
FISCALLY FIT

News from the Controller

April 2012

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You Are Invited!

Please join us for the **1st Annual OK Corral Supplier Fair**, Wednesday, May 2, 2012, from 1:00 p.m. to 4:00 p.m. in Gallagher-IBA Arena, 2nd Floor Concourse. Take this opportunity to meet OK Corral contract enabled suppliers and see what products/services they offer. In addition, Purchasing and University Accounting will be providing updates on the latest enhancements to OK Corral and answering your questions. Raffles and promotional items will be provided throughout the afternoon. So mark your calendars for May 2, 2012, and we will see you at the 1st Annual OK Corral Supplier Fair!

Tips and Helpful Hints

Did you know you can find lots of valuable information on the landing page of OK Corral? Click on “How -To Guides” for the answers to many of your questions. You will find step by step learning guides, FAQ’s, and other useful tips. We continue to add more information as we learn more about its capabilities, so check back often. If you have information you have discovered that you would like to share with others, send it to Kathy Elliott at kathy.elliott@okstate.edu and we’ll get it posted on the site.



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

PAYROLL

Address Changes

As the school year comes to a close, some employees will be leaving OSU. Please remind these employees that they need to change their addresses in all OSU systems (HRS and SIS) in order to receive important future mailings, like their W-2 forms. Employees should also be reminded to update their addresses with any retirement plans they may have participated in during their employment at OSU.

EAs During BDS

Please remember if a department sends an EA form to Payroll Services with an FY13 assignment after BDS begins, Payroll Services will input the FY13 assignment. Please review all FY13 assignments carefully.

PURCHASING

Important Dates

Board Dates:

- Requisitions requiring Board of Regents approval (greater than \$150,000) are due in Purchasing, May 23, 2012, 5:00 pm for the June 15, 2012, Board Meeting.

Purchasing Seminars:

- Ethics in Purchasing, May 8, 2012, 9:00-11:00 am, 106B Whitehurst.

Purchasing can be contacted at:

Phone: 405-744-5984

Fax: 405-744-5187

Email: purchase@okstate.edu

Website: www.purchasing.okstate.edu

BURSAR

Enrollment Cancellation

Cancellation of summer enrollment will occur the first part of May for accounts not fulfilling payment arrangements and/or still owing a past-due bursar balance. Please remember bursar accounts must be current to enroll in future semesters and to continue charging items on campus to your account.

Bad Debt Assessment/Write Off

Spring bad debt assessment calculations and entries are prepared in April. The annual write-off of bursar accounts older than three years with no activity will occur in May.

Departmental Deposit Procedure

All currency, checks and credit cards must be deposited at the Bursar Office within 24 hours after receipt. Departmental deposits received at the Bursar's Office, 113 Student Union, prior to 3:30 p.m. will be processed in that day's business. Deposits delivered after 3:30 p.m. may be processed the following day due to balancing cut-off times.

****** Bring the following items to the Bursar's Office******

- ✓ One copy of the "printable version" of the AIRS deposit or one copy of the complete version (includes account numbers). This copy will be returned to the department with a receipt.
- ✓ **Checks**
 - Restrictively endorsed "For Deposit Only".
 - Include department name and account number under endorsement.
 - Include two adding machine tapes totaling the checks in the deposit.
- ✓ **Preauthorized credit card settlement**
 - Circle total with pen (do not highlight total).
 - If the settlement does not have the department name and date on it, please write this information on the top of each settlement.
- ✓ **Cash**
 - Include one adding machine tape listing each denomination (as shown here) and total cash in the deposit. **Please do not add cash tapes and check tapes together.**

#20	80.00**
#5	10.00 +
#1	3.00 +
003	93.00 ◊
#25	0.50 +
#5	0.15 +
#1	0.07 +
006	93.72 *

FINANCIAL INFORMATION MANAGEMENT

As of March 16, 2012, FIM has ceased PC support. It is recommended that all departments that were previously helped by FIM with PC support issues – installing software and updates, troubleshooting error messages, removing spyware and viruses, printer problems, or other hardware issues – to now call the IT Helpdesk at 405-744-4357 or email them at helpdesk@okstate.edu.

FIM will still be responsible for website updates, issuing access rights to new or leaving employees or service account questions. You may continue to submit requests for these issues to the FIM Spiceworks web portal at <http://stw-fimpisces.ad.okstate.edu/portal> or by emailing fim.support@okstate.edu.

UNIVERSITY ACCOUNTING

Direct Deposit of Travel Reimbursement

OSU has converted to the state's new payroll processing system. This conversion has caused a change to the direct deposit of travel reimbursements. Any employee that is set up for direct deposit for payroll is now also set up for direct deposit of travel reimbursement.

Imprest Cash Reimbursement Checks Cashed at Local Banks

In certain circumstances (usually international travel), University Accounting receives requests to allow an imprest cash reimbursement check to be taken to our local bank (Stillwater National Bank) to be cashed rather than deposited into the imprest cash account. The local banks will not cash a check that is made payable to OSU or has OSU included in the payee name. Therefore, if there is a need to cash an imprest cash check, the department should notify University Accounting at the time of the request for the reimbursement and we will contact the Bursar to get a letter prepared authorizing the bank to cash the check. The department will be provided the authorization letter along with the instructions that should be followed.

Encumbrance Maintenance

Please review the encumbrances on your FRS accounts to be sure they are still valid and that the amounts are correct. It is important to review encumbrances before the end of the fiscal year so that invalid encumbrances do not roll forward to the next fiscal year. If you find encumbrances that are no longer valid or need to be adjusted, please send an email to Dorothy McLaughlin (dorothy.mclaughlin@okstate.edu).

Notary Seal – Scanned Documents

When uploading a notarized claim form (or any other notarized document) to OK Corral, please be certain the notary stamp details (i.e. expiration date) are clearly visible. If you have a stamp with a raised seal, you may need to lightly sketch over the seal with a pencil before uploading the document.

GRANTS & CONTRACTS

Graduate Research Assistant/Associate Tuition Remission/Waiver Rate

The FY2013 Graduate Research Assistant/Associate (GRA) Tuition Remission/Waiver Rate will increase to 15.02% effective August 1, 2012 through July 31, 2013. Principal investigators and college research officials should begin proposing this “tuition remission rate” for any grant or contract beginning or continuing in August 2012.

Each year, OSU develops a “tuition remission rate” for the upcoming fiscal year. The rate is determined from the ratio of the total prior year *resident tuition waiver* dollars offered to *all GRAs* to the total prior year salary/stipend dollars offered to GRAs.

The University will multiply the GRA's monthly salary or stipend by the tuition remission rate (15.02% -August 1, 2012) to determine the amount of tuition to be charged to the external contract or grant. This calculation is conducted through the payroll process and the amount calculated will be charged to the sponsor's account on a monthly basis, for those accounts for which resident tuition is an allowable direct cost. For accounts where tuition is not an allowable charge, no tuition will be charged.

The tuition remission is not a part of the “fringe benefit rate” nor is to be confused with fringe benefit costs.

RISK & PROPERTY MANAGEMENT

Motion Induced Blindness While Driving

With spring arriving early this year, the bicycles and motorcycles are out in full force. Many motorists are not aware of a strange phenomenon that can occur while driving called the Troxler Effect. This effect results in blindness to objects such as motorcycles and is caused by visual fixation. The first URL listed below is provided by the Motorcycle Safety Foundation and provides a great demonstration of the phenomenon. Fortunately, the fix is quite simple. Simply moving your head and/or eyes will usually eliminate the problem.

<http://www.msf-usa.org/motion.html>

The second URL is a fascinating list of “Ten Things All Car & Truck Drivers Should Know About Motorcycles.”

<http://www.forcardrivers.com/quicktips.html>

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

Oklahoma State University
401 Whitehurst
Stillwater, OK 74078

Phone: 405-744-8239
Fax: 405-744-7487

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

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Email: avpc@okstate.edu
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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

OK Corral

Oklahoma State University
1224 North Boomer Road
Stillwater, OK 74078

Phone: 405-744-5985

Website: <http://airs.okstate.edu/okcorral/guides.html>
Email: OKCorral@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/>