
FISCALLY FIT

News from the Controller

October 2012

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OK Corral Contract Spotlight

Did you know Airgas provides a wide variety of laboratory and specialty gases? But, that's not all. They also supply welding equipment, gas generators and safety products. Airgas is your source for cryogenics equipment, services and support. In

addition, Airgas has emergency response experts available to handle any hazmat gas or cylinder emergency you may face. So, punch out to Airgas in OK Corral and see for yourself all the products and services they offer.

OK Corral Change Orders

All change order requests for purchase orders issued in the OK Corral should be emailed to okcorral@okstate.edu. Please reference the purchase order number in the subject line and provide detailed information on the change needed. You will be notified by email once the change order request has been completed.

OK Corral Schedule Training

OK Corral Training:

- November 12, 2012, 9:00-11:00 am, 403 Classroom Building
- January 14, 2013, 2:00-4:00 pm, 403 Classroom Building

To sign up, please go to http://hr.okstate.edu/hr/training/staff_dvpt12.php.

Remember to provide your campus wide ID when signing up for OK Corral training.

OK Corral Reminder

One of the reasons for making the switch to an eProcurement system was to have the ability to track items being purchased and leverage this information to receive better pricing. Many people continue to use their pcard for purchases that should be going through the OK Corral. A spot check of pcard expenditures shows vastly different prices being paid for the same items. The more purchases placed through the OK Corral, the better the pricing becomes. Vice President Weaver has requested that we begin to contact departments that continue to use pcards for their purchases and ask for justification as to why they used a pcard instead of using the OK Corral. **Pcards should be used only when the item cannot be found from an enabled vendor in the OK Corral, or in a true emergency.**

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

UNIVERSITY ACCOUNTING

Federal Per Diem (Meals and Lodging) Rates for FY 2013

The Fiscal Year 2013 Per Diem and Lodging Rates are available on the GSA website at www.gsa.gov. These rates are to be used for trips that take place on October 1, 2012 and after. For trips prior to October 1, 2012, continue to use the Fiscal Year 2012 Per Diem Rates. The majority of Fiscal Year 2013 rates have not changed from Fiscal Year 2012. Be sure to attach the per diem rate printout for the correct fiscal year when preparing a travel reimbursement in order to expedite the processing of travel vouchers.

PURCHASING

Important Dates

Board Dates:

- Requisitions requiring Board of Regents approval (greater than \$150,000) were due in Purchasing, October 3, 2012, 5:00 pm, for the October 26, 2012, Board Meeting.
- Requisitions requiring Board of Regents approval (greater than \$150,000) are due in Purchasing, November 7, 2012, 5:00pm, for the November 30, 2012, Board Meeting.

Purchasing can be contacted at:

Phone: 405-744-5984

Fax: 405-744-5187

Email: purchase@okstate.edu

Website: www.purchasing.okstate.edu

GRANTS & CONTRACTS

Central Contractors Registration (CCR)

The CCR website has moved to System Award Management (SAM). This will centralize many of the systems necessary for grants and contract management.

SAM is a Federal Government operated website consolidating the capabilities in CCR, Online Representations and Certifications Application (ORCA), and Excluded Parties List System (EPLS). Future phases of SAM will add the capabilities of other systems used in Federal awards processes.

Advice from the Office of Inspector General

One of the top red flags for auditors has been the “purchase of equipment at the end of an award period,” and auditors will specifically look for these transactions and often disallow the reimbursement.

In practical terms it is difficult to justify the purchase of a new computer or other piece of equipment as a project is winding down since equipment purchased on a grant or contract should be central to the mission of the project. These purchases are most often seen by auditors as a way to unnecessarily spend down awarded dollars—or as the OIG may say, “abuse the program.”

BURSAR

The following information must periodically be agreed to by students when logging into SIS:

Financial Responsibility Contract

When students enroll at Oklahoma State University, a financial obligation and responsibility to pay all amounts owed in a timely manner is incurred. In order to remain in favorable financial standing with the University, and thereby continue to participate in its educational programs, services, and benefits, all financial obligations incurred at the University must be paid on or before the due dates. The purpose of this Financial Responsibility Contract is to inform you of these expectations and consequences regarding financial obligations to the University. You are responsible for understanding the Contract of Student Financial Responsibility in its entirety at <http://bursar.okstate.edu/documents/Student%20Financial%20Responsibility.pdf>

OSU Enrollment Policy

The Office of the Bursar would like to remind you about University policy requiring a student's bursar account be cleared before enrolling in upcoming semesters. Any outstanding balance could delay class registration for the spring semester.

Encourage students to check their bursar accounts to ensure that choices for spring semester classes may be processed when enrollment time opens up for them.

Enrollment holds are placed after the 15th of every month and email notifications are sent.

✓ Check enrollment holds; spring registration begins October 22th

Collecting Past Due Accounts

Letters have been mailed to faculty/staff and past student accounts that have a past due bursar account balance. OSU faculty/staff may enroll in the payroll deduction program to pay their bursar accounts within a 6 month to one year timeframe. If a payroll deduction is elected, it will be applied directly to the bursar account and will appear on the payroll advice. Past due accounts may receive payment from the warrant intercept program (WIP) that captures state income tax refunds to pay outstanding OSU debt.

Accounts must be brought current or a payment plan arranged to avoid the account being referred to an external collection agency. Any charges (up to 33% of the original debt), and in some cases, court costs and attorney's fees incurred by the University in efforts to collect on delinquent accounts will be assessed. Those costs associated with collection may then become the responsibility of the account holder. Delinquent account information will be disclosed to credit reporting agencies, which could endanger a credit rating on a local and/or national level.

FINANCIAL INFORMATION MANAGEMENT

Saving Application Xtender Query Results

Are you tired of having to type in the search criteria to view the same documents over and over? The University Document Imaging system, www.docimage.okstate.edu, has the capabilities to save, edit, and delete queries.

This is helpful when you need to search for documents without having to fill in the search criteria every time you need to search. You can save a query with one search criteria or be more specific in your search and use multiple criteria. Please note, if it is specific, such as specific dates being used, that the name of the saved query should be named accordingly.

Another option available is for these saved queries to be only viewed by you or by all the users that have access to the application.

Here are the instructions to save, edit and delete queries:

Saving a Query:

1. Enter query values on the search criteria page.
2. In the Save Options section, enter a name for the query in the Query Name text box.
3. To allow all users to access the query, click the Available To All Users check box. A check mark appears in the box, indicating the query is a shared query. In the default setting, shown in the previous figure, the check box is unchecked. This indicates that the query is a private query that only you can access.
4. Click Save. The query is saved.

Saved queries are listed under the associated application on the AppXtender Web Access window.

Running a Saved Query:

1. On the AppXtender Web Access window, click on the plus sign (+) next to the application you want to query. The list of saved queries for that application appears.

2. Double-click the query you want to run. The query process begins. When it completes, Query Results view appears.

Editing a Saved Query:

1. On the AppXtender Web Access window, right-click the query name and select Edit from the shortcut menu. The search criteria page appears with the current search criteria for the query.
2. Edit the search criteria.
3. Click Save.

Renaming a Saved Query:

1. On the AppXtender Web Access window, expand the application node that contains the query you want to rename.
2. Right-click the query you want to rename, and select Properties from the shortcut menu. The Query Properties dialog box appears.
3. In the Query Name text box, replace the existing name with the new name.
4. Click OK. The query name on the AppXtender Web Access window is updated to show the new name.

Deleting a Saved Query:

1. Right-click the query name on the AppXtender Web Access window and select Delete from the shortcut menu. A dialog box appears, asking you if you are sure you want to delete the selected query.
2. Click OK to continue. The selected query is deleted, and the AppXtender Web Access window is refreshed.

This information is readily available using the Help menu in ApplicationXtender. However, please contact University Imaging with questions or comments at university.imaging@okstate.edu or 405-744-7183.

Associate Vice President and Controller

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Financial Information Management

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040 Student Union
Stillwater, OK 74078

Phone: 405-744-7457
Fax: 405-744-0034

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/>

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

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

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
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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

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304 Whitehurst
Stillwater, OK 74078

Phone: 405-744-5865
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