We would like to thank everyone who attended the 1st Annual OK Corral Supplier Fair held on May 2, 2012, at Gallagher-IBA. It was a great success and we appreciate everyone’s participation. The OK Corral enabled suppliers provided literature, promotional items, hospitality and advice regarding their products to all attendees. Congratulations to the winners of the raffled items! We look forward to seeing everyone next year!

Shipping & Handling Costs (Freight)

Estimate the freight cost when preparing a requisition in OK Corral so that it will be encumbered. It is best to create a separate line item for the freight, especially if there are going to be multiple line items on the purchase.

International Wire Transfer Payments

If a department desires to handle an international payment as a wire transfer, the bank routing information must be included on the requisition and the $30 wire transfer fee that is charged by the bank must be included in the total amount to be paid.

You can now see your pending activity from several electronic or online processes in AIRS? In AIRS, click on . Enter your account number and the following information will magically appear for your convenience!

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PURCHASING

Equipment Lists and Maintenance Agreements

Equipment Lists (EL) and agreements have been sent to suppliers for maintenance and lease of equipment. A copy of each document may be downloaded from the Purchasing Department website at www.purchasing.okstate.edu. Click on the “Forms” link and then on the link to “Equipment List for Maintenance”.

If you are unable to obtain an Equipment List from a supplier for documentation of pricing, you may submit a copy of the original pricing agreement with the requisition. In your description indicate year of agreement. Example: Year 2 of 3.

FY13 Requisition Processing

Requisitions against fiscal year 2013 funds may be submitted at this time.

If an FY13 purchase order must be issued prior to July 1, 2012, please attach a note to the requisition to request earlier processing.

Important Dates

Board Dates:

- Requisitions requiring Board of Regents approval (greater than $150,000) are due in Purchasing, May 23, 2012, 5:00 p.m., for the June 15, 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

BURSAR

All summer classes for enrolled students will be billed June 1, 2012, with payment due prior to June 15, 2012.

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!!

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.

UNIVERSITY ACCOUNTING

Delay in Claims Processing

Changes to Accommodate Electronic Vendor Payments

Effective July 1, 2012, all payments made by a state agency must be handled electronically. House Bill 1086 (62 O.S. 2010, Section 34.64 H) requires that “Payments disbursed from the State Treasury shall be conveyed solely through an electronic payment mechanism.”

OSU is coordinating with the Office of State Finance for the conversion of our vendor files. This will result in a delay in processing claims for payment and we will keep you updated as to when that conversion will take place. Please watch your email for updates.

Year-End Processing

A memo was distributed on April 13, 2012, that provided information in order for departments to coordinate the processing of transactions prior to the closing of the fiscal year-end. Please refer to the memo for all pertinent deadlines for submitting documents for processing prior to June 30.

The year-end closing process will begin at the close of business on Friday, June 29, 2012. Therefore, the FRS system will not be available on Monday, July 2. The FRS system should be available for use beginning on Tuesday, July 3, 2012.
Hints to Prepare Documents for Imaging

Preparing documents for Imaging is a key component to how the documents will be viewed in the Imaging system. Here are some tips to use when preparing documents:

- All sticky notes need to be moved to an area of the document that is not covering pertinent information. It is assumed a note is covering information for a reason.
- Paper documents need to have staples and paper clips removed.
- All credit card information on paper documents MUST be whited/blacked out or removed from the page.
- Electronic files to be imported into the system are in color. These may contain credit card information. This information must be removed or whited out. Using a black marker will not totally cover the information on colored documents.
- Separator pages can be copied. Imaging can provide an original if one is needed.

Please contact us if you have any questions or comments at University.imaging@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

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

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/