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Why Should You Use the Enabled Vendors in OK Corral?

Because you are wasting State funds if you don’t!

- By using the enabled vendors you are allowing us to have a complete history of your transactions in one place. This is not true when you use a pcard for purchases.
- You are stretching dollars further. Over time we will be able to use the information gathered to work with suppliers to get the best in class pricing by being a best in class customer.
- The use of OK Corral strengthens our internal control environment.
- The price of a pen is not the cost of a pen. By using the technology provided in OK Corral, the cost of completing a transaction decreases because we are using technology to improve our processes from initiating a purchase to paying for that purchase. Our processes are even more stream-lined when you use enabled vendors.

Additional OK Corral Enabled Vendors

Your OK Corral team is adding more enabled vendors as we speak! New vendors to be added are:

- Fastenal (Maintenance Supplies)
- MSC (Maintenance/Facilities Supplies)
- Ferguson (Plumbing Supplies)
- CIA (Adobe Products)
- GovConnect for Microsoft Products/Services

The team is also working on a strategic sourcing event for lab supplies. Your department may have already been contacted for input. Announcements will be made regarding progress on these efforts.
New OK Corral Vendor Search Functionality

- Users now have the ability to search for vendors within the OK Corral. To search for a vendor:
  1. Select “Catalog Management” from the dropdown menu located at the far right of the toolbar.
  2. Users can search for a specific vendor or search all vendors.
  3. Select the appropriate vendor.

From this view, users now have the ability to see all vendor information including vendor numbers as well as fulfillment and remittance addresses. For more detailed instructions, please visit: [http://airs.okstate.edu/okcorral/guides.html](http://airs.okstate.edu/okcorral/guides.html).

OK Corral Training

The next scheduled OK Corral Training is September 17, 2012, 2:00 – 4:00 pm, 407 Classroom Building. To sign up, please email Training Services at osu-trng@okstate.edu. You will need to provide your campus wide ID when signing up.

GRANTS & CONTRACTS

Quarterly Research Report

The 4th Quarter FY 2012 Research Report may be found at: [http://gcfa.okstate.edu/index.php/research-reports/15](http://gcfa.okstate.edu/index.php/research-reports/15)

Facilities Use Agreement

From time to time it may be appropriate for University Research facilities to be used by outside organizations. In these cases, it is necessary for the organization and the University to formally enter into an agreement describing the nature of the activities to take place, equipment and/or space to be used, rental rates, risk management, and expected time frame. A Facilities Use Agreement will formally outline the expectations of both the outside party and OSU while protecting the University from potential liabilities that may be claimed by the outside party as well as establish the lease rate for the lab/facility space. All Use Agreements should be reviewed by John Price, Assistant University Counsel, prior to execution.

UNIVERSITY ACCOUNTING

Interest on Late Payments

The guidelines established by the Office of State Finance, in conjunction with the Oklahoma Statutes, allow for the payment of interest on late payments as follows:

“If an agency fails to make payment to a vendor within forty-five days of receipt of proper invoice, the vendor shall be entitled to claim interest. The rate of interest is annualized and computed on a 360-day calendar, per $100 per day. The rate of interest may change on July 1st of each year. All state agencies are notified of the interest rate at the beginning of each fiscal year.”

The fiscal year 2013 interest rate applicable to late payments to vendors has been set at 0.01% per annum, computed on a 360 day calendar, or $0.00002 per $100 per day, which will be in effect July 1, 2012 through June 30, 2013. This interest rate is provided by the State Treasurer based on the average interest rate for thirty day time deposits of State funds during the last calendar quarter of the last preceding fiscal year. (Titles 62, Section 41.4a & 4b and 74, Section 840.14, and OSF Prompt Payment Rules/Regulations).

A vendor must claim interest within ninety (90) days of receiving payment by submitting a proper invoice which shall itemize all calculations for interest claimed.

FINANCIAL INFORMATION MANAGEMENT

Requesting FRS Access

Tips when sending your FRS access requests.

- All requests for FRS access should be sent to frs.security@okstate.edu.
- Requests must be sent by the employee’s supervisor. Users cannot request their own access.
- Included in the request should be the employee’s name, CWID, opid, and the accounts (include agency and home dept number) to be accessed by the employee. An example: “Please set up John Doe, CWID #11111111, opid 9999, with FRS access to AA C9000 accounts.”
- If an employee does not have an opid assigned, please state that in the request and FRS security will get one assigned from IT and then proceed with the request.
- If a new employee needs the same access as an existing employee, this should be included in the request and FRS security will use the access of the one to set up the other.
- After the employee has been set up in FRS, FRS security will send an email to the employee with instructions on how to log onto FRS. The supervisor will also get an email noting the request has been completed.
BURSAR

Bursar Office Open For A Saturday Work Day

An extra day for Enrollment Services will be Saturday, August 18, 10:00 am until 3:00 pm.

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 Generates September 4

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

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 – Soon to be online!

Advances in business processes and changing electronic climates affect the utility of processes used at Oklahoma State University. In efforts to assist our students in meeting financial obligations, OSU offers a semester based payment option plan (POP) as an alternative to the traditional lump-sum payment method. This semester plan provides an opportunity for families and students to pay University-billed expenses in regular monthly payments. No finance charges or enrollment holds are associated with the payment option plan if payments are made as promised. The current plan does not allow us to improve the program or change to an online application and is a very manual, labor intensive process. There is a need for an electronic payment option plan to provide more efficiency and better serve our students and families. This change eliminates the paper process and makes it easier for families to apply online and receive automated email notifications. We anticipate having the online application in place by the end of August and will communicate how to access when it is available. We are still accepting the paper application forms until the online application is ready so visit our website link if you wish to sign up now at 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

PURCHASING

Important Dates

Board Dates:

- Requisitions requiring Board of Regents approval (greater than $150,000) are due in Purchasing, August 22, 2012, 5:00 pm, for the September 14, 2012, Board Meeting.

Purchasing can be contacted at:
Phone: 405-744-5984
Fax: 405-744-5187
Email: purchase@okstate.edu
Website: www.purchasing.okstate.edu

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

Fiscally Fit 3
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| Associate Vice President & Controller | Oklahoma State University  
207 Whitehurst  
Stillwater, OK 74078 | Phone: 405-744-4188  
Fax: 405-744-6404 | Email: avpc@okstate.edu                           |                                            |                                                                          |
| Financial Information Management | Oklahoma State University  
040 Student Union  
Stillwater, OK 74078 | Phone: 405-744-7457  
Fax: 405-744-6034 | 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/gcfa/          |                                            |                                                                          |
| 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/  
Email: bursar@okstate.edu                          |                                            |                                                                          |
| OK Corral                        | Oklahoma State University  
1224 North Boomer Road  
Stillwater, OK 74078 | Phone: 405-744-5985 | Website: http://airs.okstate.edu/okcorral/guides.html  
Email: OKCorral@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/        |                                            |                                                                          |