
FISCALLY FIT

News from the Controller

January 2010

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Payment Option Plan

In an effort to assist our students in meeting financial obligations, Oklahoma State University offers an in-house administered payment option plan (POP) as an alternative to the traditional lump-sum payment method. This plan provides an opportunity for families and students to pay University-billed expenses in regular monthly payments either by the semester or annually. No finance charges are associated with the payment option plan or enrollment holds if payments are made as promised.

Visit our website link for the POP application:

<http://bursar.okstate.edu/forms/osupop.pdf>

Also available online is the handbook describing bursar information. Check it out:

<http://bursar.okstate.edu/forms/BursarCatalog.pdf>

Historical Transaction Record Purge

The Financial Information Management (FIM) office purged B/R Transactions from the SIS system the weekend of January 9th. All transactions paid and applied, billed, and fed to accounting through December 31, 2009 were 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 are available to view/download to excel via the Administrative Information Report System (AIRS) at: <http://airs.okstate.edu>. 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.

P&P 3-0540 Red Flag Rules – Seminar - February 9, 11am

Oklahoma State University P&P 3-0540 was developed pursuant to the Federal Trade Commission's ("FTC") Red Flags Rules. The Red Flags Rules require campus training about our Identity Theft Prevention Program. Learn how to detect the warning signs – or 'red 'flags' of identity theft in your day-to-day operations. Get practical tips on spotting the red flags of identity theft, taking steps to prevent, and measures to take if suspicious patterns are spotted. Learn more by emailing osu-hr@okstate.edu to enroll and by visiting our website <http://bursar.okstate.edu/RedFlagRules.htm>

BURSAR

Bursar News

- Collection efforts will begin for non-student bursar accounts after drop/add, which is the latter part of January.
- 1098-T and 1098-E statements will be mailed by January 31, 2010.
- First bursar billing statement for the Spring semester will be generated the evening of January 29th.

Associate Vice President & Controller - 207 Whitehurst, Stillwater, Oklahoma 74078 - (405) 744-4188

FERPA Training Requirement

The Family Educational Rights and Privacy Act (FERPA) was amended in December 2008. Efforts to bring OSU into compliance with the new regulations include the creation of an [OSU FERPA website](#) and the introduction of a requirement that all faculty and staff members who have access to electronic student records complete university-sponsored FERPA training (OSU Policy 2-0701).

Beginning March 1, 2010: New access requests to electronic student academic records (such as SIS and ApplicationXTender) after March 1, 2010, must first complete university-sponsored FERPA training before access will be granted.

By May 15, 2010: Faculty and staff who already have access to student academic records must complete university-sponsored FERPA training by May 15, 2010, to retain these privileges. Access to SIS and the imaged student records system will be suspended for faculty and staff members who have not completed FERPA training by this date.

The FERPA training requirement may be met in one of the following ways:

1. Review the [OSU FERPA website](#) and complete the [OSU FERPA Online Tutorial](#). The tutorial is available now and should take approximately 10 minutes to complete.
2. Attend a FERPA training session offered by OSU Human Resources. Spring sessions are scheduled on January 28 and May 11, and additional sessions may be added. Refer to the [Human Resources training website](#) for a session description and registration information. There is no charge for these FERPA sessions, but advance registration is required. Employees who completed a FERPA training session offered by OSU Human Resources during the 2009 calendar year have met the FERPA training requirement.

RISK & PROPERTY MANAGEMENT

Extremely Cold Weather

In bitterly cold weather, it is important to stay warm. Hypothermia begins when your body temperature drops just two or three degrees and can occur after just 30 minutes of exposure. Symptoms of hypothermia include shivering, slurred speech, then loss of coordination followed by confusion. This is a condition worse than frostbite and should be treated as soon as it becomes noticeable.



Frostnip, the least severe form of frostbite, affects areas that are exposed to the cold such as cheeks, nose, ears, fingers, and toes, leaving them red and numb or tingly. Frostnip can be treated at home by immersing the chilled body parts in warm (not hot) water or use washcloths soaked in warm water, for 20 to 30 minutes until all sensation returns. Call your doctor if sensation does not return or there are signs of frostbite. One sign of frostbite is when flesh becomes red and very painful as it thaws.

- If you must be outdoors, limit your exposure to 30 minutes each time.
- Be careful when warming body areas numb from the cold—the numbness may prevent the person from realizing he or she is being burned.
- Do not smoke or drink alcoholic beverages as these can interfere with blood circulation and actually slow down the warming process.
- DO drink warm beverages—ones that contain sugar may be especially helpful.
- Wear several light layers of clothing; when you go outdoors, cover all exposed skin and, if possible, wear mittens instead of gloves. Wear two pairs of socks: the first pair should be of silk or a synthetic fiber that does not hold moisture; the second pair should be of wool.
- Beware of black ice on streets and sidewalks. Practically invisible, it can develop on dry pavement when condensation freezes in shaded areas.
- If you are using a space heater to stay warm, be sure to put it where it can't be tipped over and keep it away from papers, drapery, and hanging coats. Don't use an extension cord with a space heater. Make sure the power cord is in good condition, doesn't present a tripping hazard, and is not covered up.
- Candles are not permitted on campus. If you use them at home, never leave lit candles unattended.
- To avoid carbon monoxide poisoning, don't use a gas-powered heater, or use a charcoal or gas grill indoors, and make sure the garage door is open before warming up your car.
- If you have pets, bring them indoors or provide shelter to keep them warm and make sure they have access to unfrozen water.

More information on cold weather safety can be found on the Environmental Health & Safety website at <http://ehs.okstate.edu/weather.htm>.

FINANCIAL INFORMATION MANAGEMENT

Imaging

Do you wish you could type in a CWID, Name or Date and be able to see documents instantaneously? It is possible with imaging. Document retrieval has become easier than ever. If you are still dedicating a whole room for file storage or you have to set aside time to find documents in drawers and file folders, it is time to start imaging your documents.

One of the great benefits of imaging is no degradation of the document due to handling or exposure to the elements. Another benefit of imaging is the ease of document retrieval. A user is able to view the document without printing it. Document images are indexed, therefore, making retrieval of group information instantaneous. We are also able to be a “greener” campus by importing files into the imaging system which allows for paperless imaging.

GRANTS & CONTRACTS

Requesting a Waiver of F&A

Unless the University specifically agrees to waive Facility and Administrative Costs (F&A) or the recovery of F&A is limited by an agency or organization, the University’s negotiated F&A rate must be charged to the sponsored project. In certain circumstances, it may be appropriate for the principal investigator to ask for a waiver of some portion of the F&A. Any waiver of F&A is granted by the Vice President for Research and Technology Transfer’s (VPR).

The VPR asks that any request to waive F&A is formally submitted via the form “*Request for VPR Cost and/or Request for Exception for Voluntary F&A Waivers.*” The form is located on the VPR website in the forms section: <http://vpr.okstate.edu/forms.htm>.

The form may be used when also requesting VPR approval for the following:

- Request for VPR Cost Share
- Request to Return F&A to the project - to be used as cost share
- Request to Return F&A to the project - to enhance the project (not as cost share)

The Effects of Cost Share on F&A Rates

When the University voluntarily surrenders the recovery of costs on a sponsored project, OSU must reallocate funding from other sources to meet expenses of the sponsored program/contract.

While it is impossible to avoid cost-sharing because of the competitive nature of some grants or sponsoring agency requirements, cost-sharing does pose financial consequences to the University. Every dollar cost-shared is a dollar the University forfeits. However, cost sharing also has a compounding effect. While a dollar for dollar loss is realized on an individual contract, each contract dollar waived also may reduce the negotiated F&A rate for all sponsored projects. In essence, the cost share results in an increase in the modified total direct cost (MTDC) lowering the University’s F&A cost. Thus the ratio of F&A to MTDC is reduced.

Cost-sharing is a necessary part of any University’s research enterprise, and very little, if anything, can be done to limit mandatory cost share. However, it is important to remember that costs shared to conduct sponsored projects are real costs to the institution and must be recovered from other institutional sources, and the residual effect of cost sharing reduces the F&A rate for all projects, including those that have no cost share requirements.

FISCAL & ADMINISTRATIVE COMPLIANCE

FRAUD DETERRENCE AND COMPLIANCE PROGRAM

Detecting Cash Fraud

Per OSU Policy and Procedures statement 3-0331 (Collection, Deposit and Control of Cash or Checks Received in the Name of Oklahoma State University), **ALL** personnel receiving cash, depositing cash, and/or recording or accounting for cash transactions are required to take annual leave each year in a manner that at least five consecutive working days are taken at one time.

To successfully perpetrate a fraud, there are three steps that must be completed by the fraudster – the act, the concealment, and the conversion. He/she must commit the act (normally the theft). Then action is taken by the fraudster to conceal the act. And finally, the fraudster must convert the misappropriated assets for his/her own benefit. Mandatory job rotations and mandatory vacations are excellent control methods for detecting cash fraud. Both of these methods can interrupt the concealment element. However, it is important to remember that when the employee is absent, the normal workload of that employee should be performed by another employee. If the work is allowed to remain undone in the employee’s absence, the purpose of the mandatory vacation is lost.

Source: *Corporate Con: Internal Fraud and the Auditor*,
Association of Certified Fraud Examiners

Reporting Fraudulent Activity

Fraudulent financial activity or suspicion of fraudulent financial activity is to be reported directly to the Fiscal and Administrative Compliance section of the Office of the Associate Vice President & Controller or confidentially through EthicsPoint. A report can be filed through the EthicsPoint website or by calling toll-free 866-294-8692.

PCARD ADMINISTRATION AND COMPLIANCE

Reminders:

- If you are purchasing clothing and/or uniforms for employees, a Request for Determination of Taxability Form must be filled out and submitted for approval before the purchase is made. The form will indicate the method of payment that may be used.
- The pcard cannot be used to purchase items for personal use. For example, the purchase of facial tissue, health care items, and greeting cards are not allowed.
- You cannot use the pcard to pay for baggage fees whether you are authorized to purchase airfare with your pcard or not. This expense will be recovered through your travel reimbursement.

PURCHASING

Requisition Processing Reminders

When processing requisitions, documentation is important and must accompany every requisition. Reference to another requisition is not acceptable as documentation. Missing documentation may delay processing.

- Documentation includes but is not limited to:
 - Sole Source Affidavits
 - Continuation Sheets
 - Specifications
 - Quotes
 - Contracts, agreements, subcontracts, etc.
- Other required information:
 - Contact name
 - Phone number
 - Department
 - Delivery department and address
 - Special handling requirements

Contract Highlights

- Vehicle Contract #SW035 – The new statewide vehicle contract has been awarded and is available for vehicle purchases. Visit the Purchasing Department's website at <http://purchasing.okstate.edu/Oshop.htm> for more information and a list of contract suppliers.

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- Disaster Restoration & Property Recovery Services – This contract can be found on the Purchasing Department's website at <http://purchasing.okstate.edu/Oshop.htm> and is available to the Oklahoma State University System and the Oklahoma Agricultural and Mechanical Colleges. This contract was competitively bid and was awarded to multiple suppliers. Services provided include water and fire mitigation, mold remediation, smoke removal, and chemical contamination, to name a few. Visit the OSU Purchasing website for more information on the services available and a list of contract suppliers. As a reminder, all OSU emergency disasters should be coordinated with OSU's Risk and Property Management Department.

Important Dates

Board Dates:

- Requisitions requiring Board of Regents approval (greater than \$150,000) were due in Purchasing: December 23, 2009, for the January 22, 2010, Board Meeting.
- Requisitions requiring Board of Regents approval (greater than \$150,000) are due in Purchasing: February 10, 2010, for the March 4, 2010, Board Meeting.

Purchasing Seminars:

- Purchasing Policies and Procedures, March 2, 2010, 9:00 AM, 412 Student Union
- Ethics in Purchasing, March 23, 2010, 9:00 AM, 412 Student Union

You may register for any of these sessions by calling Human Resources at X5374, 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 at X5984 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

UNIVERSITY ACCOUNTING

Payments for Services (including expenses) to Non-employees

Pursuant to state statutes (O.S. Title 74, Section 85.40), in the event that a U.S. citizen contracts to perform a service for the University, the fee should include any travel expenses and the entire amount of the contract fee should be submitted on a requisition along with a notarized claim form, if applicable.

(The notarized claim form is used in lieu of an invoice.) The entire amount of the contract is subject to 1099 reporting to the Internal Revenue Service. If the individual performs a service for the University for no fee, but is to be reimbursed for expenses only, the appropriate method of reimbursement is a State of Oklahoma Travel Voucher.

The method of payment for international visitors may be handled differently than for U.S. citizens. In the event that an international visitor contracts to perform a service for the University, the travel expenses may be reimbursed separately from the contract fee in some cases since the withholding and reporting requirements are different for these individuals. The appropriate method of reimbursement for the travel expenses is a State of Oklahoma Travel Voucher. The amount of the contract fee should be submitted on a requisition along with a notarized claim form, if applicable. The Office of International Students and Scholars (ISS) handles the withholding and reporting for international visitors and should be contacted in advance of the scheduled service. In most cases, ISS will need to see the visitor to get signatures on IRS forms and to make copies of the visitor's travel documents.

FROM THE CONTROLLER

Gift Card

Please remember gift cards are not a legitimate university expense and the OSU Foundation has been advised to not reimburse for these expenditures. In some rare circumstances, preapproval can be requested from the Office of the Associate Vice President and Controller.

Office of the Bursar

Oklahoma State University
113 Student Union
Stillwater, OK 74078

Phone: 405.744.5993
Fax: 405.744.8098

Website: <http://bursar.okstate.edu/>
Email: bursar@okstate.edu

Financial Information Management

Oklahoma State University
334 & 335 Student Union
Stillwater, OK 74078

Phone: 405.744.7457
Fax: 405.744.7872

Website: <http://www.vpaf.okstate.edu/fim/>
Email: fim@okstate.edu

Fiscal & Administrative Compliance

Oklahoma State University
306 Whitehurst
Stillwater, OK 74078

Phone: 405.744.2296 (Fraud Deterrence)
405-744-8408 (PCard Administration)
Fax: 405.744.6404

Email: fraud.deterrence@okstate.edu

Grants & Contracts

Oklahoma State University
401 Whitehurst
Stillwater, OK 74078

Phone: 405.744.8239
Fax: 405.744.7487

Website: <http://vpaf.okstate.edu/gcfa/>

Payroll Services

Oklahoma State University
409 Whitehurst
Stillwater, OK 74078

Phone: 405.744.6372
Fax: 405.744.4149

Website: <http://vpaf.okstate.edu/payrollservices/index.htm>
Email: payroll.services@okstate.edu

Purchasing

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1224 North Boomer Road
Stillwater, OK 74078

Phone: 405.744.5984
Fax: 405.744.5187

Website: www.purchasing.okstate.edu
Email: purchase@okstate.edu

Risk & Property Management

Oklahoma State University
618 North Monroe
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Phone: 405.744.7337
Fax: 405.744.7888

Website: <http://vpaf.okstate.edu/rpm/index.htm>

University Accounting

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304 Whitehurst
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