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News from the Controller

February 2013

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OK Corral Power Point Presentation on “Forms” and Guides

Do you need a better understanding of how forms function in the OK Corral? The Advanced Training Power Point presentation on Forms is now available on the Purchasing Department website:

<http://purchasing.okstate.edu/index.php/training>

In addition, OK Corral guides are also available through the Purchasing Department website and on the OK Corral homepage <http://airs.okstate.edu/okcorral/guides.html> .

Guide topics include the following:

- Sign-in / Navigation
- Profile
- Shopping
- Requesting
- Approving
- Receiving
 - Creating Quantity Receipts
 - Creating Cost Receipts
 - Cancelling Receipts

- Approving Invoices
 - Navigating Invoice Approval Folders
 - Reviewing, Assigning and Approving Invoices

- Document Search & Inquiry
 - View the Status of a Payment
 - Searching for Purchase Orders and Creating Saved Searches
 - Browse Suppliers

- Matching
- Train the Trainer Support
- Help Resources
 - Access Vendor Information

OK Corral Scheduled Training

Basic OK Corral Training

- March 11, 2013, 9:00-11:00 am, 403 Classroom Building

To sign up, please go to

http://hr.okstate.edu/hr/training/staff_dvpt12.php .

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

OK Corral Contract Spotlight

Henry Schein is available as a punch out supplier in the OK Corral. They are an E&I contract provider for athletic training supplies. This includes a variety of medical and dental supplies and equipment.

UNIVERSITY ACCOUNTING

ODOT Mileage Table Changes

The Oklahoma Department of Transportation has updated the mileage data in the Oklahoma Mileage Table on the ODOT website. For example, the map mileage from Stillwater to Oklahoma City is now 65 map miles instead of 64. Please begin using the updated table as soon as possible when claiming mileage on a travel reimbursement.

Online Travel – Receipts and Supporting Documentation

Since all travel receipts and supporting documentation are scanned into the online travel voucher, the department must retain the original receipts in the event of an audit.

In addition to scanning the receipts for which the claimant is seeking reimbursement, the invoices for travel expenses that are paid by pcard must also be scanned into the online travel voucher for supporting documentation. This will aid in the auditing and cross-referencing of travel payments.

PURCHASING

Important Dates

Board Dates:

- Requisitions requiring Board of Regents approval (greater than \$150,000) are due in Purchasing, April 3, 2013, 5:00 pm, for the April 26, 2013, Board Meeting

Purchasing can be contacted at:

Phone: 405-744-5984

Fax: 405-744-5187

Email: purchase@okstate.edu

Website: www.purchasing.okstate.edu

FINANCIAL INFORMATION MANAGEMENT

FRS Access - Your Password and Opid

When you are set up with FRS access, the temporary password FRS security gives you only lasts two to three days. If you wait too long, the temporary password expires and you are disabled and you have to email FRS Security for a password reset.

Expired passwords are not your only problem if you are inactive in FRS for too long. There are system programs that delete inactive opids. If you only access FRS or one of the FRS eprint repositories once a semester, once a quarter or even once a year, it is best to log into SCTP and keep your password current.

FRS Security can get you assigned a new opid if your opid is deleted but it also means your need for FRS or an eprint report is delayed the time it takes to get you set up again!

As always, if you need an FRS password reminder, email frs.security@okstate.edu and please include your opid in the request.

GRANTS & CONTRACTS

Second Quarter Research Expenditures

The Quarter 2 (FY2013) expenditure reports are available at: <http://gcfa.okstate.edu/index.php/research-reports/15>

Proposed Fringe Benefit Rates

OSU has proposed FY2014 Fringe Benefit Rates to the Office of Naval Research. These rates are “proposed” at this time. Once ONR audits and approves the proposed rates and unless adjustments are warranted, these rates will go into effect July 1, 2013.

The proposed rates may be found at:

<http://bam.okstate.edu/index.php/general-budget-info/7>

Reform of Federal Policies Relating to Grants and Cooperative Agreements: Cost Principles and Administrative Requirements

On February 1, 2013, the Office of Management and Budget posted an overview pertaining to potential rule changes that are to “streamline” the grant-making process while ensuring “financial integrity while delivering the right program outcomes.”

The document can be viewed at:

<http://www.regulations.gov/#!documentDetail;D=OMB-2013-0001-0001>

BURSAR

Enrollment Policy Reminder:
Bursar accounts must be cleared
before enrolling in future semesters.

Priority enrollment for Summer and/or Fall begins **March 11**. Enrollment hold notification emails (February 18) provide sufficient time to clear financial holds prior to enrolling.

Any outstanding balance could delay registration for the Summer and/or Fall Semester. If a student encounters enrollment difficulties, please direct him/her to check his/her bursar account for any outstanding charges. Confirm all payments, scholarships, and financial aid have been received. To check account balances online, visit the Student Information System (SIS) website at <http://prodosu.okstate.edu/>.

Payment Option Plan

In efforts to assist our students in meeting financial obligations, Oklahoma State University offers a semester based 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. No finance charges are associated with the payment option plan or enrollment holds if payments are made as promised. Authorized payers (parents) may be designated with their own login access when the student signs up for the plan. There is a \$25 non-refundable application fee due at the time of application each semester.

The student logs into SIS to enroll in the plan and may also authorize payers. Visit this link to enroll <https://prodosu.okstate.edu/ahomepg3.htm>

Collection Efforts

Collection efforts commenced for non-student bursar accounts after drop/add, which is the latter part of January. The first letters were mailed February 4th. Oklahoma law (Oklahoma Statute 68, Section 205.2) authorizes Oklahoma State University to file a claim with the Oklahoma Tax Commission against a state income tax refund and apply it to indebtedness to the University (referred to as the warrant intercept program). If accounts are placed with external collection agencies, the account holder is assessed collection costs (up to 33% of the original debt), legal costs, and attorney fees. Credit ratings are also impacted negatively if this occurs.

1098-T and 1098-E Statements

1098-T and 1098-E statements were mailed in January. 1098-T's were mailed to all calendar year 2012 OSU (including CHS) student ID numbers to the student's address if they were a full-time, half-time, or graduate. This is required by federal law. Refer questions to the IRS web site, www.IRS.gov and specifically to Publication 970, Tax Benefits for Education, available online at <http://www.irs.gov/pub/irs-pdf/p970.pdf>. Log into the bursar website to view the 1098-T information online at the following URL:

<https://bursar.okstate.edu/BursarLogin/login.aspx>

CONTROLLER

Employee Travel Policy/University Aviation Consultant

The OSU Board of Regents recently approved a new employee travel policy, [1-0304](#), which authorizes air travel beyond the typical airline carriers. The new policy refers to these aircraft as "Private Aircraft" and defines requirements for both planes and pilots. The official policy is located at the following URL: <https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Employee%20Travel.pdf>

The policy requires that all Private Aircraft, Pilots, and Co-pilots be pre-approved in writing by the University Aviation Consultant. Mr. John James has been employed by the University as our Aviation Consultant and will be responsible for review and approval for all private aircraft used for official University travel.

As Deans, Director's and Department Heads, you are responsible for assuring that all faculty and staff obtain the required pre-approvals before utilizing Private Aircraft for official travel. To request a pre-approval packet for pilots and aircraft, you may contact Mr. John James, Aviation Consultant, 618 N. Monroe, Stillwater, OK 74078 via campus mail or email at john.s.james@okstate.edu.

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Financial Information Management

Oklahoma State University
040 Student Union
Stillwater, OK 74078

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

Email: fim@okstate.edu
Website: www.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

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

Payroll Services

Oklahoma State University
409 Whitehurst
Stillwater, OK 74078

Phone: 405-744-6372
Fax: 405-744-4149

Email: payroll.services@okstate.edu
Website: <http://vpaf.okstate.edu/payrollservices/index.htm>

Purchasing

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Email: purchase@okstate.edu
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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/>