

Fiscally Fit

News from the Controller

June/July 2018



- WILAM Spotlight – Shakuntala Fathepure
- IRS Working on a New Form 1040 for 2019 Tax Season
- IRS Warns of Scams Related to Natural Disasters
- P Card Correction Form - Revised
- New Collections of Funds Procedures
- Inspection of Credit Card Devices
- Exporting Document Indexes from AppXtender
- Procurement Processes under Uniform Guidance
- Staples Punch-Out with HON Furniture
- General Info on Purchase Orders
- OK Corral Tips for New Users
- How to Save Money on Toner Cartridges
- Department Account Number Field in Concur
- Purchasing Training Opportunities
- Reimbursement for Use of Personal Vehicles
- Insurance Coverage and Requirements
- Accident Reporting Information
- Master Equipment Lease Program

[Bursar](#)

[FIM](#)

[Purchasing](#)

[University Accounting](#)

[Payroll](#)

[Risk/Property Management](#)

[Grants and Contracts](#)

**Office of the
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
Website: <http://controller.okstate.edu/>



WILAM Spotlight



SHAKUNTALA
FATHEPURE

**Information Analyst,
Financial Information Mgmt.**

**NICE TO MEET YOU,
Shakuntala!**

Responsibilities:

- Performs information analysis
- Provides operational support for select functional areas in the OSU and A&M Systems

Previous Experience:

- Report writer: Creating reports and dashboards
- Phylogenomics

Education:

- Ph.D

Other Interesting Facts:

- Enjoys working out, Yoga
- Enjoys listening to music
- Likes to spend time with daughters (age 18 and 15), family and friends.

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](#).**

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

Phone: 405-744-4188
Email: avpc@okstate.edu
Website: <http://controller.okstate.edu/>



Financial Tip of the Month

Provided by www.irs.gov/newsroom. The material is for informational and educational purposes only and should not be regarded as a recommendation or an offer to buy or sell any product or service to which this information may relate.

IRS Working on a New Form 1040 for 2019 Tax Season

IR-2018-146, June 29, 2018

WASHINGTON — As part of a larger effort to help taxpayers, the Internal Revenue Service plans to streamline the Form 1040 into a shorter, simpler form for the 2019 tax season.

The new 1040 – about half the size of the current version -- would replace the current Form 1040 as well as the Form 1040A and the Form 1040EZ. The IRS circulated a copy of the new form and will work with the tax community to finalize the streamlined Form 1040 over the summer.

This new approach will simplify the 1040 so that all 150 million taxpayers can use the same form. The new form consolidates the three versions of the 1040 into one simple form. At the same time, the IRS will still obtain the information from each taxpayer needed to determine their tax liability or refund.

The new Form 1040 uses a “building block” approach, in which the tax return is reduced to a simple form. That form can be supplemented with additional schedules if needed. Taxpayers with straightforward tax situations would only need to file this new 1040 with no additional schedules.

Since more than nine out of 10 taxpayers use software or a tax preparer, the IRS will be working with the tax community to prepare for the streamlined Form 1040. This will also help ensure a smooth transition for people familiar with software products and the interview process used to prepare tax returns. Taxpayers who file on paper would use this new streamlined Form 1040 and supplement it with any needed schedules.

Associate Vice President & Controller

Oklahoma State University
207 Whitehurst
Stillwater, OK 74078

Phone: 405-744-4188

Email: avpc@okstate.edu

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



IRS Warns of Scams Related to Natural Disasters

IR-2018-132, June 7, 2018

WASHINGTON - With hurricane season underway, the Internal Revenue Service is reminding taxpayers that criminals and scammers often try to take advantage of the generosity of taxpayers who want to help victims of major disasters.

Hurricane season runs June 1 to Nov. 30, and taxpayers need to be vigilant of scams that will undoubtedly pop up when and if a hurricane occurs during that time.

Fraudulent schemes normally start with unsolicited contact by telephone, social media, e-mail or in-person using a variety of tactics.

- Some impersonate charities to get money or private information from well-intentioned taxpayers.
- Bogus websites use names similar to legitimate charities to trick people to send money or provide personal financial information.
- They even claim to be working for or on behalf of the IRS to help victims file casualty loss claims and get tax refunds.
- Others operate bogus charities and solicit money or financial information by telephone or email.

Help for Disaster Victims

Disaster victims can call the IRS toll-free disaster assistance telephone number (866-562-5227). Phone assistants will answer questions about tax relief or disaster-related tax issues.

Details on available relief can be found on the [disaster relief](#) page on IRS.gov.



IRS Warns of Scams Related to Natural Disasters (continued)

Donate to Real Charities

To help taxpayers donate to legitimate charities, the IRS website, IRS.gov, has a search feature, [Tax Exempt Organization Search](#), that helps users find or verify qualified charities. Donations to these charities may be tax-deductible.

Contribute by check or credit card, never give or send cash, to have a record of the tax-deductible donation.

Don't give out personal financial information — such as Social Security numbers or credit card and bank account numbers and passwords — to anyone who solicits a contribution.

Taxpayers suspecting fraud by email should visit IRS.gov and search for the keywords "[Report Phishing](#)."

More information about tax scams and schemes may be found at IRS.gov using the keywords "scams and schemes."



Pcard Correction Form - Revised

The form that is used to request corrections to Pcard transactions has been revised to conform to the Banner fund/account code structure. The revised form is effective immediately. Please begin using the new form on all future requests for Pcard corrections. The revised form and instructions can be found on the University Accounting website at the link below.

<https://ua.okstate.edu/procurement-card-corrections-form>





Collections of Funds Procedures

New Collections of Funds Procedures have been added to the Bursar's website to provide direction about the collection of funds and cash handling processes.

- Follow the link to the Bursar's website at <https://bursar.okstate.edu/>
- Select "Forms" on the left hand side
- Select "Collection of Funds Procedures"

Other Helpful Information Available

By following the link to the Bursar's website at <https://bursar.okstate.edu/> , you will find useful bursar information.

The **Tuition & Fees** information for 2018-19 has been updated.

There is also a link to "**Frequently Asked Questions**" that you may find helpful.



Inspection of Credit Card Devices

In order to remain in compliance with requirement 9.9 of the Payment Card Industry Data Security Standard (PCI DSS), departments should be periodically inspecting their credit devices for tampering or substitution.

You can find an Information Supplement document from the PCI Council on skimming prevention best practices [here](#). FIM will be sending emails on at least a quarterly basis to confirm your department has been doing this.

If you would like more information regarding credit card acceptance or have questions, please contact the University's eCommerce/PCI coordinator, Andrea Hendricks at pci@okstate.edu or 744-4102.

Exporting Document Indexes from AppXtender

(docimage.okstate.edu)

Web Access allows you to export document indexes to a file that you can import into a spreadsheet application such as Microsoft Excel.

To export document indexes:

1. **Query** the application to locate the documents.
2. From the Query Results view, select the **check box** next to each document. To select all documents in the query results, select the check box in the **check box column header**.
3. Click  on the Web Access toolbar.
4. Select a **method** for processing the indexes:

Note: To save the indexes, click **Save**. Web Access saves the indexes as a Tab Separated Value (TSV) file.

See next page for Microsoft Excel 2010 instructions.



Exporting Document Indexes from AppXtender (continued)

For Microsoft Excel 2010

1. Open **Microsoft Excel**.
2. Click on the **Data** tab.
3. In the Get External Data group, click **From Text**.
4. Open the **text file** that you want to import in the Import Text File dialogue box.
5. Select **Delimited** and click **Next**.
6. Check **Tab**.
7. Click **Next**.
8. Click **Finish**.
9. Select to **save** the information in either an existing worksheet or a new worksheet. **Note:** The contacts should now be in Excel, split into columns.
10. On the Excel toolbar, select **File > Save As**. A dialog box pops up.
11. Type a new name for the file in the **File Name** text field.
12. Under **Save As Type**, choose Excel Workbook (*.xlsx), Excel 97-2003 Workbook (*.xls), or CSV (Comma Delimited)(*.csv) and click **Save**.

If you have questions or comments, please contact University Imaging 405-744-7183.



Procurement Processes under Uniform Guidance

Uniform Guidance Overview

Uniform Guidance (UG), codified in 2 CFR 200, consolidated federal guidelines impacting sponsored programs. The U.S. Office of Management and Budget states that Uniform Guidance “supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in 2 C.F.R. Parts 220, 225, 215, and 230); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.”

Goals of Uniform Guidance

UG, when issued in 2014, significantly changed federal grant procurement activities guidance in order to focus on increased competition and transparency to reduce the risk of waste, fraud, and abuse of federal funds.

General Impact to Oklahoma State University’s Procurement Processes

Oklahoma State University follows Board policies and most state purchasing requirements resulting in minimal impact to University procurement practices.

Micro-purchase Threshold (MPT)

MPT is federally-defined as small dollar purchases necessary to support sponsored programs. Originally set at \$3,000, Congress recently passed a statute into law raising the threshold to \$10,000. State of Oklahoma purchasing requirements are more stringent and dictate that Oklahoma State University’s threshold remain at \$5,000. Purchases between \$5,000 - \$25,000 will continue to require at least three quotes.

Oklahoma State University has established many system-wide and punch-out contracts that have been strategically sourced and, by University policy, precludes bid requirements. When there is a contract in place policies direct that the contract is the first place to shop.

Grants and Contracts

Oklahoma State University
401 Whitehurst
Stillwater, OK 74078

Phone: 405-744-6097
Fax: 405-744-7487
Email: gca@okstate.edu
Website: <http://gca.okstate.edu/>



Procurement Processes under Uniform Guidance (continued)

Sole Source Procurement

UG establishes the limited use of sole source awards to four specific justifications:

1. Product/service is only available from a single source;
2. A Public Emergency Procurement
3. The Federal Awarding Agency Authorization (the awarding agency specifically authorizes a non-competitive procurement after a written request from the non-federal entity);
4. Inadequate competition after solicitation of multiple sources

These changes will result in a review of all sole source justifications at OSU. **The most significant change to the sole source section of UG (from the OMB circulars) is that the “continuity of research” is no longer an acceptable justification.** When a requisition is processed through the University’s OKCorral, if justification #3 is used, award documents or any approvals by the awarding agency must be attached to the requisition.

University Purchasing will continue to manage the sourcing, (including the evaluation of sole source justifications) award, and negotiation for acquisitions above \$25,000. (VPR approves research contracts). Additionally, every sole source will require a price/cost justification and will require the University to negotiate profit with the vendors for those sole sources. Sole source requisitions must include a published price listing of the item(s) or service(s) or other supporting documentation from the vendor showing the price. When federal funding will be used for a service, the vendor should be notified via the requisition of that fact and that the lowest and best price available be quoted.



Procurement Processes under Uniform Guidance (continued)

Academic Research Consulting

Academic research consulting is a vital part of many sponsored projects and often the expertise necessary for a project's successful completion is so specific that only a limited number of laboratories, universities, or individuals may be able to fulfil the research requirements. The University has historically used this need as a sole source justification for awarding academic research consulting services.

To more effectively manage these potential sole source awards, principal investigators should provide documentation supporting the sole source during the requisition process. This documentation should include any federal agency approvals made during the grant's awarding process and/or any specific approvals by the agency. The principal investigator should provide a "Sole Source Certificate." All documentation must be attached to the OKCorral requisition prior to the procurement of the services.

University Purchasing reviews all sourcing awards to ensure compliance, including the evaluation of sole source justifications/award, negotiations, and execution of research consulting contracts.

Conflict of Interest

Faculty, staff, and student employees who make spending decisions, direct sponsored research, supervise employees, or teach students are required to disclose any potential conflict of interest, of which they are aware, in accordance with OSU Policy 4-0130. This policy provides guidance for disclosing certain financial interests if they reasonably appear as related to the exercise of University employee's duties. The policy presumes that personal financial interests should not influence the performance of University duties, but recognizes that many interests presenting a potential conflict may be permissible if disclosed and properly managed. The policy also describes possible sanctions for noncompliance. Federal conflict of interest laws also may be applicable to those participating in federal grants/contracts or to those employed partly by federal agencies.



OK Corral Punch-Out Updates

Staples Punch-Out

Staples contract has been expanded and updated with additional negotiated cost savings across the entire contract for this coming fiscal year (effective August 1, 2018). Effective IMMEDIATELY, the OK Corral punch-out will include a new program with **HON Furniture**. Staples is a platinum partner with HON & their largest reseller. Lead time is between 2-7 business days for most, if not all products. The cost savings will be significant. Below is how you may access the HON products in OK Corral;

- Type "HON NEXT" into the search field in OK Corral. This will bring up all available product offerings.
- Search for the item(s) you wish to purchase and proceed as normal to create a cart

The program is geared to create a competitively priced, fast delivery offering for small transactional needs, but can also fulfill larger orders.

General Information

At the beginning of every month, University Accounting runs a batch close in Banner that closes all purchase orders that have a \$5.00 or less encumbrance.

If a purchase order is over-invoiced, there is a risk of the PO being closed in Banner and the invoice not posting. Should this happen, a change order request must be submitted to re-open the purchase order. Additional funds must be added to the purchase order to cover the over-invoiced amount as well as any future payments.

If a purchase order is closed in Banner in a previous fiscal year, Banner will not allow the PO to be re-opened in a new fiscal year. For example: if a PO was closed in FY17 it cannot be re-opened in FY18. Therefore, it is important to have enough funds encumbered to prevent the purchase order from being closed prematurely.

Purchasing

Oklahoma State University
1224 North Boomer Road
Stillwater, OK 74078

Phone: 405-744-5984

Fax: 405-744-5187

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



OK Corral Tips & Tricks

Tips for New Users

To create a "Non-catalog Item" follow the steps below:

1. From the home page of the OK Corral choose **non-catalog item** located under the Shop bar.
2. Enter the supplier name in the **Enter Supplier** field.
3. Enter a description of what you are purchasing in the **Product Description** field.
4. Enter the catalog number, if applicable, in the **Catalog No.** field. If not applicable, enter N/A.
5. Enter the quantity in the **Quantity** field.
6. Enter the quoted price for the product in the **Price Estimate Field**.
7. Select the appropriate unit of measure from the **Packaging** field.
8. Optional: Enter the manufacturer name and part number in the **Product Details** section.
9. If there is another non-catalog item to add to your cart for this same supplier, click **Save and Add Another**. If not, click **Save and Close**.

For an illustrated step-by-step guide of this process [click here](#).

Special Announcement – Save on Toner Cartridges

OSU can save \$\$ by switching to HP brand High Capacity Toner Cartridges.....still HP brand and lower cost per page.

When ordering the below "A" cartridges, please consider switching to the corresponding "X" high capacity toner cartridges:

- CE255A (6K pages) - switch to CE255X (12,500 pages)
- CF226A (3.1K pages) – switch to CF226X (9K pages)
- CF411/12/13A (2.3K pages) – switch to CF411/12/13X (5K pages)

For questions regarding this announcement, please contact Leigh James at leigh.james@okstate.edu or 405.744.5984.

Purchasing

Oklahoma State University
1224 North Boomer Road
Stillwater, OK 74078

Phone: 405-744-5984

Fax: 405-744-5187

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



Department Account Number Field in Concur

There have been some changes in Concur affecting how to enter the chart and fund when purchasing airfare. You can no longer just type in the chart/fund.

- Next to the field where this information was entered is a **blue drop down box**.
- Click on this box.
- A box will pop up in the upper left corner of the screen to search for the chart/fund number.
- Enter the **chart and fund** here.

IMPORTANT: There **must be a dash** inserted between the chart and fund. Example: 1-123456.

The search will not work if there is a space between the chart and fund, or if there is no space between the chart and fund.

- Once the chart and fund have been entered, click on **Search**.
- Once it finds the chart and fund, choose **Select**. The number will appear in the field for the department account number.

Purchasing Training Opportunities

Date	Time	Course	Location
August 20, 2018	1:30 PM – 4:30 PM	OK Corral New User Training	403 CLB
August 21, 2018	1:30 PM – 4:30 PM	Building A Better Bid (Best Value Bid & Specifications)	126 ITLE
September 17, 2018	1:30 PM – 4:30 PM	OK Corral New User Training	403 CLB
September 18, 2018	9:00 AM – 12:00 PM	Procurement Basics	126 ITLE
October 16, 2018	1:30 PM – 4:30 PM	Building A Better Bid (Best Value Bid & Specifications)	126 ITLE

Purchasing
 Oklahoma State University
 1224 North Boomer Road
 Stillwater, OK 74078

Phone: 405-744-5984
 Fax: 405-744-5187
 Website: <http://purchasing.okstate.edu/>



Reimbursement for Use of Personal Vehicles

Mileage is only reimbursed at the State of Oklahoma reimbursement rate for those miles driven on University business, and may be limited by other factors. Prior to driving a personal vehicle, travelers may want to contact University Accounting to determine if the expense would be reimbursable. Employees using their own vehicle for University business must submit a travel claim for reimbursement.

It is important to realize there are expenses the University will not reimburse for personal vehicle usage. The University cannot:

Pay for any physical damage to a personal vehicle, or for any deductible, or for any increase in premium rate due to accidents while on official University business;

Reimburse an employee for any liability claim paid by the employee's automobile insurance policy;

Reimburse an employee for increased premiums due to the vehicle being used for business purposes, or be responsible for cancellation of insurance coverage due to the vehicle being used for business purposes;

Reimburse the employee for the cost of any repairs to a personal vehicle, rental car costs during the repairs, traffic or parking tickets or fines incurred, or theft of the personal vehicle or contents.

REMEMBER - many standard personal auto insurance policies exclude coverage when using your personal vehicle for business use.

Insurance Coverage and Requirements

It is the responsibility of the owner of the vehicle being used for business purposes to carry adequate insurance coverage (meet state mandatory insurance requirements at a minimum) for their protection and the protection of any passengers. The University insurance coverage would be considered the primary insurance with respect to liability only.



Accident Reporting Information

In the event you are involved in an accident in any vehicle, whether personal or University owned, while working within the course and scope of your employment duties, report the accident immediately to both the OSU Risk Management office and the State Risk Management office. This is a critical step to ensuring protection under the Oklahoma Tort Claims Act, as well as putting the State of Oklahoma Risk Management Office on notice of a potential claim if coverage is needed for protection. Employees will be provided, upon request, with information necessary to contact both parties.

It is suggested that all employees using a personal vehicle while conducting official state business carry a copy of the information cards in the vehicle at all times. Claim reporting forms, as well as information cards and certificate of insurance, are available on the Risk and Property Management web site at <https://rpm.okstate.edu/risk-management/forms>.

An employee, while using a personal vehicle, is responsible for following all State of Oklahoma law and university policies regarding motor vehicle usage, including a prohibition against "texting," speed limitations, and driver license restrictions, or the State may deny coverage, forcing personal liability to the driver.

For information and inquiries, the phone number for the OSU Risk Management office is 405-744-7337.



Master Equipment Lease Program – Fall 2018 Schedule

The Fall 2018 Master Equipment Lease Program financing will close in late October or early November 2018, with funds for approved projects being available at that time. The A&M and OSRHE Boards, and the Council of Bond Oversight must approve any items proposed to be financed by the Master Lease Program. It is anticipated that the A&M Board will consider any proposed equipment projects at its September 7th 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.

The deadline for receipt of the above information is August 6, 2018, for the Fall Master Equipment Lease. Submissions and any questions should be directed to the Debt Manager, Mitchell Emig (mitchell.emig@okstate.edu).



Master Equipment Lease Program (continued)

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.

Risk & Property Management

Oklahoma State University
618 N. Monroe
Stillwater, OK 74078

Phone: 405-744-7337

Fax: 405-744-7888

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



FOR MORE INFORMATION

Associate Vice President & Controller

Oklahoma State University
207 Whitehurst
Stillwater, OK 74078

Phone: 405-744-4188
Email: avpc@okstate.edu
Website: <http://controller.okstate.edu/>

Financial Information Management

Oklahoma State University
1202 W. McElroy
Stillwater, OK 74078

Phone: 405-744-7457
Fax: 405-744-0034
Email: fim@okstate.edu
Website: <http://fim.okstate.edu>

Grants & Contracts

Oklahoma State University
401 Whitehurst
Stillwater, OK 74078

Phone: 405-744-8239
Fax: 405-744-7487
Email: <http://gcfa.okstate.edu>
Website: <http://gcfa.okstate.edu/>

Payroll Services

Oklahoma State University
409 Whitehurst
Stillwater, OK 74078

Phone: 405-744-6372
Fax: 405-744-4149
Website: <http://payroll.okstate.edu/>

Office of the Bursar

Oklahoma State University
113 Student Union
Stillwater, OK 74078

Phone: 405-744-5993
Fax: 405-744-8098
Email: bursar@okstate.edu
Website: <http://bursar.okstate.edu/>

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>

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>

University Accounting

Oklahoma State University
304 Whitehurst
Stillwater, OK 74078

Phone: 405-744-5865
Fax: 405-744-1832
Website: <http://ua.okstate.edu>

