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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.

WILAM Spotlight

- Sr. Accounting Specialist
- Process invoices via OK Corral
- Process Requisitions via OK Corral
- Answer OK Corral Questions and Assists with Training in OK Corral
- Process Remaining Paper Purchase Orders for Payment
- Write Entries (Primarily EXT’s)

Nice to meet you Ross!

Ross Willingham
Introducing a New OK Corral Interface!

The developers of the OK Corral software have created a new User Interface called Phoenix which will modernize the site, make it more intuitive by grouping similar actions together, and make the look and feel more like popular social media sites. Oklahoma State University and the A&M System made the Phoenix interface available on a volunteer basis on July 1 of this year to allow adventurous users an opportunity to get to use the new interface before the official rollout which will occur on October 1, 2013.

While most of the functionality remains the same, the new interface does alter the appearance to some degree. To help avoid any confusion this change might cause we will be offering presentations that will familiarize current OK Corral users with the new interface and show them how to do common tasks. We will be offering various training dates here in Stillwater and will also be conducting training at the branch campuses and A&M colleges.

OK Corral Training Fall 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 23</td>
<td>401 WLLD</td>
<td>10:00 a.m. – 11:00 a.m.</td>
</tr>
<tr>
<td>September 24</td>
<td>401 WLLD</td>
<td>2:00 p.m. – 3:00 p.m.</td>
</tr>
<tr>
<td>September 25</td>
<td>010 WLLD</td>
<td>3:00 p.m. to 4:00 p.m.</td>
</tr>
<tr>
<td>September 26</td>
<td>007A WLLD</td>
<td>1:00 p.m. to 2:00 p.m.</td>
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<tr>
<td>September 27</td>
<td>007A WLLD</td>
<td>10:00 a.m. to 11:00 a.m.</td>
</tr>
<tr>
<td>September 30</td>
<td>104 WLLD</td>
<td>1:00 p.m. to 2:00 p.m.</td>
</tr>
<tr>
<td>October 1</td>
<td>401 WLLD</td>
<td>11:00 a.m. to 12:00 p.m.</td>
</tr>
<tr>
<td>October 2</td>
<td>010 WLLD</td>
<td>3:00 p.m. to 4:00 p.m.</td>
</tr>
<tr>
<td>October 3</td>
<td>007A WLLD</td>
<td>1:00 p.m. to 2:00 p.m.</td>
</tr>
<tr>
<td>October 4</td>
<td>007A WLLD</td>
<td>10:00 a.m. to 11:00 a.m.</td>
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We’re also conducting a new user training
DATE: Monday, September 23
TIME: 1:30-3:30 p.m.
LOCATION: 403 Classroom Building

Associate Vice President & Controller
Oklahoma State University
207 Whitehurst
Stillwater, OK 74078
Phone: 405-744-4188
Fax: 405-744-6404
Email: avpc@okstate.edu
Website: http://controller.okstate.edu/
Reminders for Requisition Attachments:

$10,000 or less: Attachments, such as agreements or contracts, that need to be distributed to the supplier for purchases $10,000 or less should be uploaded at the line item as ‘Attachments for supplier’.

Greater than $10,000: For purchases greater than $10,000, attachments such as contracts, agreements and specifications should be uploaded as ‘Internal Attachments’ or to a comment.

**OK Corral Contract Spotlight**

CDW-G is now available as a punch-out supplier for technology based products. For questions, please contact the Purchasing Department.

**Important Dates:**

**Board Dates:**

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

The guidelines established by the Office of Management and Enterprise Services, 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 2014 interest rate applicable to late payments to vendors has been set at 0.12% per annum, computed on a 360 day calendar, or $0.00033 per $100 per day, which will be in effect July 1, 2013 through June 30, 2014. 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 34.71 & 34.72 and 74, Section 840.14, and OMES 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.
International Payments Just Got Easier

Oklahoma State University partnered with Western Union Business Solutions to provide international students and their families a fast, easy, and affordable way to pay education costs online and in their own currency. This service allows you to pay locally from your home bank, saving you money on exchange rates and bank fees. Funds are credited directly to your bursar account in dollars in as few as two (2) business days.

Go to: http://bursar.okstate.edu/

Click: Western Union Business Solution/International Wire Payments

Billing Statement Changes

The 1st bursar billing statement email notifications for the Fall semester generated September 3.

- View monthly statements, pay online, view your installments if enrolled in the semester payment option plan, & create an “Authorized User” for third party (i.e. spouse or parent) access via SIS
  - Log In
  - Under Payment Info
  - Click Bursar Services
- E-Mail notices are sent monthly to your okstate e-mail address and to authorized users
OSU Enrollment Policy

Enrollment at Oklahoma State University incurs a financial obligation and responsibility of the student to pay all amounts owed in a timely manner. In order to remain in favorable financial standing with the University, and thereby continue to participate in its educational programs, services, and benefits, a student must meet all financial obligations incurred at the University on or before the due date. Any outstanding balance could delay registration for the spring semester. The 1st spring enrollment holds were placed September 17th and email notifications were sent for accounts not enrolled in the payment option plan.

False Claims Act

The False Claims Act (31 U.S.C. §§ 3729-3733) sometimes referred to as “Lincoln’s Law,” was enacted in 1863 to curb the abuse perpetrated by businesses contracted to supply goods and services to the Union Army. Routinely, contractors were providing worthless equipment, supplies, or spoiled food rations then making fraudulent claims to the government for reimbursement. One of the most interesting concepts in the False Claims Act was the reward offered through the qui tam provision. In qui tam (“he who brings a case on behalf of our king”), an individual could sue on behalf of the government and be financially rewarded for bringing the fraud case to the government’s attention. Since its original enactment, there have been multiple changes to the law as well as significant increases to fines and other penalties to those who knowingly or willfully violate the law.

The Act defines a claim as a “demand for money or property made directly to the Federal Government or to a contractor, grantee, or other recipient if the money is spent on the government’s behalf and if the Federal Government provides any of the money demanded or if the Federal Government will reimburse the contractor or grantee.”

“To violate the False Claims Act, an individual must have submitted, or caused the submission of, the false claim or made a false statement or record. The individual must have 1) actual knowledge that the claim was false, 2) deliberate ignorance of the true or falsity of the information, or 3) reckless disregard of the truth or falsity of the information.”

Anytime OSU submits an invoice or initiates a drawdown seeking reimbursement from the Federal Government, the University is subject to the False Claims Act. Likewise, any information provided during the course of a grant, contract, or financial aid that supports the transactions creating an invoice is also subject to the Act. It is important for individuals in the Colleges and Departments who had firsthand knowledge of grant-related activity and expenses to be mindful of the False Claims Act and provide diligent oversight of the financial transactions affecting grant accounts under their purview.

Ref: False Claims Act (A Primer) U.S. Department of Justice
Oklahoma Attorney General Opinions

The Oklahoma Attorney General periodically releases opinions based upon questions submitted by the Legislature, branch or government, or any state officer, board, commission or department. The opinions are released and posted at the following website:

http://www.oag.state.ok.us/oagweb.nsf/opinions.html
Payment Card Industry Compliance- Following Procedures

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 (PCIDSS) and OSU Policy, even though it may be inconvenient at times. Departments should remember they are doing their customers a service by following policy and protecting their credit card information. If a customer e-mails you their credit card information remind them this is prohibited by payment card standards. OSU Policy 3-0336 prohibits the sending of unencrypted credit card information by e-mail, as well. It is extremely important that we remember to follow the procedures and keep every credit card number secure.

If you receive a credit card number by e-mail, please make sure to do the following:

1. Delete the credit card number from the email.
2. Reply to the sender stating that is against by payment card standards and OSU policy to accept credit card information by e-mail.
3. State the acceptable methods for paying (Phone, Mail, etc.).
4. Please delete the email from your inbox and deleted messages.

If you have any questions about credit card security, please contact the University’s e-Commerce/PCI Coordinator, Andrea Hendricks at pci@okstate.edu or 744-4102.
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/

OK Corral
Oklahoma State University
1224 North Boomer Road
Stillwater, OK 74078

Phone: 405-744-5985
Email: OKCorral@okstate.edu
Website: http://airs.okstate.edu/okcorral/guides.html

Payroll Services
Oklahoma State University
409 Whitehurst
Stillwater, OK 74078

Phone: 405-744-7337
Fax: 405-744-7888
Email: payroll.services@okstate.edu
Website: http://payroll.okstate.edu

Risk & Property Management
Oklahoma State University
618 North Monroe
Stillwater, OK 74078

Phone: 405-744-7337
Fax: 405-744-7888
Website: http://rpm.okstate.edu