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Bursar News
All summer classes for enrolled students will be billed June 1, 2010; payment is due prior to June 15, 2010.

Excitement is in the air. Students and families will be here for New Student Orientation beginning May 24th throughout the summer. Wear Orange and a welcoming smile…show your welcoming spirit!!

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.

Student Union Renovation Bursar Move
Unfortunately, some bursar staff/services will be temporarily relocated during the Student Union renovation. We are attempting to keep the inconvenience to a minimum.

Beginning June 15th:
  - Financial Counselor, Assistant Director, Bursar: 322 Student Union
  - Student Loan/Collections (Perkins, Health Prof): 440 Student Union

RISK & PROPERTY MANAGEMENT

Be Sunwise This Summer
We tend to spend more of our time outdoors during the spring and summer. It doesn’t matter whether it’s picnics, hiking, gardening, swimming, or some other type of activity; they all have one problem in common. That is the sun, which presents two hazards: Heat and UV rays.
Too much heat from the sun can cause sunstroke. Too much exposure to UV rays can cause sunburn, which can lead to skin cancer. There are steps you can take to protect yourself from both hazards.

Your body tries to keep itself cool by sweating, which reduces its core temperature through evaporation. By drinking water, you replenish your body’s cooling system. Evaporation happens very easily in dry conditions, but slows down when there is too much humidity and gets worse if there is no breeze. If you will be outside on a hot, sunny day, wear light-colored, loose-fitting, breathable clothing, take frequent breaks in the shade, drink lots of cool water, snack on light foods, and recognize the signs of heat exhaustion (headache, lightheadedness, nausea, muscle pain). Overexertion can quickly cause sunstroke.

If you normally work indoors during the week, be especially aware of your body’s heat tolerance. Your body adapts to heat exposure at varying rates. Gradually increase your exposure and physical activity in hot weather. Don’t try to do too much at one time.

UV rays from the sun are with us year round. They are stronger during the summer because the angle of the sun is more direct than during the winter. They can bounce off water, sand, even concrete, and penetrate clouds as well as our skin. To reduce your exposure to UV rays, apply sunscreen with a rating of at least 15 SPF (this includes cosmetics and lip balms), wear a wide-brimmed hat, sunglasses, and dark-colored clothing with long sleeves and long pant legs.

It may seem like these precautions are counterproductive, but it all depends on your reason for being outside and how long you will be in the sun. You need UV protection even on cool, cloudy days. Heat can be a problem when the temperature reaches 80 and the humidity is around 40%, and becomes more hazardous as they rise. Try to limit your sun exposure between the hours of 10 AM and 4 PM. And ask your doctor if any medications you are taking have an effect on how your body reacts to heat and UV rays.


GRANTS & CONTRACTS

Unrelated Business Income
GCFA has submitted the UBIT (Unrelated Business Income Tax) work papers for various departments at the University for FY 2008 these papers are ready to be filed. Areas included in the reporting are: ITLE, Athletics, Lake Carl Blackwell and Student Union Catering.

In the May, 10, 2010, edition of Inside Higher Ed, Doug Lederman reported that the Internal Revenue Service is conducting more than 30 reviews on individual colleges and universities, which are focused on executive compensation and the payment (or nonpayment) of tax on unrelated business income. Mr. Lederman also reported that the reviews come on the heels of a 2008 request for information from the IRS where the agency collected data from 400 colleges and universities in a broad questionnaire. Oklahoma State University was a recipient of one of the 400 questionnaires. A preliminary report of the information collected from the questionnaire was released by the IRS on May 7. The results include data from both public and private institutions of various sizes. Mr. Lederman’s full article can be found at http://www.insidehighered.com/news/2010/05/10/irs.

Stimulus and Pending A-133
It was last spring when the first federal stimulus (ARRA) dollars started arriving into colleges and universities. The ARRA funding came to Oklahoma State University in many ways - as a direct award from a federal agency, as a federal sub-award from another state agency, as a federal appropriation to the state passed on to the institution, and as a directed appropriation to the institution. Colleges and Universities are generally not novices when it comes to the management of federal funds and have systems in place to record the sponsored expenditures and account for cash regardless of its source. However, the intensely-focused vigilance placed upon the accounting and reporting requirements of the stimulus funds has created a new phenomenon – almost a sense of hyper-vigilance. In June of 2009 the Office of Management and Budget released OMB Circular A-133 Compliance Supplement #1 http://www.whitehouse.gov/omb/assets/a133_compliance/arra_addendum_1.pdf. This supplement is aimed specifically at the compliance review of ARRA funds. As Oklahoma State University begins to close out our fiscal year, external auditors will arrive with directives to audit 100% of the federal stimulus dollars. Hopefully, our hyper-vigilance will pay off during our A-133 audits.
UNIVERSITY ACCOUNTING

Year-End Processing Schedule/Deadlines
A memo was distributed on April 22, 2010 that provided information in order for departments to coordinate the processing of transactions prior to the closing of the fiscal year-end. All travel vouchers, small order invoices, and receiving reports must be received in University Accounting by 5:00 pm on June 18, 2010 to ensure that claims will be processed prior to the year-end closing. Online requisitions and travel vouchers must have all departmental approvals and be pending University Accounting approval in AIRS by June 18, 2010 at 5:00 pm. Campus vendor invoices in the AIRS system must have the status “Pending for Accounting” by noon on June 24, 2010 to ensure processing prior to year-end.

The year-end closing process will begin at the close of business on Wednesday, June 30, 2010. Therefore, the FRS system will not be available on July 1 or July 2, 2010. The FRS system should be available for use beginning on Tuesday, July 6, 2010.

Encumbrance Maintenance
Please review the encumbrances on your FRS accounts to be sure they are still valid and that the amounts are correct. It is important to review encumbrances before the end of the fiscal year so that invalid encumbrances do not roll forward to the next fiscal year. If you find encumbrances that are no longer valid or need to be adjusted, please send an email to Dorothy McLaughlin (dorothy.mclaughlin@okstate.edu).

PURCHASING

Equipment Lists and Maintenance Agreements:
Equipment Lists (EL) and agreements have been sent to suppliers for maintenance and lease of equipment. A copy of each document may be downloaded from the Purchasing Department website at www.purchasing.okstate.edu. Click on the link “Notices”, and then on the link “Maintenance, Lease and Rental Agreements”.

If you are unable to obtain an Equipment List from a supplier, for documentation of pricing you may submit a copy of the original pricing agreement with the requisition. In your description indicate year of agreement. Example: Year 2 of 3.

FY11 Requisition Processing:
- Requisitions against fiscal year 2011 funds may be submitted at this time.
- If a FY11 purchase order must be issued prior to July 1, 2010, please attach a note to the requisition to request earlier processing.
- Receiving Reports for FY11 will be mailed to departments on July 1, 2010.

Office Supplies – Staples:
Due to the high volume of low dollar purchases from Staples, especially on the Stillwater campus, the Purchasing Department has been working with Staples’ representatives in an effort to obtain discounts for University purchases. Currently, most Staples purchases are walk-in pcard purchases at the retail Stillwater store. According to Staples statistics, in FY 09 there were 5,659 retail store trips with a total spend of $656,133.04. In addition, pcard purchases were made at Staples.com with 1,137 delivery trips and a total spend of $250,939.04. The total for the two is $907,072.94. The opinion of our Staples representative is that most of these purchases were probably at retail prices and were not discounted.

According to Staples, University departments could save as much as 18.3% by making purchases through stapleslink.com, a corporate/business website. Staples will be emailing campus departments a registration link for access to Stapleslink.com. If you need access to Stapleslink.com prior to their email, contact Purchasing by email at purchase@okstate.edu.

Printing Device Security:
Printing device security has been in the news lately. On April 15, 2010, CBS Evening News broadcast a report titled Digital Photocopiers Loaded With Secrets by Armen Etesian (to see the report in its entirety go to: http://www.cbsnews.com/video/watch/?id=6412572n&tag=mg;mostpopvideo) which stated “nearly every digital copier built since 2002 contains a hard drive . . . storing an image of every document copied, scanned, or emailed by the machine.” The report went on to say there is free software that can download the previously imaged/printed documents, thereby posing a security risk to the owner/user. It has come to our attention that the security risk also extends to other types of printing devices.

In response to the potential security risk of new and used printing devices to the University, all bids and purchase orders for printing devices will now contain the following conditional language:
• New Printing Devices (including, but not limited to, printers, copiers, fax machines): All new printing devices must come equipped with data security such as perpetual auto-erase, overwrite or encryption.
• Used Printing Devices (including, but not limited to, printers, copiers, and fax machines): The hard-drive must be returned to the University prior to the removal of printing device from University use.

Oklahoma Taxpayer and Citizen Protection Act of 2007 – E-Verify:
On April 28, 2010, the State of Oklahoma Department of Central Services issued a memorandum to State procurement officers which stated, “Effective immediately, no public employer shall enter into a contract or subcontract for the physical performance of services within this state unless the contractor or subcontractor registers and participates in the Status Verification system to verify information on all new employees.”

To be in compliance with the requirements of the law, the Purchasing Department will include the following language in the General Terms and Conditions section for all bid solicitations:

By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

Purchase Orders for service contracts will contain the following language:

The (Supplier/ Contractor/ Consultant/ Construction Manager/etc.) certifies that it and all proposed subcontractors, whether known or unknown at the time this contract is executed or awarded, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employee Verification Program (E-Verify) available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

Important Dates
Board Dates:
• Requisitions requiring Board of Regents approval (greater than $150,000) are due in Purchasing: May 26, 2010, for the June 18, 2010 Board Meeting.

Purchasing Policies and Procedures Seminar:
• June 16, 2010, 9:00 AM, 106B WH

You may register for this session by calling Human Resources at x5374, on the Human Resources web site at [http://fp.okstate.edu/hrosu/training_enroll.htm](http://fp.okstate.edu/hrosu/training_enroll.htm), or by Email: osu-trng@okstate.edu.

The Purchasing Department is available to conduct purchasing training on an as needed basis to departments and colleges. Please contact Purchasing at x5984 to schedule a date.

Purchasing can be contacted at:
Phone: 405-744-5984
Fax: 405-744-5187
Email: purchase@okstate.edu
Website: [www.purchasing.okstate.edu](http://www.purchasing.okstate.edu)

ADMINISTRATIVE INFORMATION RESOURCE SYSTEM

Administrative Information Resource System: Change is in the AIR(S)
Look for the following changes in AIRS at the end of May:
• New design for consistency across all OSU websites
• New address (airs.okstate.edu)
• Added functionality for employees with multiple position numbers
  o If an employee has multiple position numbers, they will be prompted after login to choose which position number they would like to represent
• New link on main menu to view login information (position number, department, address, etc.)
  o Employees with multiple position numbers will be able to switch between position numbers via this menu item

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Budget checks across AIRS applications
Beginning July 1, CVI and Travel applications in AIRS will verify adequate available budget. This will function in a manner similar to Requisitions – items cannot be submitted without sufficient budget.
The formula for calculating budget available is
Budget Available = Budget – Expenses
Where
Budget = Budget entries in subcodes 3000 thru 9999
Expenses = expenses in FRS + encumbrances in FRS + unencumbered items in AIRS (Subcodes 3000 thru 9999)
Budget Available is calculated at the account level, not subcode level.

The timing of the encumbrance (both FRS and internal to AIRS) is as follows:
TRAVEL
- All out of state requests will encumber funds in FRS on APPROVAL.
- All in-state reimbursement requests will encumber (internally to AIRS) on SUBMITTAL. No FRS encumbrance will be generated.
CVI
- All entries will encumber (internally to AIRS) on SUBMITTAL. No FRS encumbrance will be generated.

FISCAL & ADMINISTRATIVE COMPLIANCE

FRAUD DETERRENCE AND COMPLIANCE PROGRAM

Reporting Fraudulent Activity
Fraudulent financial activity or suspicion of fraudulent financial activity is to be reported directly to the Fiscal and Administrative Compliance section of the Office of the Associate Vice President & Controller or confidentially through EthicsPoint. A report can be filed through the EthicsPoint website or by calling toll-free 866-294-8692. The website can be found at: https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=10933.

PCARD ADMINISTRATION AND COMPLIANCE

New Pcard Contract
The State of Oklahoma has awarded the new pcard contract to Bank of America. Oklahoma State University will participate in this contract, which will require a change in our issuing bank and migrating to new tracking software. We have already had our first meeting with Bank of America and are working with them to begin the process. This will require some “behind the scenes” work on our part before we take the first steps to roll out the new program to the University; however, we anticipate the roll out will happen over the summer months. Information about the new program and status updates will be included in the Fiscally Fit newsletters and will also be sent out to the approver’s listserv.
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Website: http://bursar.okstate.edu/
Email: bursar@okstate.edu

Financial Information Management
Oklahoma State University
334 & 335 Student Union
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Phone: 405.744.7457
Fax: 405.744.7872
Website: www.fim.okstate.edu
Email: fim@okstate.edu

Fiscal & Administrative Compliance
Oklahoma State University
306 Whitehurst
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Phone: 405.744.2296 (Fraud Deterrence)
405-744-8408 (PCard Administration)
Fax: 405.744.6404
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Website: http://faac.okstate.edu/

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Risk & Property Management
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