

Fiscally Fit

News from the Controller

September 2017



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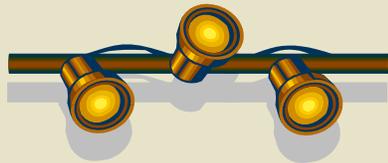
[Grants and Contracts](#)

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



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WILAM Spotlight



Brandon Cook Buyer II

Purchasing

Start date: June 2017

-Our sincere apologies for inaccurate information listed for Brandon in the August 2017 edition.

Responsibilities

- Provide purchasing assistance to user departments

Previous Experience

- 9 years in oil and gas industry (five years as a Buyer)
- 3 years in education (common education and higher education)

Education

- Adult Education Management and Administration, M.Ed., Northwestern Oklahoma State University
- Business Administration, B.S. Northwestern Oklahoma State University

Other interesting facts about you

- Attended horseshoeing and blacksmithing school and was a farrier through high school and college
- Served as Park Manager Trainee for Black Mesa State Park, Boiling Springs State Park and worked at Little Sahara State Park and Alabaster Caverns
- Married to wife, Sara, 7 years
- Have 2 daughters, Kate 3 years old, and Elle, 1 year old

Each month one person will be randomly selected to spotlight as our WILAM Spotlight Employee. **If you haven't turned your form in yet, please submit it to Lynette Rhea, lynette.rhea@okstate.edu . Forms can be found [here](#).**



Financial Tip of the Month

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How Do Deductibles, Coinsurance and Copays Work?

When both you and your health insurance company pay part of your medical expense, it's called cost sharing. Deductibles, coinsurance and copays are all examples. Understanding how they work will help you know when and how much you have to pay for care.

Deductible

A deductible is the amount you pay for health care services before your health insurance begins to pay. Let's say your plan's deductible is \$1,500. That means for most services, you'll pay 100 percent of your medical and pharmacy bills until the amount you pay reaches \$1,500. After that, you share the cost with your plan by paying coinsurance and copays.

Coinsurance

Coinsurance is your share of the costs of a health care service. It's usually figured as a percentage of the amount we allow to be charged for services. You start paying coinsurance after you've paid your plan's deductible.

Here's how it works. Lisa has allergies, so she sees a doctor regularly. She just paid her \$1,500 deductible. Now her plan will cover 70 percent of the cost of her allergy shots. Lisa pays the other 30 percent; that's her coinsurance. If her treatment costs \$150, her plan will pay \$105 and she'll pay \$45.

If Lisa has a PPO plan, she has the option to see any doctor she wants. If she goes to an out-of-network doctor, her plan will still share the cost, but her percentage of coinsurance will be higher.

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How Do Deductibles, Coinsurance and Copays Work? -continued

If the medical service she gets is more than what her plan would pay for an in-network doctor, she'll have to pay the difference. Learn more about [the difference between in-network and out-of-network benefits](#).

Copay

A copay is a fixed amount you pay for a health care service, usually when you receive the service. The amount can vary by the type of service. You may also have a copay when you get a prescription filled.

For example, a doctor's office visit might have a copay of \$30. The copay for an emergency room visit will usually cost more, such as \$250. For some services, you may have both a copay and coinsurance.

What does this mean for me?

When choosing a plan, think about how much you use your insurance and how much protection you want against unpredictable expenses. Then look at the plan's deductible, coinsurance and copays and find what works best for you. Here are a few things to consider.

- **Deductible:** A plan with a high deductible will have cheaper monthly payments, but you'll pay a lot upfront when you need care. You can also look for plans that cover some services before you pay your deductible.
- **Coinsurance:** Typically, the lower a plan's monthly payments, the more you'll pay in coinsurance.
- **Copays:** If you visit your doctor or pharmacy often, you might want to choose a plan that has a low copay for office visits and prescriptions.



IRS Issues Urgent Warning to Beware - IRS/FBI-Themed Ransomware Scam

The Internal Revenue Service (IRS) has warned people to avoid a new phishing scheme that impersonates the IRS and the FBI as part of a ransomware scam to take computer data hostage.

The scam email uses the emblems of both the IRS and the Federal Bureau of Investigation. It tries to entice users to select a "here" link to download a fake FBI questionnaire. Instead, the link downloads a certain type of malware called ransomware, that prevents users from accessing data stored on their device unless they pay money to the scammers.

"This is a new twist on an old scheme," said IRS Commissioner John Koskinen. "People should stay vigilant against email scams that try to impersonate the IRS and other agencies that try to lure you into clicking a link or opening an attachment. People with a tax issue won't get their first contact from the IRS with a threatening email or phone call."

The IRS, state tax agencies and tax industries – working in partnership as the Security Summit – currently are conducting an awareness campaign called Don't Take the Bait, that includes warning tax professionals about the various types of phishing scams, including ransomware. The IRS highlighted this issue in an Aug. 1 news release [IR-2017-125 Don't Take the Bait, Step 4: Defend against Ransomware](#).

Victims should not pay a ransom. Paying it further encourages the criminals, and frequently the scammers won't provide the decryption key even after a ransom is paid.

Victims should immediately report any ransomware attempt or attack to the FBI at the Internet Crime Complaint Center, www.IC3.gov. Forward any IRS-themed scams to phishing@irs.gov.

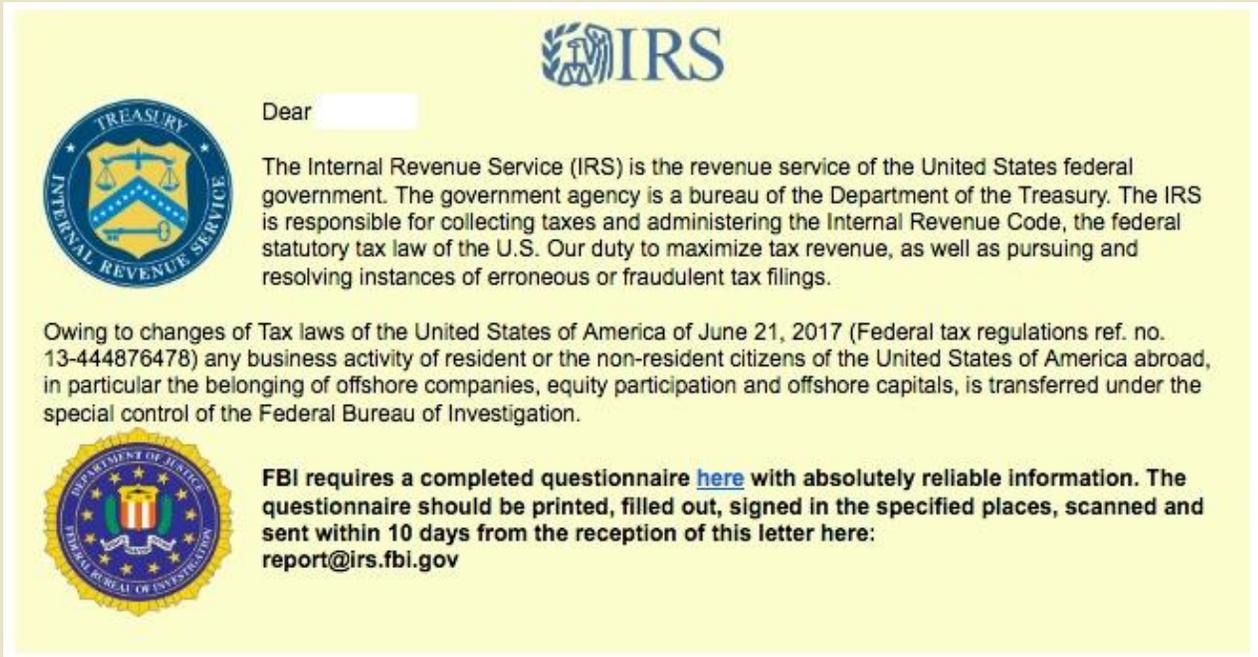


IRS Issues Urgent Warning to Beware - IRS/FBI-Themed Ransomware Scam, continued

The IRS does not use email, text messages or social media to discuss personal tax issues, such as those involving bills or refunds.

For more information, visit the "[Tax Scams and Consumer Alerts](#)" page on IRS.gov. Additional information about tax scams is available on IRS social media sites, including YouTube videos.

If you are a tax professional and registered e-Services user who disclosed any credential information, contact the [e-Services Help Desk](#) to reset your e-Services password. If you disclosed information and taxpayer data was stolen, contact your [local stakeholder liaison](#).





Validated Point-to-Point Encryption (P2PE) Solutions

P2PE is a rather popular term these days in the payments world. But what exactly is P2PE? P2PE is Point-to-Point Encryption.

A point-to-point encryption solution cryptographically protects account data from the point where a merchant (department) accepts the credit card to the secure point of decryption at the processor.

By using a P2PE solution, merchants are rendering account data (cardholder data and sensitive authentication data) unreadable and devalued. If the merchant was to suffer a data breach, there would not be a loss of actual account data.

There are plenty of solutions on the market, however, only some of the solutions are validated by the PCI Security Standards Council as P2PE.

Oklahoma State University has contracted with Bluefin Payment Systems to provide you with this service. Here are a few major benefits of switching:

1. Refunding- when you process a credit card, a token is received by the system. If you need to make a refund at any time, you will search for the credit card transaction in the system and you will be able to process the refund without obtaining the full credit card number.
2. Emailed receipts- if you put in an email address, it will automatically email a receipt to the customer saving you from having to mail them one. (depending on device).
3. Increased transaction speed- since the payments will essentially be processed via the internet, they are much faster than the phone line terminals.

Financial Information Management

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Validated Point-to-Point Encryption (P2PE) Solutions -continued

4. Recurring payments- Since a token is stored, you can set up recurring payments to take place monthly, annually, weekly, whenever you want. You can also edit the payment amounts at anytime.
5. Paying from stored cards on file- If someone wants to pay with a card they have previously used, you can look up the transaction and charge it again for any amount. As long as it was within the last 18 months.
6. Movability- There are 4 devices available currently and you would not be tied to that specific location as you are with an analog line.
7. Integration- There is an opportunity for this solution to integrate with current applications.

Financial Information Management has been discussing this exciting opportunity with merchant departments.

If your department is interested, please contact our office and we will schedule a timely meeting with you.

If you have questions, please email pci@okstate.edu or visit www.pcisecuritystandards.org for additional information.



2017 OK Corral Supplier Round-Up

The 2017 OK Corral Supplier Round-up will be held on October 12, 2017 in the OSU Student Union Ballroom.

The Round-up will begin at 10:00 am with opening remarks and conclude at 2:00 pm.

This event will feature OK Corral contracted suppliers and provide them an opportunity to showcase their products while allowing them to meet members of the OSU staff, faculty, and administration. MARK YOUR CALENDARS!

Purchasing Training Opportunities

Date	Time	Course	Location
October 17, 2017	9:00 AM – 12:00 PM	Procurement Basics	126 ITLE
November 20, 2017	1:30 PM - 3:30 PM	OK Corral New User Training	403 CLB
November 21, 2017	1:30 PM – 4:30 PM	Build A Better Bid (Best Value Bid & Specifications)	126 ITLE
December 19, 2017	9:00 AM – 12:00 PM	Procurement Basics	126 ITLE



Business Use of Personal Vehicles

Do you ever use your personal vehicle for OSU business? If so, please check with your insurance agent to verify your policy covers your vehicle for business use. Many personal lines of coverage DO NOT allow for business use of your vehicle.

The State of Oklahoma provides liability coverage only for authorized use of your vehicle while performing official university business. Damage to your vehicle is NOT covered by the State. Your personal insurance must cover damage to your personal belongings and vehicle while being used for official business.

Typically most employees find out they have no coverage when they call to report an accident. If you use your personal vehicle for official business, please check with your insurance agent to verify you have coverage.

If this note raises additional insurance coverage questions, please feel free to call Bob Stallbaumer or Mike Bale in the OSU Risk Management Office, 744-8899.



Banner Training

10/19/17	Banner - Financial Reports	126 ITLE	10:00 - 11:00
10/26/17	INB Financial Screens	126 ITLE	10:00 - 11:00
11/02/17	Financial Banner – Budgets	126 ITLE	10:00 – 11:00
11/09/17	Financial Banner - Grants	126 ITLE	10:00 – 11:00

Food Purchases-OK Corral and CVI’s

Food purchases tend to generate extra attention whenever they happen. If a department makes a food purchase, the purchase must be justified in writing and a copy of the justification be attached 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. The department is responsible for ensuring the justification meets the requirements of the policies and guidelines. When deciding to make a food purchase, keep in mind that a purchase may be questioned by an auditor or a reporter.

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

- OSU Policy 3-0420, Purchase of Food and Non-Alcoholic Beverages on Sponsored Project Funding (Requires Vice Presidential approval)
- OSU Policy 1-1204, Professional Development/Retreats

Food purchases **may** also be allowed for the following reasons (OSU Policy 3-0201):

- For food service or food sales areas (i.e. University Dining Services, Rancher’s 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,



Food Purchases-OK Corral and CVI's -continued

- -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 Management and Enterprise Services (OMES) guidance on the Payment for the Purchasing Meeting Refreshments are met:
 - "*OMES 536110 MEETING REFRESHMENTS – Payment for the 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 for 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, lunch with job candidates).**

Justification for the expense must be attached to the CVI or the requisition.

If the food purchase does not meet any of these requirements/conditions, a letter of approval from the Vice President or Dean must be attached.



FOR MORE INFORMATION

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