

Fiscally Fit

News from the Controller

August 2013



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**Office of the
Associate Vice President
and Controller**



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Contacts for the SCT systems

For SCT connectivity or eprint issues, please refer to the listing below for those to contact for each system.

- **SIS (System 001)**

SIS email: SIS-DM@okstate.edu

Contact Bonnie Stone (bonnie.stone@okstate.edu) - X46864

or Cheri Fisher (cheri.fisher@okstate.edu) – X46698

- **FRS (System 002)**

Use mailbox: frs.security@okstate.edu

Rick Halley (rick.halley@okstate.edu) – X48344

or Greg Humphrey (greg.humphrey@okstate.edu) – X48343

- **HRS (System 003)**

Contact Samyog Bhattarai (samyog.bhattarai@okstate.edu) - X45759

or Alan Shryock (alan.shryock@okstate.edu) - X46378

- **BUDGET**

Contact Kelly Murphy (kelly.murphy@okstate.edu) - X46897

or Michelle Tidwell (michelle.tidwell@okstate.edu) -X46897





Reminder:

Whenever possible, use the punch-out suppliers to place your orders. If an item is not available through the punch-out, use the non-catalog form to process your order.

If you have questions, please contact the OK Corral Help Desk, 405-744-5985.



OK Corral Contract Spotlight

Fisher Scientific offers a full line of laboratory equipment and supplies. The Fisher punch-out also offers users the added feature of having their quotes uploaded for items receiving special pricing. Pricing for Fisher products is currently based on the Statewide contract SW401. For questions regarding this enablement, please contact the Purchasing Department."

Important Dates:

Board Dates:

Requisitions requiring Board of Regents approval (greater than \$150,000) was due in Purchasing, August 14, 2013, 5:00pm, for the September 6, 2013, Board Meeting





OK Corral Receipts/Invoices

It is important to create the receipt in OK Corral prior to creating the invoice in order for the settlement status to show 'fully matched'. If the receipt is not created prior to the invoice, OK Corral will show the purchase as an exception which can delay the processing. Also, please scan and attach a copy of the vendor invoice to the invoice created in OK Corral.



Personal Reimbursement

Personal reimbursement is limited to travel reimbursement. University Purchasing policy does not contain provisions for reimbursement for out-of-pocket expenses. The only expenses that can be reimbursed are those that are incurred while in travel status and must be submitted on the travel voucher.



BURSAR

NEW! Action Required to Continue Bursar Direct Deposit Refunds!

The OSU Office of the Bursar has a new integrated process of conducting bursar business which includes direct deposit delivery.

If you received direct deposit refunds/stipends last year, your banking information from the old system will NOT be converted for security reasons. You must sign up via SIS if you want to continue direct deposit for your refunds/stipends.

To continue your use of direct deposit or sign-up:

- Log into SIS
- Under Payment Info
- Click Bursar Services
- Select eRefunds tab (next to eBills)
- Proceed to Set up Account

We encourage your continuation of direct deposit as the most secure and quickest method for receiving bursar account refunds and stipends. Direct deposits are scheduled every working day and should be deposited into your bank account within two to three business days, depending on the bank. You are responsible for verifying funds are available in their bank account before spending the funds. You are notified via e-mail when a direct deposit refund or stipend occurs. If you choose not to enter your bank account information to continue utilizing the direct deposit program, your refund will be issued by check. Refund checks are mailed on a bi-weekly schedule to students' local addresses.

Please note this change is for Bursar direct deposit refunds. If you are an employee and are receiving your pay via direct deposit, this change will NOT impact your payroll direct deposit (payroll is processed within a separate system). However, if you receive Bursar refunds or stipends, you must sign up separately via SIS to continue to receive direct deposit refunds from your Bursar account.

We appreciate your patience as we transition to a new system. Contact us at bursar@okstate.edu if you have questions. Don't delay sign up now!



BURSAR

Billing Statement Changes

1st statement for fall generates the evening of August 30th with email notifications September 3.

Log In to SIS and under Payment Info click "Billing Statement and Electronic Check Payment to:

- ✓ View Monthly statements
- ✓ Pay online
- ✓ Enroll in a semester payment option plan
- ✓ Create an "Authorized User" for third party (i.e. spouse or parent) access via SIS.

E-Mail notices are sent monthly to your okstate e-mail address and to authorized users.



BURSAR OFFICE OPEN FOR A SATURDAY WORK DAY

Extra Day for Enrollment Services - August 17, 10:00am - 3:00pm



Administrative Salaries and Sponsored Programs

From time to time the question is asked, “May I charge the salary of an administrative assistant to my grant?” Ninety-nine percent of the time the answer is “no” since the administrative assistant’s salary and associated fringe benefits are considered indirect costs/overhead, commonly referred to as Facilities and Administrative (F&A). Thus part of the salary/fringe cost of the administrative assistant is recovered though the F&A charged to the grant.

F&A charged to a grant allows the University to be reimbursed for those costs that would be difficult to determine with any degree of accuracy. As with an administrative assistant, it is difficult to determine the amount of electricity, water, or janitorial service used during a project. These costs are spread across the entire operation of the campus, college, and the department—not just dedicated to a single project.

F&A not only covers such things as the salary costs of administrative assistants and those things mentioned above, but it also covers part of the cost of copiers, computers, office supplies, utilities, some central administration costs, as well as library, facility and equipment depreciation.

Time and Effort Reporting

With the new academic year starting, it is a good time to remind faculty who are participating in a sponsored project to make monthly assurances that salary amounts charged to a grant or contract are representative of the effort pledged to the project.



FOR MORE INFORMATION

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/>

OK Corral

Oklahoma State University
1224 North Boomer Road
Stillwater, OK 74078

Phone: 405-744-5985
Email: OKCorral@okstate.edu
Website: <http://airs.okstate.edu/okcorral/guides.html>

Payroll Services

Oklahoma State University
409 Whitehurst
Stillwater, OK 74078

Phone: 405-744-7337
Fax: 405-744-7888
Email: payroll.services@okstate.edu
Website: <http://rpm.okstate.edu>

Risk & Property Management

Oklahoma State University
618 North Monroe
Stillwater, OK 74078

Phone: 405-744-7337
Fax: 405-744-7888
Website: <http://rpm.okstate.edu>