

Fiscally Fit

News from the Controller

May 2014

Oklahoma State University



Class of 2014

- WILAM Spotlight
- Annual Bad Debt Write Off
- Change in Bursar ACH Monthly Payment Process
- Enhanced Whistleblower Protection
- Expenditure Reports for 3rd Quarter 2014
- FRS Access Requests
- Purchases Between \$5,000.00 and \$10,000.00
- OK Corral New User Training
- Board Dates
- Requisition Processing Copier/Multi-functioning Devices
- Master Equipment Lease Program – Fall 2014 Schedule
- Links to Travel Policy Guidelines
- "Shake, Rattle, & Roll" Or Earthquake Emergency

[Bursar](#)

[FIM](#)

[Purchasing](#)

[University Accounting](#)

[Payroll](#)

[Risk/Property Management](#)

[Grants and Contracts](#)

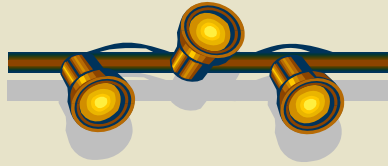
[F/A Compliance](#)

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



Oklahoma State University

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WILAM Spotlight



Lisa Faulkner
GCFA Assistant Director
August 16, 1999

Nice to meet you Lisa!

Responsibilities

- Supervision of staff and related responsibilities
- Update policy and procedures
- Training/Growth development
- A-133 Audit
- External and internal audits related to grants and contracts
- All ARRA audits and reporting
- Time and Effort training
- Campus Grant/Contract Training
- Other duties responsibilities for daily operations and/or special projects
- Work with other departments for system implementations related to grants/Contracts

Previous Experience

- Assistant Director, Contracts and Awards/OSU GCFA
- Manager/ OSU CIED (formerly ERF/EREDF)
- Sponsored Programs Coordinator/ University of Oklahoma
- Grants Technician, OSU
- Loan Accountant/Account & System Auditor/BancFirst Stillwater
- Accountant and Special Projects/Mutual Federal Savings & Loan, OKC

Education

- Associate of Science, Mathematics Major - Connors State College
- Bachelor of Science, Organizational Leadership - Southern Nazarene University

Other interesting facts about you

My interests include watching old movies and spending time with my family and friends.

Each month one person will be randomly selected to spotlight as our WILAM Spotlight Employee. **So if you haven't turned your form in yet, please submit it to Cathy Gardner, cathy.a.gardner@okstate.edu . Forms can be found [here](#).**



All summer classes for enrolled students are billed on **June 2, 2014** with payment due prior to **June 16, 2014**.

Annual Bad Debt Write Off

Bursar accounts without charges or payments for a period of three years are written off annually each May. Departments are notified of annual bad debts charged to their allowance or revenue accounts. In addition, bad debts are written off periodically throughout the year as situations require (bankruptcies, death, etc.). Every attempt to collect the account prior to the write off is made and collection efforts continue even after the account has been written off. Bad debt write off memos should be noted before a department engages in future business with the customer. Academic holds (i.e., transcript release, diploma release, enrollment etc.) are also in place.



Excitement is in the air. Students and families are here for New Student Orientation throughout the summer. Wear Orange and a friendly smile...show your welcoming spirit!!



BURSAR

Change in Bursar ACH Monthly Payment Process

The process for automated bursar account monthly payments is changing due to regulations regarding storing bank information. Banking information from the old system will NOT be converted for security reasons.

April 2014 was the last ACH payment processing in the old system. If bursar account holders did not sign up for the scheduled ACH payment processing, payments will need to be made prior to the 15th of the month.

If account holders want to continue monthly automated payments electronically processed from a bank account, they must log in with their O-key or pin (Alternate Login) at <https://prodhosu.okstate.edu/bursar.aspx>, save the banking information under "My Profiles" and Set up "Automatic Bill Payments" under the "Payments" tab. Click [here](#) for a Step-by-Step Guide. Account holders may set up authorized users to have access and set up the automated payments.

Scheduled payments occur at bill statement load time for each automatic payment. If you want to participate in scheduled payments, you must sign up for your scheduled payments before a billing statement generates (prior to the 1st of each month). The user can change the payment date, payment method, amount to pay, or can delete the automatic payment.



Enhanced Whistleblower Protection (Employee Notification)

The National Defense Authorization Act, P.L. 112-239 (PDF) (NDAA) for Fiscal Year 2013 established a four-year pilot program for the enhancement of contractor and subcontractor employee protections from reprisal for disclosure of, "information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant."

Specifically, Section 828(a) of the NDAA, Pilot Program for Enhancement of Contractor Employee Whistleblower Protections, provides that, "An employee of a contractor, subcontractor, or grantee may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing the aforementioned types of information to:

- a. A Member of Congress or a representative of a committee of Congress.
- b. An Inspector General.
- c. The Government Accountability Office.
- d. A Federal employee responsible for contract or grant oversight or management at the relevant agency.
- e. An authorized official of the Department of Justice or other law enforcement agency.
- f. A court or grand jury.
- g. A management official or other employee of the contractor, subcontractor, or grantee who has the responsibility to investigate, discover, or address misconduct."



Enhanced Whistleblower Protection (Employee Notification) - Continued

The pilot program also establishes a new process for review of whistleblower reprisal complaints alleged by employees of contractors, subcontractors, and grantees, "A person who believes that the person has been subjected to a reprisal prohibited by subsection (a) may submit a complaint to the Inspector General of the executive agency involved."

Additional information, references, and hyperlinks regarding the Enhanced Whistleblower Protection may be seen at: <http://gcfa.okstate.edu/whistleblower-protection>



Expenditure Reports for 3rd Quarter 2014

The Sponsored Programs Expenditure Report of the 3rd Quarter 2014 may be seen at: <http://gcfa.okstate.edu/quarterly-research>



FRS Access Requests

FRS requests for new access, change in access or termination of access should be sent to frs.security@okstate.edu.

FRS Security now has an access form you can use when requesting FRS access. It is located on the Financial Information Management webpage <http://fim.okstate.edu/frs> or the direct link for downloading the form is [http://fim.okstate.edu/sites/default/files/documents/FRS Access Request Form.xlsx](http://fim.okstate.edu/sites/default/files/documents/FRS%20Access%20Request%20Form.xlsx).

Requests must be sent by the employee's supervisor, department head or fiscal officer. Users cannot request their own access.

The FRS access request form includes a section for the person requesting the access to fill out; the applicant/user information including CWID and OPID, if it has been assigned; Campus code, home department and any other special access.

If an employee does not have an OPID assigned, please mention it in the request and FRS security will get one assigned from IT and then proceed with the request.

After the employee has been set up in FRS, FRS security will send an email to the employee with instructions on how to log onto FRS. The supervisor will also get an email noting the request has been completed.

With every request to FRS, please include the OPID for the request. It helps us help you!



Purchases Between \$5,000.00 and \$10,000.00

For purchases between \$5,000.00 and \$10,000, the following requirements apply:

1. Sole Source – State statutes require a Sole Source Certification for sole source purchases greater than \$5,000. You will be required to complete the Sole Source Justification Form for any sole source purchase over \$5,000. Please remember a sole source is when only one supplier can provide the material or service needed. It is NOT the only supplier you want to use.
2. Contracts - Remember that the Director of Purchasing is the only signing authority for OSU. Regardless of the amount of the purchase, all contracts must be signed by the Director of Purchasing (or designee)
3. Insurance - General Liability and Workers' Compensation is required for all services performed on campus. Attach proof of insurance to your requisition.
4. Affidavit of Completion - This document is required for construction jobs and indicates that all creditors have been paid. A blank form should be uploaded as an external attachment to the requisition and the supplier should complete upon request for payment. The form can be found on the Purchasing website under Forms.
5. Professional Services - Remember when doing business with individuals that a Determination of Independent Contractor Status (DICS) form and a Professional Services Affidavit are required by the Internal Revenue Service and/or the State of Oklahoma. These forms can also be found on the Purchasing website under Forms.



Purchases Between \$5,000.00 and \$10,000.00 – Cont.

- 6. Quotes - Upload all quotes to your requisition. It is good business practice to always get at least three quotes, but when this is not possible provide documentation as to why you have less than three.
- 7. Employee or Employee Family Owned Businesses - Regardless of the amount of this type of purchase, State law and Purchasing policy require that a sealed bid solicitation must be performed by the Purchasing Department before any purchase is made. Please work with the Purchasing Department for this type of purchase regardless of the amount.

Departments are responsible for ensuring these requirements are met. Compliance is monitored after the fact and you may be asked to respond to non-compliance issues.



OK Corral New User Training

July 14, 2014, 9:00-11:00pm, 106B WH

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

Board Dates

Requisitions requiring Board of Regents approval (greater than \$250,000) are due in Purchasing, May 28, 2014, 5:00pm, for the June 20, 2014 Board Meeting.



Purchasing

Oklahoma State University
1224 North Boomer Road
Stillwater, OK 74078

Phone: 405-744-5984

Fax: 405-744-5187

Email: purchase@okstate.edu

Website: <http://purchasing.okstate.edu>



Requisition Processing

Copier/Multi-functioning Devices

When creating a requisition for leases/maintenance of copiers/multi-function devices, it is best to take each line from the Equipment List and make a separate line item on the requisition (non-catalog form).

Example:

Requisition Line 1: The description should state 'lease/maintenance of copier (include brand, model number, @ cost per month)'. The Unit price should be the annual yearly amount and the unit of measure should be 'lot'.

Requisition Line 2: The description should state 'Estimated overage for copier (this should be copier listed on Line 1; include cost per copy)'. The Unit price should be the estimated yearly amount and the unit of measure should be 'lot'.

Repeat this sequence for all machines that are listed on the Equipment List. If you have questions, please contact the Purchasing Department.

Example 1:



Requisition Processing – Cont.

Example 1

BILL TO OKLAHOMA STATE UNIVERSITY STUDENT UNION ADMINISTRATIVE SERVICES 301J STUDENT UNION LISA BALDWIN STILLWATER, OK 74078		INSTALL TO SWB OKLAHOMA STATE UNIVERSITY STUDENT UNION ADMINISTRATIVE SERVICES 301 STUDENT UNION STILLWATER, OK 74078		
EQUIPMENT LIST FOR NEW EQUIPMENT FOR 7/1/2013-6/30/2014				
Qty	Detailed description, double space between items	Unit Price	Amount	
1	XEROX LEASE/RENTAL PLAN XEROX 5875APT (5875A PT/COP/4TRAY) – S/N EX9014528 W/1-LINE FAX & OFFICE FINISHER + TRADE-IN OF XEROX S/N XEK499609	\$286.31	\$3,435.72	
2	XEROX SERVICE & SUPPLY PLAN ALL IMPRESSIONS BILLED @ \$.0055 PER IMPRESSION WITH USAGE ESTMATED @ 6,000 IMPRESSIONS MONTHLY COST PER IMPRESSION INCLUDES ALL SUPPLIES EXCEPT PAPER ESTIMATED TOTAL FOR TWELVE (12) MONTHS MONTHS ONE (1) TO TWELVE (12) OF A THIRTY-SIX (36) MONTH AGREEMENT	\$33.00	\$396.00	
		\$319.31	\$3,831.72	

Example 2

Xerox more info...		PO Number Quote number 2534	To Be Assigned Quote by: Stephen Gibbs	<input type="button" value="edit"/>		
Add non-catalog item for this supplier...						
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1 Lease of Xerox 5875APT - S/N EX9014528 (\$286.31/mon x 12mon) per the attached equipment list more info...	N/A	LO	3,435.72	1 LO	3,435.72 USD	<input type="checkbox"/>
Work Order # <i>no value</i> Phase # <i>no value</i>		Internal Note <i>no note</i> Internal Attachments add attachment...				<input type="button" value="edit"/>
2 Estimated annual impressions (billed at \$0.0055/impression) more info...	N/A	LO	396.00	1 LO	396.00 USD	<input type="checkbox"/>
Work Order # <i>no value</i> Phase # <i>no value</i>		Internal Note <i>no note</i> Internal Attachments add attachment...				<input type="button" value="edit"/>
Supplier subtotal					3,831.72USD	
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.					Subtotal Total	3,831.72 3,831.72 USD



Master Equipment Lease Program – Fall 2014 Schedule

The Fall 2014 Master Equipment Lease Program financing is tentatively scheduled to close in mid-November 2014, with funds for approved projects being available at that time. The OSU/ A&M and OSRHE Boards, and the Council of Bond Oversight must approve any items proposed to be financed by the Master Lease Programs. It is anticipated that the OSU/A&M Board will consider any proposed equipment projects at its September 5th meeting.

For OSU or an OSU Branch Campus to submit a project for consideration, please provide the following information:

1. a project description
 - a. specific description of the equipment to be purchased,
 - b. State Regents' Campus Master Plan Project Number,
 - c. estimated cost,
 - d. number or years to finance the equipment,
 - e. estimated date funding is needed (mm/dd),
 - f. equipment's estimated useful life in years,
 - g. if item is part of an ongoing replacement program, how often this equipment is replaced;
2. project beneficiaries
 - a. point of contact (name and phone number),
 - b. any third party economic benefit with use of the equipment (i.e. taxable or for-profit entities),
 - c. location of equipment use and storage (building and room #);
3. a pro forma showing how your debt service will be paid.



Master Equipment Lease Program – Fall 2014 Schedule – Continued

Deadline

The **deadline** for receipt of the information is **August 1, 2014** for the Fall Master Equipment Lease. Submissions and any questions should be directed to the Debt Management Coordinator, Mitchell Emig (mitchell.emig@okstate.edu).

Per Oklahoma Statutes, equipment (personal property) projects financed through the Master Equipment Lease program shall have a minimum value of Fifty Thousand Dollars (\$50,000.00) and a maximum value of Ten Million Dollars (\$10,000,000.00). Such leases shall have a term that is no more than the useful life of the personal property acquired, and, in no event, more than twenty (20) years. The amount of transactions financed in a calendar year through the Master Equipment Lease program shall not exceed Fifty Million Dollars (\$50,000,000.00) system wide.



Links to Travel Policy Guidelines

To aid departments in researching the travel guidelines, below are the links to the resources available on the University Accounting and Office of Management and Enterprise Services websites. These guidelines provide the answers to the majority of travel questions regarding OSU Travel Policy or State of Oklahoma travel policy.

The OSU Travel Policy can be found in the OSU Policy 3-0201, Travel Section – pages 31-40.

<https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Fiscal%20Procedures%20and%20Accounting%20Systems.pdf>

OSU Travel Forms and Procedures:

<http://ua.okstate.edu/travel-forms-procedures>

State of Oklahoma Travel Policy can be found in the Statewide Accounting Manual, Chapter 50, Section 30:

[http://www.ok.gov/OSF/Comptroller/Statewide Accounting Manual/](http://www.ok.gov/OSF/Comptroller/Statewide%20Accounting%20Manual/)

In addition, University Accounting maintains a travel listserv which is used to provide notification of any policy changes or travel information to the travel preparers on campus. Any travel preparers who are not currently subscribed to the listserv but would like to be included should send an email to Charles McCoy at charles.e.mccoy@okstate.edu.

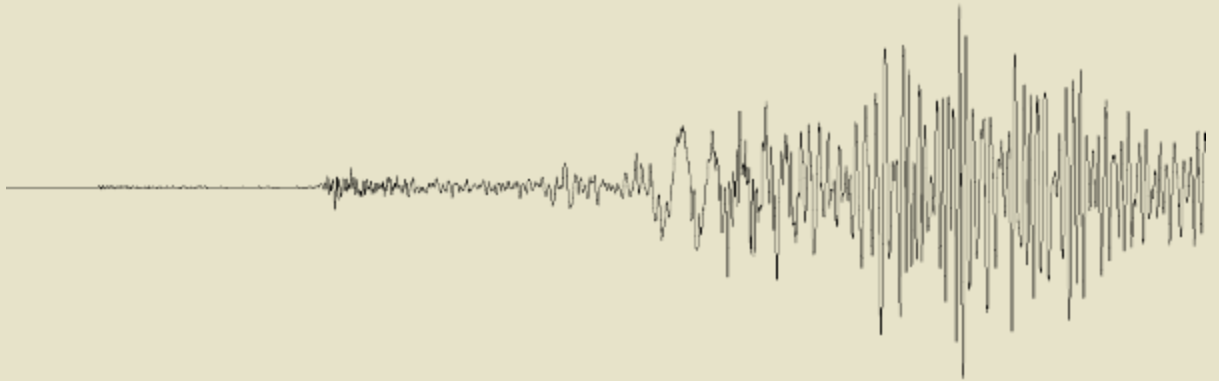


“Shake, Rattle, & Roll” Or Earthquake Emergency Response

With the hundreds of earthquakes experienced by Oklahomans this year we hear statements like, “With Hail, Wind and Tornadoes I know what to do but what in the world am I supposed to do in an Earthquake?” For Okies these tremors are admittedly a little “unsettling”. So we’ve listed a couple of websites that you can review to help you understand the current best practices for an emergency response to earthquakes.

<http://earthquakecountry.org/>

<http://www.fema.gov/earthquake/earthquake-safety-work>





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>

