
FISCALLY FIT

News from the Controller

July 2008

BURSAR

Tuition Lock

In 2007, the State of Oklahoma signed a law that allows in-state, first-time, full-time students entering one of Oklahoma's 4 year universities the option to choose between the standard variable tuition rate subject to change each fall versus a locked tuition rate that will be guaranteed to remain the same for up to four (4) consecutive years. For the 2008-2009 year, the average annual tuition increase for resident undergraduate students over the most current four years has been 7.9%. For the guaranteed tuition program to be the most cost beneficial choice, the nonguaranteed rates would have to increase by an average of 9.4% over the next four years. Students make the election by logging into SIS at <http://prodosu.okstate.edu/> and selecting Tuition Lock under the category of Payment Information. Students who do not elect the Tuition Lock Program will automatically remain at the standard rate. To learn more about the Tuition Lock Information: <http://newstudents.okstate.edu/lock>.

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Fall Enrollment Cancellation

Students who still have outstanding bursar account balances could have Fall semester classes cancelled. Letters and emails were sent as an opportunity for students to review bursar account balances. If students have been awarded financial aid, please encourage them to accept the aid and turn in all necessary documents to the financial aid office.

Encourage students to visit <http://prodosu.okstate.edu> to check account balances and make online payments. Payments can also be made in person at 113 Student Union (OSU Stillwater Campus) or the 1st floor of Administration Hall (OSU-Tulsa campus).

Payments must be posted to bursar accounts by **July 31, 2008**.

Refer any questions to bursar@okstate.edu or call 405-744-5993. We have a financial counselor available to discuss possible solutions at 113 Student Union, Monday through Friday, between 8:30 and 4:30 or by appointment.

Tuition/Fee Estimator

If a quick calculation is needed to determine the cost of OSU classes with the new rates for 2008-09, visit bursar.okstate.edu and click 'Tuition / Fees Estimator' located on the left hand side of the screen.

UNIVERSITY ACCOUNTING

Pcard Correction Forms

When submitting a Pcard Correction Form to University Accounting, please attach a copy of the FBM report that contains the transaction. This will expedite the processing of corrections and provide documentation in the event of an audit.

Mileage Rate Increase

The Internal Revenue Service has announced an increase in the mileage reimbursement rate to \$0.585 per mile, effective July 1, 2008. This is an increase from the \$0.505 rate for the first half of the year. (See Internal Revenue Bulletin IR-2008-82, June 23, 2008, amending Internal Revenue Procedures 2007-70)

The new rate is for travel incurred on and after July 1, 2008 through December 31, 2008.

FRAUD DETERRENCE & COMPLIANCE PROGRAM

Highlights from the 2008 Report to the Nation on Occupational Fraud & Abuse

The 2008 Report to the Nation on Occupational Fraud & Abuse was compiled by the Association of Certified Fraud Examiners from 959 cases of occupational fraud investigated between January 2006 and February 2008 and reported by the Certified Fraud Examiners who investigated and resolved them. It is difficult to measure the true cost of fraud at a given point in time because in many instances the victim organization may not yet be aware of the fraud taking place within their organization, the fraud may never be detected, the full amount stolen may not be ascertainable, or the victim organization may choose not to report the theft to the authorities or general public. In an effort to gain some understanding of the scope of the problem organizations are facing, participants in the study were asked to estimate the percentage of annual revenues the typical U.S. organization loses to occupational fraud. Participants (over 60% with more than 10 years of experience in the prevention and detection of fraud) in the 2008 study estimated that U.S. organizations lose 7% of their annual revenues to fraud. Below are some other highlights from the 2008 Report.

- The median loss caused by the occupational frauds in this study was \$175,000. More than one-fourth of the frauds in the study involved losses of at least \$1 million.
- The typical fraud in the study lasted two years from the time it began until the time it was detected by the victim organization.
- Tips were the most common means of detection of occupational fraud.
- The implementation of anti-fraud controls appears to have a measurable impact on an organization's exposure to fraud.

- Lack of adequate internal controls was most commonly cited as the factor that allowed fraud to occur.
- Seventy-eight percent of victim organizations modified their anti-fraud controls after discovering they had been defrauded.
- Occupational fraudsters are generally first-time offenders.
- Fraud perpetrators often display behavioral traits that serve as indicators of possible illegal behavior.

Reporting Fraudulent Activity

Fraudulent financial activity or suspicion of fraudulent financial activity is to be reported to the Office of the Associate Vice President and Controller. This activity can be reported directly to the OAVPC (207 Whitehurst, 405-744-4188) or reported confidentially through EthicsPoint.

Source: *ACFE 2008 Report to the Nation on Occupational Fraud & Abuse*

Contact Brenna Dixon, CPA, CFE (744-2296, Office of the Associate Vice President and Controller, 207 Whitehurst) for additional information, comments, or questions about fraud deterrence and compliance issues.

FINANCIAL INFORMATION MANAGEMENT

Purge

The Financial Information Management office will be purging B/R Transactions from the SIS system on the evening of 8/2/2008. All transactions paid and applied, billed, and fed to accounting thru 07/31/2008 will be purged from SIS. By purging now, removal of a large number of records eliminates issues with running reports and displaying data on the screens. The purged records cannot be accessed via SIS but will be available to view/download via the Administrative Information Report System (AIRS) at <http://airs.okstate.edu/>. These records will be available no later than August 8th in AIRS, but likely much sooner. Access to purged records within AIRS can be requested by emailing firm@okstate.edu and will be granted based on current SIS B/R access levels.

PAYROLL

Start/Stop Event Codes

Have you ever wondered what the letters under EvSs mean on the L16 screen in HRS? These letters indicate the start and stop codes for the employment action related to that assignment. Below is a list of the most common Start and Stop codes used in HRS.

A – Appointment/Expiration	Start/Stop
B – Reappointment/Expiration	Start/Stop
C – Promotion	Start and Stop
D – Personal Leave	Start and Stop
F – Transfer	Start and Stop
G – Rate Change	Start and Stop
H – FTE Change	Start and Stop
J – Title Change	Start and Stop
L – LTD Elimination Period Leave	Start and Stop
M – Worker’s Comp Leave	Start and Stop
S – Sabbatical Leave	Start and Stop
U – Military Leave	Start and Stop
Y – Work Clearance	Stop
Z- Cancellation	Stop
2 – Return from Leave	Start and Stop
4 – Retirement	Stop
5 – Death	Stop
8 – Institutional Separation	Stop
9 – Layoff	Stop
+ - BDS Rolled Assignment	Start
- - BDS Assignment to be Deleted	Start

Sign-Up for New Employees

The Fall semester will be here before we know it. A new semester normally means new employees and the preparation of EA forms and payroll sign-up packets. In order to expedite the processing of all these forms, please make sure the sign-up information is filled out completely and legibly. Also, verify that forms are stapled together in the following order:

1. Employment Action (EA) or Exception to Normal Pay (ENP) form (buff color);
2. Health Insurance and Non-Resident Waiver Eligibility Certification form, if applicable;
3. Copy of Employee’s Social Security Card, numident, or abbreviated numident (form provided by the Social Security Administration indicating an individual’s name and social security number);
4. Employee’s Withholding Allowance Certificate (W-4 form);
5. OSU International Work Permit form provided by International Students and Scholars, if applicable;

6. Automatic Deposit Transmittal form (Direct Deposit form);
7. Loyalty Oath;
8. I-9 Employment Eligibility Verification form/E-Verify case details and accompanying documentation, if any; and
9. Personal Information Form (PIF).

PURCHASING

Study Abroad

Reminder for student study trips:

- Hotel agreements and any other contracts must be signed by the Director of Purchasing.
- If there is a possibility the total cost will be greater than \$5,000, a requisition must be processed and a purchase order issued by the Purchasing Department prior to the trip.

Important Purchasing Dates

Board Dates:

- Requisitions requiring Board of Regents approval (greater than \$150,000) were due in Purchasing July 2, 2008, for the July 25, 2008, Board Meeting.
- Requisitions requiring Board of Regents approval (greater than \$150,000) are due in Purchasing August 20, 2008, for the September 12, 2008, Board Meeting.

Pcard Training:

- July 23, 2008, 1:30 PM, 412 Student Union.

Purchasing Policies and Procedures Seminar:

- October 23, 2008, 9:00 AM, 412 Student Union

You may register for any of these sessions by calling Human Resources at 405-744-5374, on the Human Resources web site at http://fp.okstate.edu/hrosu/training_enroll.htm, or by Email: osu-trng@okstate.edu.

The Purchasing Department is available to conduct purchasing training on an as needed basis to departments and colleges. Please contact Purchasing to schedule a date.

Purchasing can be contacted at:
Phone: 405-744-5984
Fax: 405-744-5187
Email: purchase@okstate.edu
Website: www.purchasing.okstate.edu

TRANSPORTATION SERVICES

Electric Vehicles

Transportation Services is adding all-electric, low-speed vehicles as part of a practical green fleet solution for facility maintenance and on campus transportation needs. The plug-in fully electric vehicle will help reduce greenhouse gas emissions along with improved operational costs. The small cars and trucks are powered by batteries that can be charged at any standard household or business outlet. These vehicles are classified as a Low-Speed Vehicle (LSV), meaning they are street legal up to 25 mph, fast enough for a number of routine campus fleet tasks. The electric vehicle also produces zero tailpipe emissions and has a standard 40-50-mile driving range that is one-tenth the cost to operate than a gasoline-powered vehicle. In reviewing alternative fuel vehicle options, we feel the all-electric cars have several applications across campus that can help us achieve lower emissions and overall costs, while meeting our practical needs for safety and comfort. Unlike open golf cart style vehicles these electric vehicles are available in four-door, four-seat hatchback models and built on an all-steel car chassis that offers features like AM/FM sound systems, power mirrors, and air conditioning, while providing a superior driving range. For more information on leasing or purchasing an electric vehicle contact Transportation Services at 744-7945.

ENVIRONMENTAL HEALTH & SAFETY

Fight the Bite!

April showers bring May flowers, but July showers bring mosquitoes. In Oklahoma, that can mean West Nile Virus and there have already been a few reported cases in the state. In 2005, there were 3000 reported cases in the US, including 119 deaths.

Symptoms typically develop between 3 and 14 days after a bite by an infected mosquito. Most people (80%) will have no symptoms at all. Most of the rest will have symptoms such as fever, headache, nausea, or rash that lasts for a few days or maybe a couple of weeks. But about 1 in 150 persons will develop severe illness that may include vision loss, numbness and paralysis. These symptoms may last for several weeks and may cause permanent neurological effects.

The easiest way to avoid WNV is to prevent mosquito bites.

- Use insect repellent that contains DEET. Generally, the higher the percentage of active ingredient a re-

pellent contains, the longer it can protect you from mosquito bites. A higher percentage of the active ingredient does not mean that your protection is better—just that it will last longer. ***Be sure to read and follow the manufacturer's directions as printed on the product.*** (A repellent won't kill skeeters—it just makes you hard to find.)

- Many mosquitoes are most active at dusk and dawn. Be sure to use repellent and wear long sleeves and pants or consider staying indoors during these hours.
- Make sure you have good screens on your windows and doors to keep mosquitoes out.
- Get rid of mosquito breeding sites by emptying standing water from flower pots, buckets, barrels—anything that can hold water. Change the water in pet dishes and replace the water in bird baths at least once a week. Drill holes in tire swings so water drains out. Keep children's wading pools empty and on their sides when they aren't being used.

And beware of home remedies: Fabric softener sheets, vitamins, bananas, Vick's Vaporub, marigolds, Avon Skin-So-Soft bath oil, Mexican vanilla, dishes of Lemon Joy, frogs, etc. While some of them may seem to work, their effectiveness is often less than 10 minutes or none at all.

GRANTS & CONTRACTS

Financial Conflicts of Interest

In a complex organization it is difficult to avoid all matters creating potential conflicts of interest. The manner in which the conflict is handled by the employee and University is paramount to avoiding a potential embarrassing situation for both the employee and the University.

Most often a conflict of interest presents itself when a University employee has a relationship with an outside entity and the relationship may create, or appear to create, compromised judgment by the employee. Oklahoma State University recognizes that conflicts of interests are inevitable, but the University seeks to avoid those situations where the conflicts become problematic. Therefore the University issued policy and procedure 4-0130 to address such matters.

Policy 4-0130 defines a conflict of interest as "when a significant financial interest could substantially compromise an employee's judgment in the performance of University duties. A conflict of interest depends on the situation and not on the character or actions of an individual." The policy further explains that employees are responsible for disclosing their potential conflicts to the University. The University will determine if the disclosed interest is an issue and take measures to reduce and/or eliminate the conflict.