
FISCALLY FIT

News from the Controller

November 2011

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The OK Corral is coming!

The OK Corral, the OSU and A&M Systems' e-Procurement solution, will be here soon. The implementation team has been working diligently for the last several months to be ready to bring you the ease and cost savings of e-Procurement. This month we completed validation testing and are continuing the process of enabling the premier vendors. Training for the pilot group begins this week and in February, 2012, everyone will begin using OK Corral for all of your purchasing needs. A training schedule for January will be released soon, so stayed tuned!

UNIVERSITY ACCOUNTING

Holiday Deadline Memo

A memo was distributed on November 7, 2011 that provided information in order for departments to coordinate processing of transactions prior to the holidays. All travel vouchers, small order invoices, and receiving reports must be received in University Accounting by 5:00 p.m. on December 13, 2011 to ensure that payments will be processed prior to the holidays. Online requisitions and travel vouchers must have all departmental approvals and be pending University Accounting approval in AIRS by December 13, 2011, at 5:00 p.m. Campus vendor invoices on the AIRS system must have all departmental approvals and be pending Accounting approval by noon on December 19, 2011 to ensure processing prior to the holidays.

PAYROLL

Social Security Wage Base Increases to \$110,100 in 2012

The Social Security Administration (SSA) announced on Wednesday, October 19, 2011, that the 2012 social security wage base will be \$110,100, up from \$106,800 where it had been set for the past three years. As in prior years, there is no limit to the wages subject to the Medicare tax; therefore all covered wages are still subject to the 1.45% tax.

The FICA tax rate, which is the combined social security tax rate of 6.2% and the Medicare tax rate of 1.45%, will be 7.65% for 2012. The maximum social security tax employees and employers will each pay in 2012 is \$6,826.20. Note that the 2011 FICA tax rate was 4.2% for employees and 6.2% for employers under the Tax Relief Act of 2010, and that the rate is scheduled to be 6.2% for both employees and employers in 2012. However, bills currently being considered in Congress may change this.

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

GRANTS & CONTRACTS

Issues at Department of Justice Brings Additional Scrutiny on All Federal Grants

The catch-phrase of the report was “the \$16 muffin,” and it was embarrassing to many at the Department of Justice (DOJ). The unintended consequences of such reports are the ripple effects of increased scrutiny by other agencies that wish to avoid these types of embarrassments.

The issues at DOJ surround “food and beverage” purchases with federal funds. While OSU has a food and beverage policy for grant purchases that mirrors A-21, any purchases will more than likely be questioned by agencies as we go forward. Please be mindful that agencies will be much more likely to question these types of costs as well as disallow them if anything appears outside of the project.

Below are excerpts of a letter released by DOJ shortly after publication of the report.

Dear Grantee:

As you may know, there has recently been a great deal of attention focused on conference spending, particularly related to conference planning and food and beverage costs. The Department of Justice is fully cognizant of the importance of its fiduciary responsibility and that of its grantees to ensure conference spending is accomplished within proper guidelines and with restraint. As grantees of the Department, you play a vital role in providing information, training, coordination, and innovative strategies and approaches to the criminal justice, juvenile justice, and victim service communities. The conferences, trainings, meetings, etc., your organizations facilitate are an important aspect of developing and maintaining a responsive and well-trained public safety workforce, and well-coordinated federal, State, local, and tribal criminal and juvenile justice systems.

We are sure you share our goal of being responsible stewards of federal funds and improving the way we manage and monitor grants so that we prevent unnecessary or wasteful spending. For this reason, we emphasize the importance of complying with the Department’s guidelines and policies on conference planning, minimization of costs, and conference cost reporting. We need to work together to strictly minimize costs, ensure we are prudent in our spending, and avoid the fact or appearance of extravagant spending. This means determining whether there are alternative ways to provide the training, such as webinars, finding the lowest cost locations and venues, minimizing travel costs, ensuring that all conference costs are necessary business expenses, giving careful thought to whether it is necessary to serve any food to attendees, and if you determine that it is necessary to provide any food, exercising strict restraint about food choices and

costs. Department funds must not be used for lavish food and refreshments or entertainment.

Over the next several weeks and months, we will be reaching out to you to discuss past and future events, and costs associated with planning and implementing conferences, trainings, meetings, and other events. Much of what is necessary for you to make decisions regarding the proper utilization of grant funds is already at your disposal, but we will also be providing additional guidance to assist you in the near future. In the meantime, should you have any questions regarding these matters; we encourage you to contact your program manager for further guidance.

We know that most controversial issues can be avoided when grantees pay close attention to the Department’s policies and all of the conditions of an award. Upon acceptance of an award, grantees have an obligation to become familiar with the guidelines and policies (please see hyperlinks for key policy documents below). In addition to these documents, grantees may avail themselves of the various financial training opportunities provided by the Department throughout the year and are designed for individuals responsible for the financial administration of discretionary/formula grants and cooperative agreements.

Thank you for your partnership with the Department of Justice and your commitment to serving all of our constituents in the criminal justice system while strictly adhering to DOJ guidelines and policies.

We will continue to be proactive, and work with you to address any issues or questions you may have as we review activities under your grant. We appreciate your cooperation and patience.

Department of Justice

Financial Guide:

<http://www.ojp.usdoj.gov/financialguide/index.htm>

OJP’s Food and Beverage Guide:

<http://www.ojp.gov/funding/pdfs/foodandbeverage.pdf>

Office of Management and Budget Circulars on Cost Principles:

http://www.whitehouse.gov/omb/circulars_default

PURCHASING

Reminder

Plan Ahead for the Holidays:

- The holidays are just around the corner. Remember to allow adequate time to process requisitions for your purchasing needs.

Important Dates

Board Dates:

- Requisitions requiring Board of Regents approval (greater than \$150,000) were due in Purchasing, November 9, 2011, 5:00pm, for the December 2, 2011, Board Meeting.
- Requisitions requiring Board of Regents approval (greater than \$150,000) are due in Purchasing, December 21, 2011, 5:00pm, for the January 20, 2012, Board Meeting.

The Purchasing Department is available to conduct purchasing training on an as needed basis to departments and colleges. Please contact Purchasing at 405-744-5984 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

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

BURSAR

Cancellation of spring enrollment will occur December 16 for accounts that have not fulfilled payment arrangements and still show a past-due bursar balance.

✓✓ **Check enrollment holds via SIS**
<http://prodosu.okstate.edu>

Fall bad debt assessment calculations and entries are prepared in November.

Departmental deposits are needed by noon December 22, 2011 for inclusion in December activity. Please contact Cindy Buford at 405-744-7790 if you have questions.

RISK & PROPERTY MANAGEMENT

Reporting Auto Accidents

Every OSU full-time employee should have received an "In case of accident" card in the mail recently along with a single page explanation on how to use the card. If you need additional cards, did not receive a card, or would like clarification on any of the information provided, please contact either Mike Bale or Bob Stallbaumer at OSU Risk Management, 405-744-8899.

We've received numerous calls asking:

1. "Where do I obtain the Tri-Fold accident form that should already be in our vehicles?"
2. "Who is our Risk Coordinator?"

The Tri-fold accident form may be printed from the following URL in either a PDF format or Word document:

https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?id=185

The OSU Stillwater Risk Management office 405-744-8899 serves as the Risk Coordinator for all OSU campuses.

FINANCIAL INFORMATION MANAGEMENT

Payment Card Industry Compliance- Following Procedures

Oklahoma State University takes credit card security very seriously. All departments that accept credit cards must comply with the Payment Card Industry Data Security Standard and OSU Policy, even though it may be inconvenient at times. Departments have been faced with the decision to make their customers happy or follow procedures. On several occasions, customers have e-mailed their credit card information to a department to pay for their charges. This is not acceptable. OSU Policy 3-0336 prohibits the sending of unencrypted credit card information by e-mail. It is extremely important that as a department, we remember to follow the procedures and keep every credit card number secure.

If you receive a credit card number by e-mail, please make sure to do the following:

1. Delete the credit card number from the email.
2. Reply to the sender stating that is against OSU policy to accept credit card information by e-mail.
3. State the acceptable methods for paying (Phone, Mail, Fax, etc.).

Please delete the email from your inbox and deleted messages. If you have any questions about credit card security, please contact the University's e-Commerce/PCI Coordinator Andrea Hendricks at pci@okstate.edu or 405-744-4102.

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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
040 Student Union
Stillwater, OK 74078

Phone: 405.744.7457
Fax: 405.744.7872

Website: www.fim.okstate.edu
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
Website: <http://faac.okstate.edu/>

Grants & Contracts

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401 Whitehurst
Stillwater, OK 74078

Phone: 405.744.8239
Fax: 405.744.7487

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

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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

Oklahoma State University
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
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/>