Purchasing

Requisitions

Reminder: When processing requisitions
- Documentation is important and must accompany every requisition. Reference to another requisition is not acceptable as documentation. Missing documentation may delay processing.
- Documentation includes but is not limited to:
  - Sole Source Affidavits
  - Continuation Sheets
  - Specifications
  - Quotes
  - Contracts, agreements, subcontracts, etc.

- Other required information:
  - Contact name
  - Phone number
  - Department
  - Delivery department and address
  - Special handling requirements

Important Dates

Board Dates:
- Requisitions requiring Board of Regents approval (greater than $150,000) are due in Purchasing August 18, 2010, 5:00pm, for the September 10, 2010, Board Meeting.

Purchasing Policies and Procedures Seminar:
- September 16, 2010, 2:00-4:00 PM, 103 ATRC

You may register for either of these sessions by calling Human Resources at X5374, on the Human Resources web site at Registration Form, 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
New Expenditure Subcode for Non-Employee Clothing and Accessories

A new expenditure subcode has been established for the payment of non-employee clothing and accessories as follows:

Subcode 3663, Non-Employee Clothing and Accessories—payments for purchase of state-issued clothing, uniforms, shoes, accessories, etc. for non-employees, such as athletics’ uniforms/accessories, band uniforms, etc.

The complete list of expenditures subcodes is available on the University Accounting website at the following address:
http://vpaf.okstate.edu/UA/Forms/2010/SUBCODE5.DOC

Multiple Page Receiving Reports

When submitting receiving reports, please ensure that all pages of the receiving report are attached in order to expedite processing of payments. The information contained on the each page of the receiving report is necessary for proper verification of the information that will be entered into the system for processing.

Signatures on ‘Determination of Independent Contractor Status’ Form

When completing the ‘Determination of Independent Contractor Status’ form, it is important that the appropriate signature be included at the bottom of the form. The form should be signed by a fiscal officer or department head.

Master Equipment Lease Program Schedule

The second Master Equipment Lease Program financing for 2010 is currently scheduled to price on November 18th and close on December 9th. Applications from institutions wishing to take part in this financing must be submitted to the Oklahoma State Regents for Higher Education (OSRHE) no later than September 29th. This schedule will require consideration of all equipment requests by the A&M Board of Regents at their meeting on September 10, 2010. Any department that would like to participate in the Master Equipment Lease Program, Series 2010B financing should immediately contact Jim Joseph (405-744-5671) or Susan Rackley (405-744-5881) for additional information.

Direct Deposit of Bursar Account Credit Balances

The Direct Deposit Program provides quicker access to refunds when a bursar account has a credit balance for the semester. For participants in the Direct Deposit Program, refunds are transferred to bank accounts within 48 hours after the credit balances become effective on their bursar accounts. For students wishing to participate, it is important to apply now! To sign up for Direct Deposit, visit our website http://bursar.okstate.edu/Refund.html.

If students previously signed up for direct deposit, the Direct Deposit Program is still in effect for refunds. Remember, direct deposit is the fastest and easiest way to receive a bursar refund!

Bursar Billing – 1st Statement for Fall

The first statement generates September 1st.

Billing statements are viewable and payable electronically. Use your O-Key Login to the secure site https://bursar.okstate.edu/login.asp to view the bursar monthly billing statement.

When the monthly bursar bill is ready to be viewed, an e-mail notification is sent to the OSU “O-Key” e-mail account. Parents can receive a copy of the same e-mail notification their student receives by having the student update the E-MAIL BILLING ADDRESS on SIS at: http://prodosu.okstate.edu.

While this e-mail does not give parents the ability to view the bill, it reminds parents to obtain a copy of the bill from their student or to encourage their student to utilize the feature described in the following paragraph.

Guest Billing Access Feature: Students can set up guest access by using their O-Key login at our website https://bursar.okstate.edu/login.asp

Click on “Manage Guest Login” and create a user ID and password for your guest. Account holders can limit the guest access to any/all/none of the following:

- Billing Statement
- 1098T Information
- Phone Statement
Monthly Payment Plan

In efforts to assist our students in meeting financial obligations, Oklahoma State University offers an in-house administered payment option plan (POP) as an alternative to the traditional lump-sum payment method. This plan provides an opportunity for families and students to pay University-billed expenses in regular monthly payments either by the semester or annually. No finance charges or enrollment holds are associated with the payment option plan if payments are made as promised. Visit our website link for the POP application: http://bursar.okstate.edu/forms/osupop.pdf

Also available online is the handbook describing bursar information. Check it out: http://bursar.okstate.edu/forms/BursarCatalog.pdf

Routing Sheets for Grants and Contracts

The Oklahoma State University Research Services Office (OURS) has released a new routing sheet for use in tracking and managing grants and contracts. The Routing Sheet and instructions can be found at: http://research.okstate.edu/routing.htm

FINANCIAL INFORMATION MANAGEMENT

Security Threats – “Phishing e-mail”

With the move to business models where the bulk of an organization’s data is stored on computers, workers everywhere need to be vigilant to any security threats that they may encounter in their daily activities. One of the most common of these is the “phishing e-mail.” A phishing e-mail is a fraudulent e-mail message that is sent to a group of people in order to deceive them into revealing personal information such as passwords or credit card information, or installing malware on their computers. These messages often look like they come from someone that the recipient knows, or a business, department, or website that the person interacts with in some capacity.

Some common signs to look out for in a phishing e-mail are:

- Bad grammar or spelling
- Broad or fuzzy details that do not seem right
- Threats of an account shutdown
- A link or attachment that the user is supposed to click on to view a document or download a file
- Requests to verify personal information such as usernames, passwords, or credit card information
- References to an order that the user supposedly made from an internet-based vendor

If you receive such an e-mail in your account, please do not open it. First, verify that the e-mail is valid with either the sender, or your department’s technical support provider. If it is not valid, please delete it immediately. If you do happen to respond to the message and disclose any information associated with your OSU account, please notify your department’s technical support provider as soon as possible. They will instruct you how to reset your OKEY password and security question, and will most likely schedule a time to scan your PC for any signs of malware infection.
FISCAL & ADMINISTRATIVE COMPLIANCE

FRAUD DETERRENCE AND COMPLIANCE PROGRAM

Behavioral Red Flags

The survey participants for the 2010 Report to the Nation on Occupational Fraud and Abuse were asked to identify warning signs that had been displayed by the perpetrator prior to the detection of the fraud. The most commonly cited red flags were living beyond financial means, experiencing financial difficulties, excessive control issues with regard to their jobs, and an unusually close association with vendors or customers. The percentage of fraud cases in which these four behaviors were displayed increased from the findings of the 2008 Report. Below are the common behavioral red flags identified in the 2010 and 2008 Reports and the percentage of cases in which this behavior had been displayed.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Living beyond means</td>
<td>43.0%</td>
<td>38.6%</td>
</tr>
<tr>
<td>Financial difficulties</td>
<td>36.4%</td>
<td>34.1%</td>
</tr>
<tr>
<td>Control issues, unwillingness to share duties</td>
<td>22.6%</td>
<td>18.7%</td>
</tr>
<tr>
<td>Unusually close association with vendor / customer</td>
<td>22.1%</td>
<td>15.2%</td>
</tr>
<tr>
<td>Wheeler-dealer attitude</td>
<td>19.2%</td>
<td>20.3%</td>
</tr>
<tr>
<td>Divorce / family problems</td>
<td>17.6%</td>
<td>17.1%</td>
</tr>
<tr>
<td>Irritability, suspiciousness or defensiveness</td>
<td>14.1%</td>
<td>13.6%</td>
</tr>
<tr>
<td>Addiction problems</td>
<td>11.9%</td>
<td>13.3%</td>
</tr>
<tr>
<td>Refusal to take vacations</td>
<td>10.2%</td>
<td>6.8%</td>
</tr>
<tr>
<td>Past employment-related problems</td>
<td>9.3%</td>
<td>7.9%</td>
</tr>
<tr>
<td>Complained about inadequate pay</td>
<td>7.9%</td>
<td>7.3%</td>
</tr>
<tr>
<td>Excessive pressure from within organization</td>
<td>7.5%</td>
<td>6.5%</td>
</tr>
<tr>
<td>Past legal problems</td>
<td>6.3%</td>
<td>8.7%</td>
</tr>
<tr>
<td>Instability in life circumstances</td>
<td>5.6%</td>
<td>4.9%</td>
</tr>
<tr>
<td>Excessive family / peer pressure for success</td>
<td>5.1%</td>
<td>4.2%</td>
</tr>
<tr>
<td>Complained about lack of authority</td>
<td>4.6%</td>
<td>3.6%</td>
</tr>
</tbody>
</table>

Note – The percentages in this chart exceed 100% because in many cases perpetrators displayed more than one behavioral red flag.

On their own, these red flags don’t prove an individual is engaged in fraudulent activity – but they should raise warning signals. According to the ACFE report, “When these red flags exist alongside other indicators of misconduct, this can be a strong clue that something is wrong.” Fraud often goes undetected for months or even years. Early detection can have a significant impact in limiting losses.

Source: ACFE 2010 Report to the Nation on Occupational Fraud & Abuse

Reporting Fraudulent Activity

ALL 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

New PCard Contract

Implementation of the new PCard program will begin August 21 with the roll-out of cards to our pilot “test” group. Meetings will be held with Fiscal Officers in August to schedule roll-out of the new program to the rest of the University. The roll-out will occur in stages, with complete conversion by the end of December. The PCard Administrator will contact Fiscal Officers to set up implementation meetings and training in their areas for the new program.

The last date to order a card from JPMorgan Chase under our present program will be August 31. Beginning September 1, no new cards will be ordered until your area is migrated to the new program. The last regularly scheduled PCard training to receive a Chase card is August 24 at 1:30 PM in 201 FAPC. Please sign up through Human Resources if you wish to attend this training session.

You may register for either of the session by calling Human Resources at X5374, on the Human Resources web site at Registration Form, or by Email: osutrng@okstate.edu.
PAYROLL

Review Your HRS 419 Reports

The HRS 419 report is a detailed listing of employees paid on a FRS account. It is prepared on a monthly basis and is available to departments via e-Print on the first day of each month. The HRS 419 details employee payroll expenses by pay ID and totals them by subcode. The amounts are easily reconciled to the payroll expenses on the FRS FBM092 report. Reviewing the HRS 419 report on a monthly basis is important in that it may assist a department in identifying employees that are paid incorrectly on a departmental account.

The current HRS labor distribution module (HRS screens UL1 and UL2) allows departments to change the account an employee is charged to as often as necessary; however, sometimes input errors occur. By reviewing the HRS 419 report each month a department can become more familiar with the employees charged to each departmental account and will be better able to detect an erroneous charge or an accidental overpayment.

For more information on the HRS 419 report, please contact Sherry Warden, OSU Payroll Services, at 744-6574.

Approving Biweekly Time

Biweekly time input and approvals are normally due every other Tuesday at 3:00 p.m. The biweekly schedule can be located at http://vpaf.okstate.edu/PayrollServices/ProcessingSchedulesAndDeadlines.htm by clicking on Biweekly Payroll Schedule for FY2011.

It is imperative that departments input and approve their time by the 3:00 p.m. deadline. Payroll Services will begin making courtesy calls at 3:00 p.m. to remind departments that their time input process has not been completed. Unapproved time could result in unpaid employees, so please take the necessary steps to complete this critical function before the 3:00 p.m. deadline.

Direct Deposit Forms

Please help Payroll Services process direct deposit forms more efficiently by reviewing the direct deposit form and verifying the following aspects before submitting the payroll sign-up documents:

- Account documentation, a voided check, or a memo from the bank should be attached to the form. A deposit slip cannot be used to establish direct deposit.

- The direct deposit form should be filled out completely and legibly.
- The voided check should be taped not stapled to the form.

Online EA Reminder

A separation is defined as a complete separation from OSU. If the employee is leaving your department but remaining an OSU employee, the online EA should indicate an assignment end.
Office of the Bursar
Oklahoma State University
113 Student Union
Stillwater, OK 74078
Phone: 405.744.5993
Fax: 405.744.8089
Website: http://bursar.okstate.edu/
Email: bursar@okstate.edu

Financial Information Management
Oklahoma State University
334 & 335 Student Union
Stillwater, OK 74078
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
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/

Grants & Contracts
Oklahoma State University
401 Whitehurst
Stillwater, OK 74078
Phone: 405.744.8239
Fax: 405.744.7487
Website: http://vpaf.okstate.edu/erca/

Associate Vice President & 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/

Payroll Services
Oklahoma State University
409 Whitehurst
Stillwater, OK 74078
Phone: 405.744.6372
Fax: 405.744.4149
Website: http://vpaf.okstate.edu/payrollservices/index.htm
Email: payroll.services@okstate.edu

Purchasing
Oklahoma State University
1224 North Boomer Road
Stillwater, OK 74078
Phone: 405.744.5984
Fax: 405.744.5187
Website: www.purchasing.okstate.edu
Email: purchase@okstate.edu

Risk & Property Management
Oklahoma State University
618 North Monroe
Stillwater, OK 74078
Phone: 405.744.7337
Fax: 405.744.7888
Website: http://vpaf.okstate.edu/rpm/index.htm

University Accounting
Oklahoma State University
304 Whitehurst
Stillwater, OK 74078
Phone: 405.744.5865
Fax: 405.744.1832
Website: http://www.vpaf.okstate.edu/ua/