

# FISCALLY FIT

## News from the Controller

August 2011

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## FINANCIAL INFORMATION MANAGEMENT

### Five Tips to Avoiding Malware

We are all familiar with the rise in malware infection spreading across the internet over the last several years. In the month of June alone, FIM Desktop Support technicians performed 25 malware removals. This number represents roughly 10% of our supported machines. Here are five tips to help you avoid malware infection on your computer:

- 1. Make sure your PC's operating system is up to date and has all relevant security patches installed.** This ensures your machine is not prone to the most common security exploits and makes it harder for your machine to be compromised.
- 2. Use the most current version of your preferred web browser.** Internet Explorer 6 (included by default in Windows XP) is notorious for its inadequate security. Old versions of competing browsers do not fare much better in today's online environment. Current versions of common browsers are much safer, and can provide boosts in speed working online.
- 3. Make use of ad-blocking software.** Extensions like AdBlock+ work within your browser to stop websites from displaying embedded advertisements on your computer. These are often compromised and can install malware on your machine while visiting an otherwise reputable site.
- 4. Do not click on “sensationalist” links, especially on social networking sites.** Any links that supposedly contain links to things like images or video of gory scenes (especially those linked to recent sensational news events such as the death of Osama bin Laden or the more recent Norway shootings) or celebrity meltdowns (Charlie Sheen, Lindsay Lohan, etc.) are often used as bait to trick people into voluntarily installing malware on their own machines.
- 5. Avoid installing software from untrusted sources.** Microsoft recently released a study showing that one out of every fourteen applications downloaded by Internet Explorer users worldwide contains some form of malware. This number is a staggering 7% of all application downloads by a very large group of people. Make sure you know what you are downloading and where it is coming from to prevent falling into that demographic.

# RISK & PROPERTY MANAGEMENT



## New Bicycle Safety Program

A bicycle safety tutorial, intended to teach the OSU cycling community some basic rules of the road, is now available [online](#) through the OSU Sharepoint system. The tutorial video defines Oklahoma bicycle laws regarding lane placement, signaling and traffic regulations, as well as riding with lights after dark and the use of helmets. Visit the Parking & Transit website for more details regarding the new mandatory bike registration program at: [http://www.parking.okstate.edu/pk\\_bike\\_safety.aspx](http://www.parking.okstate.edu/pk_bike_safety.aspx).

The main goal of the program is to improve bicycling safety on campus through education. The 10-minute video is followed by a short exam. Before students, faculty, and staff can register their bikes, they must view the tutorial and take the exam. Successful completion of the exam automatically sends the results to Parking & Transit. The bicyclist must then go to Parking & Transit for the registration sticker. Registration is free, but will only be available to those who have completed the online quiz.

The information in the video is good for motorists as well as cyclists—even pedestrians. Awareness of bicycle safety laws can make us better drivers and more observant pedestrians. EHS encourages everyone to take a few minutes to view the video and become more knowledgeable about bike safety.

When the New Student Orientation sessions began in May, flyers were distributed to new students and their parents by Environmental Health & Safety and Parking & Transit personnel. As many as 3,700 bikes could be registered by late August.

Written by personnel from Environmental Health & Safety and Campus Police, the bicycle safety tutorial is supported by the OSU departments of Parking & Transit, Human Resources, New Student Orientation, and the Seretean Wellness Center, as well as Oklahoma Career Tech Printing Services. A special thanks is given to Mrs. Ann Hargis, who helped launch the program with her commitment to making OSU America's healthiest campus.

## Cell Phones and Driving on OSU Business

Executive order 2010-06 was recently issued stating that "State employees shall not engage in text messaging or texting (1) when driving government vehicles or when driving private vehicles on government business or (2) when using electronic equipment supplied by the State while driving."

Two definitions found within that executive order broaden the context and meaning:

- "Texting or Text Messaging means reading from or entering data into any handheld or other electronic

device, including for the purpose of SMS texting, emailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication."

- "Driving means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. It does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary."

As you can see from those definitions, use of electronic devices is much broader than the day-to-day understanding of texting. Using a GPS device or dialing a phone falls within this definition.

# PURCHASING

## Just a Reminder: Vendor Data Cleanup

- During the week of July 11<sup>th</sup>, the Purchasing Department sent out approximately 7,500 letters to vendors for the purpose of updating our vendor files in preparation for the University's eProcurement initiative. Inquiries concerning these letters should be directed to the Purchasing Department at [purchase@okstate.edu](mailto:purchase@okstate.edu).

## Important Dates

### Board Dates:

- Requisitions requiring Board of Regents approval (greater than \$150,000) are due in Purchasing August 17, 2011, 5:00 pm, for the September 9, 2011, Board Meeting.

### Purchasing Seminars:

- Policies and Procedures and Procedures, October 4, 2011, 10:00-12:00 am, 106B Whitehurst.
- Ethics in Purchasing, October 19, 2011, 9:00-11:00 am, 106B Whitehurst.

You may register for either of these sessions by calling Human Resources at 405-744-5374, on the Human Resources web site at <http://hr.okstate.edu/hr/training/training.php>, or by Email: [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu).

*Purchasing can be contacted at:*

Phone: 405-744-5984  
Fax: 405-744-5187  
Email: [purchase@okstate.edu](mailto:purchase@okstate.edu)  
Website: [www.purchasing.okstate.edu](http://www.purchasing.okstate.edu)

# **UNIVERSITY ACCOUNTING**

## **Interest on Late Payments**

The guidelines established by the Office of State Finance, in conjunction with the Oklahoma Statutes, allow for the payment of interest on late payments as follows: "If an agency fails to make payment to a vendor within forty-five days of receipt of proper invoice, the vendor shall be entitled to claim interest. The rate of interest is annualized and computed on a 360-day calendar, per \$100 per day. The rate of interest may change on July 1<sup>st</sup> of each year. All state agencies are notified of the interest rate at the beginning of each fiscal year."

The FY 2012 interest rate applicable to late payments to vendors has been set at .11% per annum, which will be in effect July 1, 2011 through June 30, 2012. This interest rate is provided by the State Treasurer based on the average interest rate for thirty day time deposits of State funds during the last calendar quarter of the last preceding fiscal year. (Titles 62, Section 41.4a & 4b and 74, Section 840.14, and OSF Prompt Payment Rules/Regulations).

A vendor must claim interest within ninety (90) days of receiving payment by submitting a proper invoice which shall itemize all calculations for interest claimed.

## **Personal Reimbursement**

Personal reimbursement is limited to travel reimbursement. University Purchasing policy does not contain provisions for reimbursement for out-of-pocket expenses that are not related to travel. University purchases can only be accomplished through the online requisition, the small order system, or with an authorized university purchasing card.

## **Airline Ticket Purchases – State Contracted Travel Agency**

The state contract rate for airline tickets can only be used for state employees and for non-state employees that are traveling on official University business. Tickets cannot be purchased at the state rate for anyone that is not traveling on official University business.

For airline tickets purchased at the state contract rate, the only methods of payment that the state contracted travel agency will accept are the University Pcard or direct billing to the University. Tickets purchased using a personal credit card will not be given the state rate by the state contracted travel agency.

# **BURSAR**

## **BURSAR OFFICE OPEN FOR A SATURDAY WORK DAY**

Extra day for enrollment services  
August 20, 2011, 10:00 a.m. - 3:00 p.m.

## **Direct Deposit of Bursar Account Credit Balances**

The Direct Deposit Program provides quicker access to refunds when a bursar account has a credit balance for the semester. For participants in the Direct Deposit Program, refunds are transferred to bank accounts within 48 hours after the credit balances become effective on their bursar accounts. For students wishing to participate, it is important to apply now!

To sign up for Direct Deposit, visit our website:  
<http://bursar.okstate.edu/Refund.html>

If students previously signed up for direct deposit, the Direct Deposit Program is still in effect for refunds. Remember, direct deposit is the fastest and easiest way to receive a bursar refund!

## **Bursar Billing**

The first statement for Fall will be generated on September 1, 2011. Billing statements are viewable and payable electronically.

Use your O-Key Login to the secure site to view the bursar monthly billing statement: <https://bursar.okstate.edu/login.asp>

When the monthly bursar bill is ready to be viewed, an e-mail notification is sent to the OSU "O-Key" e-mail account. Parents can receive a copy of the same e-mail notification their student receives by having the student update the E-MAIL BILLING ADDRESS on SIS at <http://prodosu.okstate.edu>. While this e-mail does not give parents the ability to view the bill, it reminds parents to obtain a copy of the bill from their student or to encourage their student to utilize the feature described in the following paragraph.

## **Guest Billing Access Feature**

Students can set up guest access by using their O-Key login at our website <https://bursar.okstate.edu/login.asp>

Click on "Manage Guest Login" and create a user ID and password for your guest.

Account holders can limit the guest access to any/all/none of the following:

- Billing Statement
- 1098T Information
- Phone Statement

## **Monthly Payment Plan**

In efforts 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 or enrollment holds are associated with the payment option plan 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/2010/Bursar\\_Catalog\\_2010.pdf](http://bursar.okstate.edu/forms/2010/Bursar_Catalog_2010.pdf)

## **GRANTS & CONTRACTS**

### **F&A Proposal Season**

OSU has begun preparing the Facilities and Administration (F&A) proposal this Fall. The F&A rate will be proposed for a three year period for FY13, FY14, and FY15 (July 1, 2012 – June 30, 2015) and will be projected from the FY11 base period. It will be presented to The Office of Naval Research in December.

Since there are real indirect costs to the University in supplies, infrastructure support, utilities, and administrative services during the execution of a sponsor project, The F&A rate allows the University to recover some of those indirect costs associated with the project.

The F&A proposal project is a tedious process and will require the accumulation of and review of considerable financial data supporting OSU's sponsored program costs. During the next few months, different offices may be asked to participate in various cost surveys that will help OSU complete this F&A project. Your support will be appreciated.

### **GRA Tuition Rate Reminder**

Effective August 1, the GRA Tuition Rate for FY12 is 14.46%.

## **FISCAL & ADMINISTRATIVE COMPLIANCE**

### **Reporting Fraudulent Activity**

ALL 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. The website can be found at:

[https://secure.ethicspoint.com/domain/en/report\\_custom.asp?clientid=10933](https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=10933)

### **Ledger 9 Accounts and the Pcard**

" Anytime you need to make a Pcard purchase on a ledger 9 account, you must use a Fiduciary Funds Pcard. This applies to any ledger 9 account, including student organization accounts. The administrative Pcard may not be used to make ledger 9 purchases.

**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](mailto: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: [www.fim.okstate.edu](http://www.fim.okstate.edu)  
Email: [fim@okstate.edu](mailto: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](mailto:fraud.deterrence@okstate.edu)  
Website: <http://faac.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/>

**Associate Vice President & Controller**

Oklahoma State University  
207 Whitehurst  
Stillwater, OK 74078

Phone: 405.744.4188  
Fax: 405.744.6404

Email: [avpc@okstate.edu](mailto:avpc@okstate.edu)  
Website: <http://controller.okstate.edu/>

**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](mailto:payroll.services@okstate.edu)

**Purchasing**

Oklahoma State University  
1224 North Boomer Road  
Stillwater, OK 74078

Phone: 405.744.5984  
Fax: 405.744.5187

Website: [www.purchasing.okstate.edu](http://www.purchasing.okstate.edu)  
Email: [purchase@okstate.edu](mailto:purchase@okstate.edu)

**Risk & Property Management**

Oklahoma State University  
618 North Monroe  
Stillwater, OK 74078

Phone: 405.744.7337  
Fax: 405.744.7888

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

**University Accounting**

Oklahoma State University  
304 Whitehurst  
Stillwater, OK 74078

Phone: 405.744.5865  
Fax: 405.744.1832

Website: <http://www.vpaf.okstate.edu/ua/>