Fiscally Fit

News from the Controller
October 2013

Oklahoma State University
HOMECOMING

"America's Greatest Homecoming Celebration"

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What is a WILAM?

What I Like About Me (WILAM) is a form used to share information about yourself in order to facilitate better communication and interaction within a group of people that work together. It doesn’t really matter whether you have been here for 20 years or 2 days it is always nice to meet someone new or put a face to a name.

Each month one person will be randomly selected to spotlight as our WILAM Spotlight Employee. **So if you haven’t turned your form in yet, please submit it to Cathy Gardner, cathy.a.gardner@okstate.edu**. Forms can be found [here](http://controller.okstate.edu/).

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**WILAM Spotlight**

Anna Greene-Hicks  
FIM  
12/7/2007

**Responsibilities**
- Programming websites and applications

**Previous Experience**
- DuPont-Conoco, Inc. – Systems Analyst
- Martin and Associates, LLC – Business Manager
- GSUSA – Membership Executive

**Education**
- Bachelor of Science, OSU College of Business, Management Science and Computer Systems
- Master of Science, Spears College of Business, Management Information Systems, Information Assurance

**Other interesting facts about you**
- First Degree Black Belt in Tae Kwon Do
- Married with three teenage sons (donations for food accepted)

Nice to meet you Anna!
Federal Per Diem (Meals and Lodging) Rates for FY 2014

The Fiscal Year 2014 Federal Per Diem and Lodging Rates are available on the GSA website at www.gsa.gov.

These rates are to be used for trips that take place on October 1, 2013 and after. For trips prior to October 1, 2013, continue to use the Fiscal Year 2013 Per Diem Rates.

Be sure to attach the per diem rate printout for the correct fiscal year when preparing a travel reimbursement in order to expedite the processing of travel vouchers.
Financial Responsibility Contract

The following information must periodically be agreed to by students when logging into SIS:

When students enroll at Oklahoma State University, a financial obligation and responsibility to pay all amounts owed in a timely manner is incurred. In order to remain in favorable financial standing with the University, and thereby continue to participate in its educational programs, services, and benefits, all financial obligations incurred at the University must be paid on or before the due dates. The purpose of this Financial Responsibility Contract is to inform you of these expectations and consequences regarding financial obligations to the University. You are responsible for understanding the Contract of Student Financial Responsibility in its entirety at:

OSU Enrollment Policy #3-0335

The Office of the Bursar would like to remind you about the University policy requiring a student’s bursar account be cleared before enrolling in upcoming semesters. Any outstanding balance could delay class registration for the spring semester. Encourage students to check their bursar accounts to ensure that enrollment for spring semester classes is available when enrollment time opens up for them.

Enrollment holds are placed after the 15th of every month and email notifications are sent at that time.

Check enrollment holds by logging into SIS http://prodosu.okstate.edu -- Spring registration begins October 21st.
Collecting Past Due Accounts

Letters have been mailed to faculty/staff and past student accounts that have a past due bursar account balance. OSU faculty/staff may enroll in the payroll deduction program to pay their bursar accounts within a six month to one year timeframe. If a payroll deduction is elected, it will be applied directly to the bursar account and will appear on the payroll advice. Past due accounts are sent to the State warrant intercept program (WIP) for capture of state income tax refunds to pay outstanding OSU debt.

Accounts must be brought current or a payment plan arranged to avoid the account being referred to an external collection agency. Any charges (up to 33% of the original debt), and in some cases, court costs and attorney’s fees incurred by the University in efforts to collect on delinquent accounts will be assessed. Those costs associated with collection may then become the responsibility of the account holder. Delinquent account information will be disclosed to credit reporting agencies, which could endanger a credit rating on a local and/or national level.
Form W-9s

OSU is required annually to furnish students with a Form 1098-T, Tuition Statement, which reports qualified tuition and related expenses associated with enrollment at OSU. In order for us to prepare the forms accurately, Federal law requires the correct taxpayer identification number (TIN). Generally, this number is a Social Security Number (SSN) or, if the student is not eligible to obtain a SSN, it is the Internal Revenue Service (IRS) individual taxpayer identification number (ITIN). The information reported on the Form 1098-T assists in determining whether the student, or the person who can claim the student as a dependent, may take either the tuition and fees deduction or claim an education credit to reduce federal income tax. For more information, see IRS Pub. 970, Tax Benefits for Education.

An email was sent to students identified as needing a tax identification number (TIN) with instructions to print the Form W-9S from this link to provide a correct SSN or TIN. Failure to furnish a correct TIN may result in the IRS assessing the student a $50 penalty. Please note if a student is a non-resident alien and does not have income that is subject to tax, this information is not required.

The Form W-9S needs to be returned in person to our office located at 113 Student Union or mailed to:

OSU Bursar Office
113 Student Union
Stillwater, OK 74078
FY 2014 Fixed Fringe Benefit Negotiated Rate

The final, Fixed Fringe Benefit Rate has been approved and signed by the Office of Naval Research and OSU. The negotiated agreement can be found at:

http://gcfa.okstate.edu/images/Documents/FY14/fy14_fb_rate_agreement.pdf

This agreement supersedes the previous agreement dated June 25, 2013 and remains in effect until June 30, 2014.

Consequences of Cost Share

Cost sharing strategies are frequently used at Oklahoma State University in an effort to secure sponsored awards. However, there are unintended consequences when the University sees significant increases in cost share on extramural activities. Whether the cost sharing is mandatory (as required by the sponsor) or voluntary (funds committed by the University to a specific project, but not required by the sponsor), these expenditures increase the direct cost base and results in a decrease in the University’s F&A rate and subsequent reduction in F&A recovery.
International Travel on Federal Grants and Contracts

If OSU faculty members, staff or students are traveling abroad and the travel is being funded by federally-sponsored dollars, travelers are subject to the “Fly America Act.” The Fly America Act (Title 49 of the United States Code) requires government-funded international travel to be made on an US Flag Air Carrier (an airline holding a certificate) unless a bilateral or multilateral air transport agreement exists.

These agreements are commonly referred to as “Open Skies Agreements,” and there are four currently in effect:

- US and European Union
- US and Australia
- US and Switzerland
- US and Japan

In certain cases when US-certified air carrier service is not available or other factors/emergencies may be in play, travel on a “non US-certified air carrier may be allowed—this would also include “Open Skies Agreements.” Any circumstance that may cause federally-funded international travel to use a non-US-certified air carrier must be approved in advance by the sponsoring agency and documented accordingly. In those rare cases of emergencies, these incidents should be reported to the agency immediately also with appropriate documentation as to the circumstances. It may be helpful for those planning to travel internationally on federal dollars to first review and become familiar with exceptions and exclusions at the Department of Defense’s Fly America Website:

http://www.defensetravel.dod.mil/site/faqflyus.cfm
FIM-University Imaging

Our imaging software allows users to create annotations to documents that have been scanned into their repository. Essentially it is a digital “sticky note” or after thought to be added to the document.

There are five types of annotations that you can use to annotate your documents:

- **Line annotations** include the straight line, the freehand line, the arrow, and the polyline.
- **Shape annotations** include the rectangle, the rounded rectangle, the oval, and the polygon. Shape annotations have a fill color and a line color.
- **Highlight annotations** are similar to rectangle annotations except that they have no fill color and the default color is yellow.
- **Text annotations** have both fill color and line color configuration options, and can be displayed as either text or icons. For example, the words “I LIKE GIRAFFES” could be added to a document in a text box.
- **Rubber Stamp annotations** include rubber stamp annotation attributes such as type (text or image) and content (text string or embedded bitmap) as well as standard annotation attributes. (ex. Date stamp, email, etc.)

To activate these options, choose the correlating symbol on the annotation toolbar (see below). If you wish to have access to annotation rights and currently do not, please have your director e-mail university.imaging@okstate.edu with a request.

Also, annotations can be deleted. Simply right click over the annotation and select Delete.
OK Corral

PO Distribution Bypass

• The "PO Distribution Bypass" checkbox, located in the General Information section of the requisition, should only be used when a purchase order does not need to be sent to the supplier. By checking this box, users are making the decision that the supplier does not require a purchase order to process the request. The "PO Distribution Bypass" should never be used on enabled/punch-out orders.

• To determine the distribution method:

A. If there is a red “x” next to this section , a purchase order will be distributed.
B. If there is a green checkmark next to this section , then a purchase order will not be distributed.
Attachments for Suppliers

When adding attachments that are to be sent to the supplier, please be aware that the only documents that are compatible to be forwarded are .doc, .docx, .xls, .xlsx, and .pdf documents. This is because other types of documents, such as .msg, .tif, .jpeg, etc, are not compatible with facsimile transmissions. Please note this is for supplier attachments ONLY. Internal Attachments still support many different types of document formats.

Orders with Multiple Ship-To Addresses

When orders are created with multiple ship-to addresses, each unique address will generate a separate purchase order.

Important Dates:

Board Dates:

Requisitions requiring Board of Regents approval (greater than $150,000) are due in Purchasing, November 13, 2013, 5:00pm, for the December 6, 2013, Board Meeting

Helium Shortage Update

We have received notification that the status of the helium shortage has not changed. Due to various, overlapping events, both globally and within the United States, helium inventories remain low. We have been assured by Airgas that they will do whatever they can to mitigate the impact that this shortage has on OK Corral customers. For additional information, please call Airgas.
Repayment of Employee Overpayments Will Be Accelerated as Year-End Approaches

When a department reports an overpayment to Payroll Services, the employee is normally given three options for repayment: (1) deduction from a future check, (2) repayment by personal check, or (3) repayment through the Bursar’s Office. If the employee elects repayment by personal check, the employee’s repayment must be received by Payroll Services within 30 days. If the employee’s repayment is not received within this time period, the department is contacted and the outstanding amount is charged to the employee’s bursar account.

As we approach year-end, however, the repayment period will need to be accelerated in order to allow sufficient time to cancel the overpayment and correct the employee’s W-2. Therefore, any overpayments that remain outstanding as of November 15 will be billed immediately to the employee’s bursar account. In addition, all overpayments reported to Payroll Services between November 15 and December 20 will be automatically billed to the employee’s bursar account in order to facilitate the proper year-end processing.

If you have any questions or concerns about overpayments in your area, please contact Sherry Warden at 744-6574 or by email at sherry.warden@okstate.edu.
Liability and Property Insurance

Late summer-early fall is an important time of year to verify your department’s inventory records for moveable equipment, boats, automobiles and self-propelled vehicles of all types. Departments will be responsible for insurance premiums on all equipment listed on the Moveable Equipment Inventory (MEI) database, so if for some reason you have disposed of equipment, but it still appears on your MEI report, please correct it as soon as possible. Vice-versa, only items listed on the MEI reports are insured.

Equipment insurance is directly connected to a specific building, so if an expensive piece of research equipment is reported in the wrong building and is destroyed in another building fire or as a result of tornado damage, etc. coverage for the loss could be denied by the insurance carrier. If you have questions, concerning Liability insurance coverage or property coverage please call Mr. Bob Stallbaumer in OSU Risk Management 744-8899.
**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/

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