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## OK Corral Announcements

### Dell Punch-out:

The OK Corral team is pleased to announce a new feature that is now available for users of the OK Corral. Quotes provided by the Dell sales team can now be ordered through the Dell punch-out by using the quote number and customer number.

Instructions on how to access non-catalog Dell quotes from a punch-out session are as follows:

1. Punch-out to your Dell catalog
2. Click My Premier
3. On the E-quotes tab click Detailed View (for E-quotes, enter the number and click Search)
4. Enter the Sales-created Quote and the Customer Number and click Search
5. Check the box to select the quote and click Purchase
6. Click Checkout.
7. Complete the Shipping and Handling Method and select “I WILL NOT export...” under Trade Compliance and click Continue, and
8. Verify the requisition details and click Submit Order Requisition.

## OK Corral Reminders

### Punch-out / Hosted:

Whenever possible, please use the punch-out suppliers to place your orders. Using punch-out suppliers will increase spend to that supplier which, in turn, reduces our costs. It also creates efficiencies internally that reduces our cost to do business. If an item is not available through the punch-out, use the non-catalog form to process your order.
If you have questions, please contact the OK Corral Help Desk, 405-744-5985.

OK Corral Invoices

Invoice Number and Invoice Date:

When creating a manual invoice in OK Corral, please be sure to enter the invoice number shown on the paper invoice in the ‘Supplier Invoice No.’ field. If the paper invoice does not contain an invoice number, please type ‘NONE’ followed by the invoice date in the ‘Supplier Invoice No.’ field. (Ex. ‘NONE 7/10/12’)

Also, it is very important that the ‘Invoice Date’ field be changed to reflect the actual date listed on the paper invoice. The OK Corral invoice will initially default to the current date that the invoice was created, but it must be manually changed to reflect the correct invoice date.

OK Corral Training:

- August 20, 2012, 2:00 - 4:00 pm, 407 Classroom Building
- 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.

Purchasing

Important Dates

Board Dates:

- Requisitions requiring Board of Regents approval (greater than $150,000) were due in Purchasing, July 3, 2012, 5:00 pm, for the July 27, 2012, Board Meeting.
- 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

AVP&C

Guidelines for Updating Policies and Procedures

Most departments have policies and procedures that need to be updated. Current policies and procedures are located on the following website:

https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Forms/AllItems.aspx

To update a policy or initiate a new policy, please use the following guidelines. Note: Using a Google search may not give you the most current version.

To update a policy or compose a new policy:

- Request the current policy/new policy template and summary form from Nancy Horner (nancy.horner@okstate.edu or 405-744-5624)
- Make any changes using “Track Changes” or compose a new policy using the template
- Gather input from the various departments affected by the policy/update
- Complete the summary form
- Return the updated policy/new policy and summary form to Nancy Horner
- Following review and approval, the policy will be sent to the E-Team Policy Committee for approval
- Upon E-Team Policy Committee approval, the policy may require Board approval
- Once approved by all appropriate groups, the updated/new policy will be posted to SharePoint

Financial Information

Payment Card Industry Compliance- Restricting Access

Oklahoma State University takes credit card security very seriously. All departments that accept credit cards must comply with the Payment Card Industry Data Security Standard and OSU Policy, even though it may be inconvenient at times. According to Section 7 of the PCI DSS, we must restrict access to cardholder data by business need to know. Only employees that need credit card data to perform their jobs should have access to it. In an effort to better monitor access to the centralized online payment solution, we are now using access forms. Every employee needing access must submit the form before access is granted. The forms can be found on the following website under forms: www.ecommerce.okstate.edu

It is extremely important that as a department, we remember to follow the procedures and keep every credit card number secure.
If you have any questions about credit card security, please contact the University’s E-Commerce/PCI Coordinator Andrea Hendricks at pcireg@okstate.edu or andrea.hendricks@okstate.edu.

**GRANTS & CONTRACTS**

**Fringe Benefit Rate**

The Office of Naval Research (ONR) has issued Oklahoma State University’s FY2013 Fixed Fringe Benefit Rate Agreement. The agreement can be found at: http://gcfa.okstate.edu/images/Documents/FY13/OSU_Signed_FY13_Fixed.pdf

**2013-2015 Provisional F&A Rate Agreement**

OSU’s F&A Rate agreement is still under negotiation. However, ONR issued a provisional rate that will remain in effect until the final negotiated rate is released in late July or early August. The provisional rate can be accessed at: http://gcfa.okstate.edu/images/Documents/FY13/FY13-15%20Signed%20Provisional%20Agreement.pdf

**BURSAR**

**Faculty/Staff Parking Permit Holds**

Oklahoma State University policy requires outstanding obligations be cleared prior to charging additional items to a bursar account. Your bursar account needs to be current in order to charge a new parking permit for FY13. We want to help you resolve your account balance:

- Review your bursar billing statement balance at http://bursar.okstate.edu
- Make an online payment at https://prodosu.okstate.edu/ahomepg3.htm
- Contact our office to set up or increase a payroll deduction to have the account balance paid within 12 months (at the maximum), or
- Pay in person at 113 Student Union

You may contact our office at:

- bursar@okstate.edu
- 405-744-5993 or
- Visit a financial counselor in 113 Student Union

**Fall Enrollment Cancellation**

Students with outstanding account balances could have Fall semester classes cancelled. Students were notified via email and phone calls to take necessary actions to alleviate the situation. If students have been awarded financial aid, please encourage them to accept the aid and turn in all necessary documents to the financial aid office.

**Encourage students to visit** http://prodosu.okstate.edu to check account balances and make online payments. Payments can also be made in person at 113 Student Union (OSU Stillwater Campus) or the 1st floor of Administration Hall (OSU-Tulsa campus).

**Payments must be posted to bursar accounts by** July 27, 2012.

Refer any questions to bursar@okstate.edu or call 405-744-5993. We have a financial counselor available to discuss possible solutions, Monday through Friday, between 8:30 am and 4:30 pm or by appointment.

**Bursar Office Open For A Saturday Work Day**

Extra Day for Enrollment Services at the Bursar Office will be August 18, 2012, 10:00 am - 3:00 pm.

**Tuition/Fee Estimator**

2012-13 Tuition/Fees information has been updated on the bursar website. If a quick calculation is needed to determine the cost of OSU classes, visit http://bursar.okstate.edu and click ‘Tuition / Fees Estimator’ located on the left hand side of the screen.

**Fall Tuition/Fees**

The fall tuition and fee calculation program is scheduled to run the evening of August 8th. Students may log into SIS to view. The first fall billing statement will generate September 1st.

**Monthly Payment Plan- Start Now For Fall**

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 semester based 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. Visit our website link for the POP application: http://bursar.okstate.edu/forms/osupop.pdf

**Historical Transaction Record Purge**

A purge is scheduled for the evening of August 4th for all bursar transaction records with an effective date older than July 31, 2012, 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.

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

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Summer Bad Debt Assessment

Calculations and entries are prepared in July for summer bad debt assessment.

**RISK & PROPERTY MANAGEMENT**

**Minors on Campus**

“Colleges and universities have a fundamental responsibility to provide a safe and supportive environment for minors who visit campus, participate in sponsored programs, and interact with the institution in myriad other ways.” Arthur J. Gallagher’s (AJG) Higher Education Practice conducts an annual think tank to explore ways to respond to a major risk facing higher education. Risk managers from all over the United States are brought to the Chicago headquarters of Gallagher to share research, observations, and experiences on a particular topic. The process culminates in publication of a whitepaper distributed without charge to the higher education community.

Gallagher’s most recent white paper “explores the risks that accompany the presence of minors and offers ideas to protect minors and also the students, faculty, staff, and volunteers who work with them.” Oklahoma State University is privileged to host and serve thousands of minors on campus annually and thus shares responsibility for providing a safe environment for this special group of guests.

Please feel to download the AJG white paper and share it with those in your department who may come in contact with our young guests. After reading the white paper, if you have risk management questions specific to your department’s responsibilities concerning minors on the OSU campus, please feel free to contact the OSU Risk Management office at 405-744-8899.

White Paper:
[http://www.ajgrms.com/portal/server.pt/gateway/PTARGS_0_28406_581934_0_0_18/ManagingRiskMinorsPaper_6-14-12_final.pdf](http://www.ajgrms.com/portal/server.pt/gateway/PTARGS_0_28406_581934_0_0_18/ManagingRiskMinorsPaper_6-14-12_final.pdf)
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/