FISCALLY FIT

News from the Controller

January 2013

INSIDE THIS ISSUE

1
- **OK Corral – Selection of Fiscal Year in Accounting Codes**
- **OK Corral Scheduled Training**
- **New Payroll Changes in Effect For Calendar Year 2013**

2
- **Vehicle Purchases**
- **Lease Of Land or Building Space**
- **Purchasing Important Dates**
- **Imaging Tips For Reordering Document Pages**
- **Store Accounts/Recharge Centers**
- **National Science Foundation**
- **National Institutes for Health**

3
- **Bursar News**
- **Payment Option Plan**
- **Historical Transaction Record Purge**
- **State Question 759**
- **Food Purchases**

OK Corral
Selection of Fiscal Year in Accounting Codes

When selecting the information for the 'Accounting Codes' section in OK Corral, it is important to select the correct fiscal year in order to expedite the payment. There are currently three fiscal years available (2012, 2013, and 2014). Fiscal year 2014 should only be selected when creating a future year purchase order (beginning July 1, 2013). It should not be selected when entering requisitions or invoices for the current fiscal year. When fiscal year 2014 is selected on current year payments, there is an error when the payment is downloaded causing a delay in the payment to the vendor.

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 .

PAYROLL

New Payroll Changes in Effect for Calendar Year 2013

The updated federal and state tax tables for 2013 have been loaded into the HRS, therefore, employees may notice differences in their federal and state tax withholdings beginning with their January paychecks. Employees will also notice an increase in their Social Security tax withholdings as the temporary two-percentage-point payroll tax cut in effect for 2011 and 2012 has expired and the Social Security tax rate has returned to 6.2% for all employees up to the new wage base limit of $113,700. The Medicare tax rate remains at 1.45%, however, an Additional Medicare Tax is now required on wages paid to employees in excess of $200,000 per calendar year. This Additional Medicare Tax will begin in the pay period in which the employee exceeds the $200,000 limit and will continue to be withheld until the end of the calendar year. If questions arise, employees may contact OSU Payroll Services at 744-6372 for additional information.

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

PURCHASING

Vehicle Purchases

All new vehicle purchases are required to be a mission-suitable compressed natural gas (CNG) per Governor Fallin's initiative to maximize the use of natural gas vehicles in the state's fleet inventory. The State of Oklahoma will consider every vehicle acquisition request as an opportunity to find an effective CNG solution. The link to the memorandum for the State of Oklahoma's Policy on "Vehicle Acquisition Requests" is: http://www.ok.gov/DCS/documents/OMES-DCAM-CNG-Policy.pdf

Lease of Land or Building Space

Although a requisition is required to process payments for leases of land or building space, the Director of Purchasing does not execute these agreements. Contracts for leases of land or building space must be routed to the Property Manager, Risk and Property Management, prior to the commencement date of the lease and prior to the processing of a requisition/purchase order to the supplier. The Property Manager will obtain the appropriate approval and return a copy of the executed agreement to the requesting department for processing. Please note; Board approval is required for leases of land or building space when the cost is greater than $35,000/year or when the lease is for more than five years. The Property Manager is responsible for obtaining Board approval when required.

Important Dates

Board Dates:

- Requisitions requiring Board of Regents approval (greater than $150,000) are due in Purchasing, February 6, 2013, 5:00pm, for the March 1, 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

Imaging Tips for Re-ordering Document Pages

AppXtender allows you to re-order pages. If you are viewing a document and realize that a page needs to be moved, it can be done in a few easy steps.

To re-order document pages:

1. Display a page in AppXtender using https://docimage.okstate.edu
2. Select Page > Reorder Page and then select the new page location.
    a. Move to First
    b. Move Up
    c. Move Down
    d. Move to Last

For questions or comments regarding Document Imaging, please contact us at university.imaging@okstate.edu

GRANTS & CONTRACTS

Store Accounts/Recharge Centers

Store rates are an integral part of the departmental and college budget process as well as the development of grant and contract proposals for sponsored programs. All Store/Recharge centers are required to submit rates on an annual basis in conjunction with the budget development process. Planning for FY2014 recharge centers and store rates should begin in February and March.
OSU Policy 4-0140 "Stores" provides the definition of "Stores," rules, as well as the rationale behind the need for establishing the rates. Those who may be new to the store rate development process may also find the rate development example contained in appendix I of the policy helpful when completing the process. The Store policy and appendix may be found at:
https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Stores.pdf

Stores and Recharge center managers should receive a reminder from GCFA letter during the first week of February with due dates for the rate submission.

National Science Foundation

The National Science Foundation recently updated and published "Frequently Asked Questions" on Proposal Preparation and Award Administration. This information was also distributed internally by the OSU VPRTT Office via the SPRC listserv. The publication can be found at:
http://www.nsf.gov/bfa/dias/policy/papp/papp13_1/faqs13_1.pdf?WT.mc_id=USNSF_179

National Institutes of Health

Also distributed internally via OSU's listserv was the NIH announcement of "a more rigorous enforcement of its public access policy" beginning this Spring. Failure to comply with the public access policy will result in awarding delays.
Information can be accessed at:
http://grants.nih.gov/grants/guide/notice-files/NOT-OD-12-160.html

BURSAR

Bursar News

- Collection efforts begin for non-student bursar accounts after drop/add, which is the latter part of January. Oklahoma law, §68-205.2, 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 will be mailed by January 31, 2013.

- First bursar billing statements for the Spring semester will generate the evening of January 31st.

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

Historical Transaction Record Purge

The Financial Information Management (FIM) office purged B/R Transactions from the SIS system the weekend of January 12th. All transactions paid and applied, billed, and fed to accounting through December 31, 2012, were purged from SIS. By purging now, removal of a large number of records eliminates issues with running reports and displaying data on the screens. The purged records cannot be accessed via SIS but are available to view/download to excel via the Administrative Information Report System (AIRS) at:
http://airs.okstate.edu

Access to purged records within AIRS can be requested by emailing firm@okstate.edu and will be granted based on current SIS B/R access levels.

CONTROLLER

State Question 759

State Question 759, also known as the Oklahoma Affirmative Action Ban Amendment**,** was passed on November 6, 2012. It bans affirmative action programs in the state, and prohibits special treatment based on race or gender in public employment, education and contracts. In addition to other possible effects, it will impact the awarding of 195 scholarships. A list of affected scholarships was sent to each college or campus. If you have any questions about how this amendment will impact your awarding of scholarships, please contact Michal Shaw, Senior Director of Compliance and Stewardship at the Oklahoma State University Foundation at mshaw@osugiving.com or 405-385-5147.

Food Purchases

The Office of the Associate Vice President and Controller is no longer the responsible office for granting exceptions for food purchases. We have determined that those considering making these types of purchases are better qualified to make the determination because they are the only ones who know the particulars of a given event. In the past some departments have abused the process by receiving an exception for one event and using that exception for all food purchases going forward. This is not the intent of any exceptions that have been made. Any exceptions you may have received in the past are no longer valid and we will now require that the department determine whether a specific event meets the criteria specified in the policies and guidelines below. If you make a food purchase, you must justify the purchase in writing and attach a copy of the justification to the invoice requisition prior to processing payment to the vendor. The written justification must include how the food purchase complies with one of the policies and guidelines provided below. You are responsible for ensuring the justification meets the requirements of the policies and guidelines. As you are determining whether to purchase food from any funding source, keep in mind that you may be asked by an auditor and/or reporter how and why you justified the purchase.

As a reminder, very few food purchases are allowable under State law and all Pcard purchases are posted on the State's Open Books website. The pertinent policies and guidelines can be found at:

Purchase of Food and Non-Alcoholic Beverages on Sponsored Project Funding
Professional Development/Retreats (Requires Vice Presidential approval)
Use of OSU Foundation Funds (These are acceptable uses for Foundation funds only. Because the event appears on this document, does NOT mean institutional funds can be used).

Below is an excerpt from the Pcard Guidelines concerning food purchases:

Restricted Purchases

For certain types of purchases, specific requirements/conditions must be met in order to use the pcard.

Food – Food may only be purchased:

- For food service or food sales areas (i.e. University Dining Services, Ranchers Club, etc.),
- When specifically included in a Ledger 5 grant or contract budget and approved by a sponsoring agency,
- When required for an instructional and/or research purpose,
- When participants pay a fee and the documentation specifically indicates the fee will cover the food/meal, or when all conditions of the Office of State Finance's (OSF) Policy on the Payment for the Purchasing Meeting Refreshments are met:

"OSF 536110 MEETING REFRESHMENTS

Payment for purchase of light food and drink items (e.g., doughnuts, cake, coffee, tea, soft drink, etc.) used as refreshments and required in connection with meetings or similar type activities held/conducted for and ***in the interest of the general public.*** *May also include payment for purchase of related service items (e.g., disposable plates/flatware, stirrers, sweeteners, etc.).*

NOTE: Meetings as used in this definition do not include those activities and functions related to or associated with the day-to-day internal operations of an agency, e.g., staff meetings, staff retreats, employee training sessions/seminars, etc."

Associate Vice President and Controller
Oklahoma State University
207 Whitehurst
Stillwater, OK 74078

Phone: 405-744-4188
Fax: 405-744-6404

Email: avpc@okstate.edu

Financial Information Management
Oklahoma State University
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

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/