FROM THE CONTROLLER

After much discussion and many variations of different logos, a decision has been made on the branding of our new e-procurement solution. Introducing…

The OK Corral will be the place to go for all of your purchases. From lab or office supplies to major equipment purchases, the OK Corral will allow you to access numerous vendors’ catalogs, fill up your shopping cart, generate the needed requisitions, forward them through the necessary line of approvals, place your order, and for certain vendors receive an electronic invoice and make an electronic payment.

The implementation team has started working with Huron Consulting Group to help us bring the best possible e-procurement solution to the Oklahoma State University and A&M Systems. We are working with various groups across the system and you may be asked to participate. Implementation is expected to be complete by early calendar year 2012. Stay tuned for more updates as we move forward. Welcome to the OK Corral!
Master Equipment Lease Program Schedule

The second Master Equipment Lease Program financing for 2011 is currently scheduled to price on October 26th and close on November 9th. The Oklahoma State Regents for Higher Education (OSRHE) will consider financing requests for this sale at their September 8th meeting. This schedule will require consideration of all equipment requests by the A&M Board of Regents at their meeting on July 29, 2011 (the Board does not meet in August). Agenda items for the July Board meeting must be submitted no later than July 11, 2011. That leaves us plenty of time to compile project requests from any department that would like to participate in the Master Equipment Lease Program, Series 2011B financing. If you have a need to finance the acquisition of equipment using the Master Lease Program, please contact either Jim Joseph (405-744-5671) or Susan Rackley (405-744-5881) for additional information.

Vending Refunds

Due to a change in Vending procedures, University Account will need your CWID before they can refund money lost in a vending machine.

Year-End Processing Schedule/Deadlines

A memo was distributed on April 27, 2011 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 20, 2011 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 20, 2011 at 5:00 pm. Campus vendor invoices in the AIRS system must have the status “Pending for Accounting” by noon on June 24, 2011 to ensure processing prior to year-end.

The year-end closing process will begin at the close of business on Thursday, June 30, 2011. Therefore, the FRS system will not be available on July 1 or July 5, 2011. The FRS system should be available for use beginning on Wednesday, July 6, 2011.

PAYROLL

Maintaining and Reconciling Leave Balances

Continuous regular employees working halftime (0.50 FTE) or greater are eligible for sick and annual leave benefits. Leave accruals and maximums are proportionate to the percentage of full time equivalent (FTE) employment and are maintained in the Human Resource System. Each employee’s payroll advice includes a section reflecting current leave balances. In case of a discrepancy, the department is responsible for maintaining accurate leave records for each of its employees. Departments are also responsible for reconciling their recorded leave balances with the leave balances in HRS and for making leave corrections when necessary.

Monthly employees must have an active, paying assignment on the 16th of the month in order to accrue leave while employees paid on a biweekly basis must have an active assignment on the first Friday of the pay period in order to accrue leave. Leave balances continue to accrue until they reach the maximums.

When separating an employee, departments must consider the timing of the final leave accrual in conjunction with the employee’s separation date. Any additional leave accruals must be added to the employee’s terminal annual leave balance on the separation EA in order to pay the employee correctly. For assistance in calculating final leave accruals, please contact Payroll Services at 405-744-6372.

FISCAL & ADMINISTRATIVE COMPLIANCE

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. The website can be found at: https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=10933
GRANTS & CONTRACTS

FFATA

In accordance with the Federal Funding Accountability and Transparency Act (FFATA or Transparency Act), recipients of individual Federal grants that are equal to or greater than $25,000 and awarded on or after October 1, 2010, are required to report on data related to executive compensation. Also, any associated first-tier sub-grants of $25,000 or more are also subjected to FFATA requirements. If the initial award is below $25,000 but subsequent grant modifications result in a total award equal to or over $25,000, the award is subject to the reporting requirements, as of the date the award.

Grant recipients must report executive compensation information for prime and/or sub-awardees if:

- The entity in the preceding fiscal year received 80 percent or more of its annual gross revenues from Federal awards;
- The entity received $25 million or more in annual gross revenues from Federal awards; and,
- The public lacks access to executive compensation data via periodic reports filed by the entity in compliance with SEC and IRS requirements.

Reporting Timeline

Federal grant recipients must submit information pertinent to FFATA requirements by the end of the month, plus 30 days, in which the award or award amendment is made. For example, if a sub-award was made on March 15, 2011, the prime recipient has until April 30, 2011 to report the sub-award information.

As always, any non-compliance with the FFATA reporting requirement is considered by the granting agency a violation of the award, and the awarding agency will take action to ensure compliance with the law.

The link below provides access to the document requesting information for organization participating as sub-recipients on grants awarded to Oklahoma State University:


Ref: US Department of Transportation

   Federal Funding Accountability and Transparency and Subaward Reporting System

   US General Services Administration - Federal Service Desk

RISK & PROPERTY MANAGEMENT

Spring Storms

Spring storms can often turn violent, with tornados, high winds, lightning, and heavy rain. Here are a few things to keep in mind this storm season.

Tornados: Check the weather forecast at least once a day. If there is a strong chance of tornados, and if good shelter is not close by, the time to travel to a place of shelter is when it begins to storm—not when you hear the storm sirens. On campus, go to a basement or ground floor, and get in a small, interior room away from glass (put as many walls between you and the outside as possible). This year, the Student Union basement is NOT available as a storm shelter because of all the construction. After office hours, only Ag Hall and Engineering South will be opened for access to the general public in the event of tornadic weather.

Lightning: NO PLACE outside is safe when lightning is in the area. If you can hear it, you are close enough to be struck. The safest place to be is in a building that has plumbing and electrical wiring (they provide grounding) or in an enclosed vehicle with a metal top. Stay in the shelter until 30 minutes have passed since the last clap of thunder—lightning often originates from the back of a storm cloud. If you are outdoors and feel the hairs on your neck stand up, lightning might strike very near you in a matter of moments. Crouch down and hug your knees. If you can, balance yourself on the balls of your feet. The less contact you have with the ground the better.

Heavy Rain: It doesn’t take long for low-lying areas to begin to flood. Turn Around—Don’t Drown. Resist the temptation to drive through floodwaters. More people lose their lives in floods than in any other weather event, and it’s mostly due to driving. Six inches of rapidly moving water can cause you to lose control of your car, and 18 inches of moving water can sweep away a vehicle. Floodwaters can hide a washed-out road you used just the day before. The tire tread or weight of a vehicle will not protect it from being swept away. If the water is deep and fast enough, it will be swept away. If your route to or from campus may be impacted by low-level flooding, avoid that area and take extra travel time.

More information on Weather Safety can be found on the Environmental Health & Safety web site.
All summer classes for enrolled students will be billed June 1, 2011 with payment due prior to June 15, 2011.

Excitement is in the air. Students and families are here for New Student Orientation throughout the summer. Wear Orange and a friendly smile…show your welcoming spirit!!

Breaking News….New Design for OSU Bursar Statements

We listened! As a result of suggestions made to us by faculty/staff, students and families, we are proud to announce a newly designed bursar billing statement providing several benefits including:

- More user friendly, better organized, and easier to read
- Summary box totals of similar transactions on categories such as tuition & fees, food, housing
- Detailed breakdown of only monthly transactions instead of the entire semester accumulation
- Balance more evident at the top of the statement
- View the newly designed statements online at bursar.okstate.edu and compare to previous statements generated prior to switch
- Switch scheduled to occur June 1, 2011

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

Bursar staff/services that were temporarily relocated during the Student Union renovation are scheduled to move back to 113 Student Union the first of June.

Purchasing Seminars:
- Policies and Procedures and Procedures, October 4, 2011, 10:00-12:00 PM, 106B Whitehurst.
- Ethics in Purchasing, October 19, 2011, 9:00-11:00 AM, 106B Whitehurst.

You may register for either of these sessions by calling Human Resources at 744-5374, on the Human Resources web site at http://fp.okstate.edu/hrsox/training_enroll.htm, or by Email: osu-trng@okstate.edu.

Purchasing can be contacted at:
Phone: 405-744-5984
Fax: 405-744-5187

Email: purchase@okstate.edu
**Office of the Bursar**  
Oklahoma State University  
113 Student Union  
Stillwater, OK 74078  
Phone: 405.744.5993  
Fax: 405.744.8098  
Website: [http://bursar.okstate.edu/](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](http://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/](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/gcfa/](http://vpaf.okstate.edu/gcfa/)

**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/](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](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](http://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](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/](http://www.vpaf.okstate.edu/ua/)