New Per Diem Rates
Effective October 1, 2009, there has been an increase in the lodging and per diem rates. The lodging rate increased to $84 for Oklahoma City, $81 for Tulsa, and $70 for all other locations in Oklahoma. The per diem rate increased to $66 for Oklahoma City, $61 for Tulsa, and $46 for all other locations in Oklahoma.

Holiday Deadline Memo
A memo was distributed on October 30, 2009 that provided information in order for departments to coordinate processing of transactions prior to the holidays. All travel vouchers, small order invoices, and receiving reports must be received in University Accounting by 5:00 p.m. on December 14, 2009, to ensure that claims will be processed prior to the holidays. Online requisitions and travel vouchers must have all departmental approvals and be pending University Accounting approval in AIRS by December 14, 2009, at 5:00 p.m. Campus vendor invoices must be received in University Accounting by 5:00 p.m. on December 18, 2009 to ensure processing prior to the holidays.

New TSA Regulations
The Transportation Safety Administration requires that the name on your airline ticket match exactly to the name listed on your government issued photo id. In addition, airlines are required to put your date of birth in the reservation. This information should be provided to International Tours in order to book the flight.

The new online travel application will now list the date of birth and gender of the traveler on the out-of-state request. This information will be fed from HRS to the approved travel request. A second sheet containing the date of birth no longer needs to be faxed to the state-contracted travel agency.

Notary Seal – Scanned Documents
When using a notary seal (as opposed to the stamp), the seal does not appear on the scanned document. Therefore, it appears that the document has not been notarized. When using a notary seal for documents attached to the online applications, such as notarized claim forms, please lightly pencil over the seal so it appears on the scanned document.
PAYROLL

Online W-2 Available for 2009
Please share the following information with employees in your area:
OSU employees can elect to receive their Form W-2 online (no paper copy) through the Web for Employees portal. This election must be made by January 10, 2010. If an employee does not elect to receive the online version of the Form W-2, a paper Form W-2 will still be provided. For more information, employees can go to Web for Employees http://webemp.okstate.edu/, and click on the Payroll Services tab, or go to the Payroll Services website at http://vpaf.okstate.edu/PayrollServices/index.htm and click on the Online W-2 Notification.

Year End Payroll Processing Schedule
If departments are aware of any outstanding employee overpayments or other payroll issues, it is important for them to notify Karen McCombs (744-6380) in Payroll Services immediately, so they may be addressed in the remaining 2009 payrolls.

Monthly Processing
The December monthly payroll finals earlier in the month than in previous months due to the holidays. Therefore, it is important that departments notify Payroll immediately of any payroll discrepancies found during the testing of the December monthly payroll. The first and second tests are on December 14 and 15. This payroll will final on December 16.

Paper ENP’s for December need to be in Payroll Services by December 23, the last workday of the month.

Biweekly Processing
4R11, which covers the period of November 28 through December 11, will final on December 9. Therefore, part of the second week will need to be estimated for biweekly time input. Remember, departments are not allowed to estimate time for workstudy students. Time and pay for these students will need to be adjusted on the next (4R12) pay period as a prior period adjustment. It is also a good practice to wait and pay estimated wages to other students and temporary employees in the same manner.

4R12, which covers December 12 through December 25, will final on January 4, 2010. This means that departments will need to input and approve biweekly time before they leave for the holidays. Departments need to ensure that the appropriate personnel will be available to enter and approve time input by Wednesday, December 23, 2009.

No Increase for Social Security Wage Base
The maximum annual earnings subject to the Social Security withholding rate of 6.2% will not change for 2010. It will remain at $106,800.00. There is no limit on wages subject to the Medicare rate of 1.45%.

W-2 Forms, Address Updates, and Assignment Updates
- All OSU employees who have active assignments on January 31, 2010 (at the time of the printing of W-2s) will receive their 2009 W-2 Wage and Tax Statements by campus mail or online. Former OSU employees will receive W-2 forms at their home addresses as reflected in HRS.
- The last payroll advice can be used to approximate salary and taxes paid in 2009 if employees are ready to start working on their income taxes before they receive their W-2.
- W-2 forms will be mailed by January 31, 2010. W-2 reprints will begin on February 5, 2010.
- If you receive address changes for current or former employees, please forward the information to OSU Human Resources, 106 Whitehurst. Employees may also change their address in HRS by using Web for Employees, http://webemp.okstate.edu/. However, this change will not affect other OSU address records or vendor records.
- It is important that departments separate or end assignments for employees who have left the university or are no longer working in their department. This measure will ensure the W-2 is sent to the home address instead of to the department when an employee leaves OSU or is sent to the correct campus address. If you get a W-2 for a former OSU employee, please forward the W-2 to the employee at their HRS home address or return the W-2 to Payroll Services, 409 Whitehurst, as soon as possible. Officially separating or ending an assignment for a biweekly student or temporary employee is also required to give accurate employment verification information.

End-of-Year Pay Reminders
Please remind employees of the following year-end payroll items:
- IRS Form W-5, Advanced Earned Income Credit Payment Certificate, expires December 31, 2009. A new W-5 must be completed by December 22, 2009, for biweekly employees to receive earned income credit effective on their first pay check in 2010. Monthly employees will need to submit a new W-5 form to Payroll Services by January 11, 2010. As soon as the 2010 W-5 form is released by the IRS, it will be made available on the Payroll website at http://vpaf.okstate.edu/PayrollServices/Documents/fw5.pdf.
- Employees who wish to claim exempt from state and federal tax withholding can do so for only one year at a time. To claim exempt from state and federal tax withholding for 2010, employees must complete a new W-4, Employee’s Withholding Allowance Certificate, by January 29, 2010. The new W-4 form will be made available on the Payroll Services website as soon as the IRS releases the 2010 form and updates are made to the OSU version.
- Tax treaty forms expire December 31, 2009. IRS Form 8233 is available in the International Students and Scholars Office, 076 Student Union.

These reminders will also be included in the employee’s December payroll advice email.

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

Fiscally Fit 2
GRANTS & CONTRACTS

Understanding Cost-Share

Many sponsored programs at Oklahoma State University are “shared-cost” projects, and Oklahoma State University addresses these type programs in OSU Policy and Procedure 1-0113 “Cost-Sharing in Sponsored Research and Service Projects.” Defined, cost sharing simply means the institution or organization receiving sponsored funds agrees to participate in paying for a portion of the cost of the project. Cost-sharing is an integral part of any university’s research endeavors, allowing both the sponsor and the university to leverage precious financial resources in order to implement a project that otherwise may not be funded. However, a cost-share on the university’s behalf is a reallocation of resources from other possible institutional initiatives. Thus, cost-sharing must be managed prudently.

Generally, OSU will agree to a cost-sharing commitment under specific circumstances; 1) there is a cost-share requirement demanded by the sponsor, or; 2) the competitive nature of the award suggests a financial commitment of the University. A Cost-sharing commitment made by Oklahoma State University requires multiple levels of approval including departmental, college, and central administrative sign-off. The sign-offs are usually granted via the “routing sheet” process during the proposal stage of the project’s life.

There are two types of cost-sharing, mandatory and voluntary. Mandatory describes cost-share required by the sponsor. Voluntary means OSU, of its own volition, decides to provide institutional support for the project. It is important to note that once a proposal containing voluntary cost-share is submitted and accepted by the sponsor, the cost-share becomes a requirement within the project’s budget.

Cost-share commitments can be met through other sponsored programs dollars, in-kind contribution, pledged salary, supplies, travel, or equipment, or waived indirect (F&A) costs. If a federal project requires cost-share, the cost-share cannot be met with other federal dollars and/or programs.

Ref: OSU Policy and Procedure 1-0113

PURCHASING

Vehicle Purchases

State Contract #SW90035 for vehicle purchases expired on October 31, 2009. The Department of Central Services (DCS) Purchasing Division is currently in the evaluation phase of the bid process and expects to award a new contract no later than November 30, 2009.

Please note that Purchasing must obtain approval for all vehicle purchases from DCS Fleet Management Division prior to a purchase order being issued. In order to expedite this process, provide the following information when submitting the requisition:

- Vehicle Description, Make, Model
- Estimated Annual Mileage
- List options selected over the standard vehicle with a justification for such options
- Provide a description of the intended purpose of the vehicle
- If the vehicle is an expansion to the fleet, provide justification
- Provide replaced vehicle information to include year, make, model, mileage, and VIN #

Contract Spotlight

Life Sciences Equipment: E&I Contract CNR-01206: The Educational & Institutional Cooperative (E&I) has awarded a life sciences products contract to Agilent Technologies. This contract satisfies OSU bidding requirements. Remember purchases over $5,000 must be processed on a requisition and a purchase order must be issued to the supplier by the Purchasing Department prior to the purchase. Products available on this contract have discounts ranging from 10% to 20%. The following are included:

- Instruments and Systems
- Consumables and Parts
- Informatics and Software
- Services
- Stratagene Brand Products and Bio-reagents

Details are located under Contract/OShop on the Purchasing Department’s website (see below) or at www.eandi.org.

Important Dates

Board Dates:

- Requisitions requiring Board of Regents approval (greater than $150,000) were due in Purchasing: November 11, 2009, for the December 4, 2009, Board Meeting.
- Requisitions requiring Board of Regents approval (greater than $150,000) are due in Purchasing: December 23, 2009, for the January 22, 2010 Board Meeting.
Supplies and Toner Products to collect the invoice…” shipment. The company then calls using high pressure tactics
satisfied with the product that you will order toner from them in
scams, National Imaging offers to send a free toner cartridge
multitude of reports/complaints against the company. In these
scams, National Imaging offers to send a free toner cartridge
for you to try and leads you to believe that you will be so
scadows, always return to the product line. A high pressure or
harassing call is then received from National Imaging or
representative states there was a note in the box with the
cartridge(s) stating the customer would be charged after 30
days, and the deadline has been missed. A high pressure or
harassing call is then received from National Imaging or
“Collections” declaring the account is in collections and
finance charges are being incurred. This is consistent with
what we have seen on our campus.

According to the Better Business Bureau, extreme caution
should be exercised when solicited by telemarketers offering
business supplies. They offer the following guidance:
• Insist the caller send a catalog or brochure containing
the items in question, along with a price sheet.
• Designate one employee to whom all calls regarding
office supplies must be directed to minimize
misunderstandings.
• If unordered merchandise arrives, immediately write
to advise the company of your intent to keep the
shipment as a free gift unless pickup is arranged
within a reasonable amount of time.
• Send correspondence by certified mail to obtain proof
of receipt.

Beware. Fraudulent suppliers and scams are prevalent. Don’t order from a supplier calling you. Never give out your Pcard information to unknown suppliers. Report any problems or suspected fraudulent activity.

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.

PCARD ADMINISTRATION AND
COMPLIANCE

Reminders:
• If you are purchasing clothing and/or uniforms for
employees, a Request for Determination of Taxability
Form must be filled out and submitted for approval
before the purchase is made. The form will indicate
the method of payment that may be used.
• Goods and items are to be delivered to a University
address. For any exceptions, a Request for Exception
– Goods / Items to be Shipped to a Non-University
Address Form must be filled out and submitted for
approval before the purchase is made.
• A Conflict of Interest Reporting Form must be
submitted with each pcard application. The
application will not be processed until we have a copy
of the Conflict of Interest Reporting Form. The
original should be kept in the department and a copy
attached to the pcard application.
• The Request for Determination of Taxability Form and
the Request for Exception – Goods / Items to be Shipped to a Non-University Address Form can be found on the Associate Vice President and Controller’s
website at http://vpaf.okstate.edu/AVPandC/index.htm under the
link for Forms and Exceptions on the left hand side of
the page.
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link to Fiscal and Administrative Compliance, then
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FISCALLY FIT 4

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

FISCAL & ADMINISTRATIVE
COMPLIANCE

FRAUD DETERRENCE AND
COMPLIANCE PROGRAM

Scam Warning – Telemarketing Office Supplies and Toner Products
National Imaging Systems, Inc. (14504 Friar Street, Van
Nuys, CA 91403) is a telemarketer of office supplies and toner
products. According to the Better Business Bureau’s summary
and analysis of customer complaints, “The company has a
pattern of complaints alleging misrepresentation. Complainants state they are told the company will send sample
cartridges at no charge. Later, they receive an invoice for the
shipment. The company then calls using high pressure tactics
to collect the invoice…”

A search for National Imaging Systems scams yielded a
multitude of reports/complaints against the company. In these
scams, National Imaging offers to send a free toner cartridge
for you to try and leads you to believe that you will be so
satisfied with the product that you will order toner from them in
the future. Months pass before an invoice is received for the
“free” toner, and the invoice is significantly higher than the cost
of toner from a legitimate vendor (one reported up to 6 times
higher). When National Imaging is contacted, a company
representative states there was a note in the box with the
cartridge(s) stating the customer would be charged after 30
days, and the deadline has been missed. A high pressure or
harassing call is then received from National Imaging or
“Collections” declaring the account is in collections and
finance charges are being incurred. This is consistent with
what we have seen on our campus.

You may register for either of these sessions by calling Human Resources at x5374, on the Human Resources web site at http://ip.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

Purchasing Seminars:
• Purchasing Policies and Procedures - March 2, 2010,
  9:00 AM, 412 Student Union
• Ethics in Purchasing – March 23, 2010, 9:00 AM, 412
  Student Union

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FINANCIAL INFORMATION MANAGEMENT

AIRS - Hierarchy
As the University progresses towards its goal of becoming less paper dependent, AIRS (www.airs.okstate.edu) contains the hierarchy application which is designed to route electronic documents for review, approval, and processing. This application requires all departments to populate their reporting structure - employees and organizational relationships. A properly populated workflow application is the core behind any routable electronic document. We ask that each department go to the AIRS website and update their department hierarchy information. **The Travel application requires that department heads be complete in the Hierarchy in order to submit a travel request or voucher.**

RISK & PROPERTY MANAGEMENT

Fire Prevention

Fire Prevention Week was last month, but its message is still current: “*Stay Fire Smart—Don’t Get Burned.*” Now that the weather is turning cooler, we will be heating our homes and spending more time indoors. Here are some things that shouldn’t be forgotten.

- Stay with food when it is cooking. (Especially if you are deep-frying a turkey!)
- Establish a one-yard “kid and pet-free” zone around grown-ups who are cooking.
- Glass doors or a heavy metal screen on the fireplace will help prevent sparks from flying into the room.
- Chimneys and heating systems should be checked at least once a year, and if necessary, be professionally cleaned.
- Extension cords should be in good condition, located away from foot traffic, not covered by rugs, and most of all, they should be temporary.
- Small appliances should be unplugged when not being used.
- Test your smoke detectors once a month and change their batteries twice a year.
- Carbon monoxide detectors should be tested at least twice a month.
- Develop a home fire escape plan that includes two ways out of every room and a meeting place outside the house.
- Now is a good time to check the condition of your Christmas lights.

More information can be found on the Environmental Health & Safety website at http://www.ehs.okstate.edu.