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From the Controller

FISCALLY FIT
News from the Controller
March 2010

FRAUD DETERRENCE AND COMPLIANCE PROGRAM

Fraudulent Use of OSU’s Pcard

Recent audits of pcard transactions have disclosed a significant number of personal purchases. In some cases, no pcard log was being maintained and the transactions were not being reviewed and approved as required by pcard guidelines. In other cases, documents were altered and attached to the pcard logs. Findings to-date have involved online purchases. Additional fraud awareness training programs, highlighting the findings related to pcard activity, are currently being developed. In the meantime, there are several actions you can take to reduce the risk to the University.

- Review the list of cardholders in your department and determine whether there is a legitimate need for each of those employees to hold a card.
- Review the per transaction and per cycle limits of each cardholder in your department to determine if the amounts are reasonable or if the limits can be reduced.
- Review who is approving each cardholder’s transactions to make sure the approver is someone who would have knowledge over what is being purchased and / or what should be purchased by the cardholder.
- Make sure internal controls are in place and logs are being prepared, invoices are being reviewed, and transactions are being approved as required by pcard guidelines.
- Pay particular attention to online purchases and to vendors from which both items of a personal nature, as well as a business nature, can be purchased (i.e. Amazon, NewEgg, Buy.com, etc.).
- Ask questions.

As a reminder, OSU’s policy is to document and report on all cases of occupational fraud. Those records are turned over to the appropriate authorities, and OSU will prosecute to the full extent of law.
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 by calling toll-free 866-294-8692 or through the EthicsPoint website: https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=10933).

UNIVERSITY ACCOUNTING

Reminder: 9 Digit Zip Code Required for Addresses

The Office of State Finance (OSF) requires the nine digit zip code to add a vendor to the OSF vendor database. Failure to provide the nine digit zip code will cause vendors not to load into the OSF vendor database and will cause delays in processing payments. Departments must provide the nine digit zip codes for all vendors on all payment types (including small order) submitted for processing or the document will be returned.

The following websites can be used to find the nine digit zip code:
- University Mailing Service Zip+4 look up for campus addresses: http://www.osuums.com/departments/zip4.htm

BURSAR

Bursar News:

Enrollment for summer and fall 2010 is here. Please remember that bursar accounts must be current to enroll in future semesters and to continue charging items on campus to your account. Please verify that all anticipated financial aid has been disbursed. Federal financial aid regulations prohibit the use of current-year funds to satisfy prior year charges. With the update in the federal regulation which prohibits the use of federal aid to cover a past due balance from a previous academic year, the University is taking proactive initiatives in managing the accumulation of bursar balances. Financial aid disbursements are intended to provide for the current semester educational expenses. Pay your account online at http://prodosu.okstate.edu. The Bursar Financial Counselor is available to assist with payment arrangements.

Federal regulations encourage contact with the loan recipients as the borrower’s last day of attendance approaches. Exit counseling notification materials were sent to loan recipients that dropped below ½ time, or withdrew from the University, or are scheduled to graduate this spring. Borrowers will have an academic record hold and enrollment hold until the exit information is completed.

Perkins Loan Addendum


Addendums developed by the U. S. Department of Education explains the changes made by the CCRAA and the HEOA to borrowers who signed the current Perkins MPN before the revised MPN was implemented, or who previously received Perkins Loans under a MPN or promissory note that was signed before the Addendum was made available. Addendums were mailed to the affected borrowers in March.

Upcoming Bursar Training Sessions:

Bad Debt Assessment: April 14, 3:30 – 4:30, 106B WH
Strength Training for Fiscally Fit Program
Mystery solved!! Learn how the Bursar's Office calculates the bad debt assessment for the University.

Bursar Processes: May 12, 1:30 – 2:30, 106B WH
General Workout for Fiscally Fit Program
Do you need to create new sub codes or accounts in Billing and Receivable System (BRS), submit departmental deposits online as well as access the purge of the historical data from the bursar system? This seminar is for you. Topics to be covered are as follows: how to create BRS sub codes and accounts; how to enter charges online into a BRS account; on-line departmental deposits; and the Bursar purge. And for no extra charge, you will get an overview of the collection process!!

Payments to Students: May 13 11:00-12:00, 106B WH
Strength Training for Fiscally Fit Program
Are payments to students financial aid or compensation? This class will help you classify payments appropriately by using the form at the back of the OSU Policy and Procedure 3-0362, Reporting and Taxability of Assistantships, Fellowships, Scholarships, Fee Waivers and Other Payments to Students.

FINANCIAL INFORMATION MANAGEMENT

Content Management System

Oklahoma State University recently updated its official website design template in hope of providing consistent branding and a more standardized layout, leading to improved user navigation. With this release, departments have been encouraged to use a Content Management System (CMS) instead of more traditional static HTML pages wherever possible.
A CMS is a system that manages websites in such a way that its content is separate from the design of the page. This feature allows a webmaster to adapt more easily to design changes and tweaks. In the future when new site designs are released, a new template will be applied to the existing content, and only minimal work will be required to make the site look right. This is in sharp contrast to the effort that is necessary when a new design is implemented in a static HTML site, where every page needs to be updated manually.

Since sites are currently being ported to the new design, and in many cases into a CMS, now is a great time for departments to rethink the content that they provide on their websites. Is there any information that has gone out of date or links that no longer work? Is there something on your page that you wish was not there, or something that you wish was there that currently is not? Would you like the navigational structure to be different?

These are all excellent questions to ask yourself when reviewing your departmental website. Contact your department’s PC support group or your website’s webmaster to address your ideas for updates. They will happily work with you to create something that will be useful to both your department and the public at large.

**PURCHASING**

**Bids:**

For requisitions requiring bidding:

- Purchasing notifies departments by email of bid due dates and times.
- Purchasing is no longer sending hard copies of bids to departments for review.
- Bids estimated to be less than $35,000 will be sent to departments electronically for review.
- To review bids for purchases estimated to be greater than $35,000, go to the Purchasing website at [www.purchasing.okstate.edu](http://www.purchasing.okstate.edu) under “Bid Opportunities.”
- Remember that during the bid and bid evaluation process, departmental personnel may not have any contact with potential bidders.
- Questions or inquiries should be referred to the Purchasing Department, 405-744-5984.

**Important Dates**

**Board Dates:**

- Requisitions requiring Board of Regents approval (greater than $150,000) are due in Purchasing: March 31, 2010, for the April 23, 2010 Board Meeting.

Ethics in Purchasing Seminar:

- March 23, 20010, 9:00 AM, 412 Student Union

Purchasing Policies and Procedures Seminar:

- June 16, 2010, 9:00 AM, 106B WH

You may register for either of these sessions 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)

**GRANTS & CONTRACTS**

**Graduate Research Assistant (Tuition Waiver Rate)**

Grant Proposals and Recouping the Tuition Cost

The “tuition remission rate” for the 2010-2011 fiscal year has been determined. This rate was calculated as a ratio of the total prior year resident tuition waiver dollars offered to all GRAs to the total prior year salary/stipend dollars offered to GRAs. As expected, the tuition remission rate did fluctuate from FY2009’s calculation. The new tuition remission rate will be 15.21% effective August 1, 2010.

Principal investigators and college research officials should begin proposing this “tuition remission rate” for any grant or contract beginning or continuing in August of the next fiscal year.

The University will multiply the GRA’s monthly salary or stipend by the tuition remission rate (15.21% -August 1, 2010) to determine the amount of tuition to be charged to the external contract or grant. This calculation will be conducted through the payroll process and the amount calculated will be charged to the sponsor’s account on a monthly basis, for those accounts for which resident tuition is an allowable direct cost. For accounts on which tuition is not an allowable charge, no tuition will be charged.

**FROM THE CONTROLLER**

Effective January 1, 2007, the IRS determined most clothing purchased by the employer is taxable to the employee who receives it. All clothing except law enforcement uniforms, transit uniforms and safety items are taxable. Examples of safety items are safety shoes or boots (steel toed boots have specifically been deemed taxable by the IRS, however), safety glasses, hard hats, work gloves, etc. OSU P&P 3-0203 was adopted in May, 2009 to address this issue. Please review this policy before any purchase of clothing to ensure both you and the employees understand the implications of clothing purchases. Clothing purchases have been discussed at the highest level and will continue to be reviewed.