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**OK Corral Updates**

**Non-Catalog Purchases of $5,000 or Less - 2-Way Match:**

- In general, all non-catalog orders under $5,000 will only require a 2-way match. This means that a receipt is not required for these purchases and by entering the invoice into the system, the user is acknowledging that the goods/services have been received and are ready to be paid. Exceptions to this rule are all accounts beginning with “AH”, all ledger 7 accounts, and all accounts beginning with “1-88”. These exceptions will continue to require a receipt.

**Tolerances for Invoice Processing:**

- OK Corral invoice tolerances have been updated. The following are the newly configured tolerances:
  - The Invoice Total tolerance has been updated to 15%. Any invoice entered that exceeds the purchase order amount by no more than 15% will not go into a match exception.
  - The Shipping, Handling, & Tax tolerance has been configured to allow invoiced shipping charges less than or equal to $20.00, that are not included on the purchase order to fully match and pay.

**Reminder**

- Purchase orders that were issued prior to the implementation of OK Corral, may still be valid and may be used to process payments to suppliers. If in doubt, call the Purchasing Department for assistance.

**OK Corral Contract Spotlight**

**Did You Know?**

- MSC is now available as a punch out supplier in the OK Corral. They are a State Contract provider for maintenance, repair, and operations (MRO) products. This includes a variety of janitorial, general maintenance, electrical, plumbing, paint and HVAC products.
OK Corral Scheduled Training

Basic OK Corral Training

- January 14, 2013, 2:00-4:00 pm, 403 Classroom Building
  To sign up, please go to http://hr.okstate.edu/hr/training/staff_dypt12.php .

Advanced OK Corral Training

In this training session the focus will be on Forms. Which forms are available in OK Corral, what they are used for and what workflows each form will follow.

- January 17, 2013, 2:00 – 3:30 pm, 010 Willard Hall
  To sign up, please send your enrollment request to kim.m.sweeden@okstate.edu .

Remember to provide your campus wide ID when signing up for any OK Corral training.

Add Custodian Number in OK Corral

A custodian number is required when adding a new fixed asset into the FRS system. By noting the custodian number in the Comments section of the requisition the ownership can be assigned and the asset tag disbursed in a timely manner.

Asset Duplication

Assets are being duplicated in FRS because departments are turning in Fixed Asset Addition Forms for purchases made in OK Corral. Asset Management will pick up any purchase through OK Corral that is placed on an equipment subcode in the 4000 range. No Fixed Asset Addition Form is needed.

A Fixed Asset Form will be required when items are purchased on Campus Vendor (CVI) or on a Pcard.

Trade-In Purchases

Trade-in purchases are another example in which one should utilize the Comments section in OK Corral. When trading in an item that has an asset tag associated with it, the asset tag number should be noted in the Comments section. Trade-in purchases will also require a disposal form be sent to Asset Management, 210 Whitehurst. These comments will be especially helpful in providing a tracking link to the new purchase with a clear mention of the item being traded in.

UNIVERSITY ACCOUNTING

Mileage Reimbursement Rate Increase for 2013

The Internal Revenue Service has announced an increase in the mileage reimbursement rate to $0.565 per mile, effective January 1, 2013. This rate is an increase from the $0.555 rate in place for 2012. The new rate is for travel incurred on or after January 1, 2013.

Payments to Foreign Vendors

The preferred method of handling payments to vendors in a foreign country is to send the payment as a wire transfer. When paper warrants are mailed to another country, they often stale date because warrants are only valid for 90 days. However, if a department must send a paper warrant to a vendor located outside of the United States, the department is responsible for mailing these warrants via an express mailing system (UPS or Fed Ex). By doing this, the department can track the payment and the vendor will be able to receive the funds in a timely manner. All payments made to vendors located outside of the United States will require a green card for pick up. Green card comments are to be made in OK Corral using the internal note function and the comments tab on the buyer invoice.

PURCHASING

Important Dates

Board Dates:

- Requisitions requiring Board of Regents approval (greater than $150,000) are due in Purchasing, January 2, 2013, 5:00pm, for the January 25, 2013, Board Meeting.

- Requisitions requiring Board of Regents approval (greater than $150,000) are due in Purchasing, February 6, 2013, 5:00pm, for the March 1, 2013, Board Meeting.

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

Bursar News

- Departmental deposits are needed in the bursar office by noon December 21, 2012, for inclusion in December activity. Please contact Cindy Buford at 405-744-7790 if you have questions.

- Direct deposit refunds transmit to the bank on December 21st for credit balances from December 20th. Direct deposit refunds resume on January 3rd.

- Spring term 132 tuition and fees are scheduled to calculate the evening of January 2nd for enrolled students.

- 1098-T and 1098-E statements will be mailed by January 31, 2013.

Spring Payment Option Plan Online Application

In efforts to assist our students in meeting financial obligations, Oklahoma State University offers a semester 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. No finance charges are associated with the payment option plan or enrollment holds if payments are made as promised.

On January 4, 2013, the Spring Payment Option Plan online application will be available. The student applies online by logging into SIS at http://prodosu.okstate.edu/, then clicking the Payment Option Plan link listed under Payment Information. It is important to designate a parent under the authorized user tab by entering their email address for access to the payment plan. There is a $25 payment plan application fee to participate.

For those participating in the Fall payment plan, please remember the bursar account should have been paid in full by December 15, 2012.

Historical Transaction Record Purge

A purge is scheduled for the evening of January 11, 2013, for all bursar transaction records with an effective date older than December 31, 2012, and that are fully paid/applied and billed. By purging now, removal of a large number of records eliminates issues with running reports and displaying data on the screens. The purged records cannot be accessed via SIS but are available to view/download to excel via the Administrative Information Reporting System (AIRS) at http://airs.okstate.edu. Access to purged records within AIRS can be requested by emailing fim@okstate.edu and will be granted based on current SIS B/R access levels.

Decrease In Allowable Charges Covered By Army Tuition Assistance (TA)

Term or Credit hour based fees are no longer authorized for Army Tuition Assistance (TA) payment. Course-specific fees such as on-line, distance education course fees, and lab fees are eligible for payment through the Tuition Assistance (TA) program. Fees no longer covered are the mandatory fees per credit hour fees each student incurs, such as: Advising, Transportation, Campus Recreation, Technology, Library, etc. This primarily impacts active duty and National Guard students resulting in an average decrease for the student of around $1,500 in TA benefits.

FINANCIAL INFORMATION MANAGEMENT

Payment Card Industry Data Security Standard Compliance – “PCI DSS”

All departments that accept credit cards must comply with the Payment Card Industry Data Security Standards (PCI DSS) set by the payment card brands. This standard includes 12 sections with over 256 questions regarding cardholder data security. Section 9 is “Restricting physical access to cardholder data.” This section applies to all media including: computers, removable electronic media, paper receipts, paper reports, enrollment forms, order forms and faxes. According to the PCI DSS council, all media MUST be destroyed when no longer needed for business or legal reasons. These documents must be cross-cut shredded, incinerated or pulped so that the cardholder data cannot be reconstructed.

If your department stores, processes or transmits credit card information, this section definitely applies to you. If you are receiving credit card data by phone, mail or fax you must have a policy in place that states how the credit card information is being handled within the department and that the full cardholder data is cross-cut shredded after the transactions are processed.

If your department has not been contacted or is unsure whether their procedures are up to date, please contact the University’s e-Commerce/PCI Coordinator at pci@okstate.edu or 405-744-4102.

RISK & PROPERTY MANAGEMENT

Considerations for Campus Fire Safety

In many cases where fire fatalities have occurred on college campuses, alcohol was a factor. There is a strong link between alcohol and fire deaths. Alcohol abuse often impairs judgment and hampers evacuation efforts.
Major factors that contribute to the problem of dormitory housing fires:

- Improper use of 911 notification systems delays emergency response.
- Student apathy is prevalent. Many are unaware that fire is a risk or threat in the environment.
- Evacuation efforts are hindered since fire alarms are often ignored.
- Building evacuations are delayed due to lack of preparation and pre-planning.
- Vandalized and improperly maintained smoke alarms and fire alarm systems inhibit early detection of fires.
- Misuse of cooking appliances, overloaded electrical circuits, and extension cords increase the risk of fires.

### Campus-Related Fire Fatalities from January 2000 to Present:

- 79 fatal fires have been documented that occurred on a college campus, in Greek housing or in off-campus housing within 3-miles of the campus - claiming a total of 114 victims.
- 66 fires have occurred in off-campus housing claiming 95 victims.
- 7 fires have occurred in on-campus building or residence halls claiming 9 victims.
- 6 fires have occurred in Greek housing claiming 10 victims.


### GRANTS & CONTRACTS

#### Compensation of Students

As Oklahoma State University continues to enhance its commitment to graduate student support, the Graduate College has gone to great lengths to ensure that any use of federal dollars in funding the salary and tuition of graduate students fall within the federal guidelines. The information below is general recap of federal rules affecting graduate student salary and tuition.

According to 2 CFR 220 (formerly A-21), scholarships and student aid costs are allowable and may be charged to a grant or contract only when the purpose of the sponsored agreement is to provide training to participants and the charge is approved by the sponsoring agency. However, tuition remission and other forms of compensation paid as, or in lieu of, wages to students performing necessary work on externally sponsored grant are allowable provided that:

1. the individual is conducting activities necessary to the sponsored agreement and there must be a clearly defined employer-employee relationship;
2. tuition remission and other support are provided in accordance with established educational institution policy and consistently applied in a like manner to students in return for similar activities conducted in non-sponsored as well as sponsored activities; and
3. during the academic period the student is enrolled in an advanced degree program at the institution or affiliated institution and the activities of the student in relation to the federally-sponsored research project are related to the degree program;
4. the tuition or other payments are reasonable compensation for the work performed and are conditioned explicitly upon the performance of necessary work; and
5. it is the institution's practice to similarly compensate students in non-sponsored, as well as, sponsored activities.

If a student is active and performing necessary work on a project, some type of compensation is allowed to be given to the student in direct proportion to the amount and complexity of work performed by the student. This is allowed if the institution treats sponsored projects and non-sponsored research activities the same, an institutional policy is in place, and the compensation is reasonable. The compensation can be in the form of a stipend, tuition remission (scholarship), wages, or some combination thereof.

The National Institutes of Health (NIH) further delineates graduate funding requirements. In 1995 NIH developed guidelines to establish the maximum award amounts that a graduate student could be compensated. The amount awarded was tied to the National Research Service Award (NRSA) stipend amount that is periodically adjusted for increases in the cost-of-living.

For all new and competing grant and cooperative agreements awards, NIH will provide reasonable amounts for graduate compensation up to the zero level postdoctoral NRSA amount. For awards made in FY12 this amount is $39,264.00. This amount includes all compensation i.e. salary or stipend, fringe benefits and tuition remission. Awards made prior to FY12 can re-budget funds to charge more than the awarded amount provided that OMB cost principles requiring reasonable compensation are observed. In general, graduate student compensation will not be considered reasonable if it is in excess of the first year postdoctoral scientist at the same institution performing comparable work. NIH does not allow for payments made for educational assistance (e.g. scholarships, fellowships, and student aid costs) from research grant funds even when they would appear to benefit the research project.
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