	20060929	BAA001		8919900
061	BR ACCOUNTING FEED	-205.00	20061006	BAA001		8919900

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Account: 0000000000

Campus Code: AA

8/4/2006 12:00:00 AM

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Subcode	Description	Amount	DC	Effective Date	Reference	BR Name
00000	Tuition	\$20.00	CR	080106		Doe, John