Fiscally Fit

June 2014

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WILAM Spotlight

Kathy Tanner
ITLE Business Manager
February 7, 1994

Responsibilities
- Fiscal Officer and HR Liaison

Previous Experience
- Grants & Contracts Accountant
- Scholarship Coordinator at Oklahoma State Regents for Higher Education
- Restaurant Owner

Education
- Bachelor of Science, Business Management; Oklahoma State University

Other interesting facts about you
- Staff Advisory Council member and committee chair
- Grew up in Glencoe
- Deep love of my family and friends sustains my life

Nice to meet you Kathy!

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.
Food Purchases

The Office of the Associate Vice President and Controller is no longer the responsible office for granting exceptions for food purchases. We have determined that those considering making these types of purchases are better qualified to make the determination because they are the only ones who know the particulars of a given event. In the past some departments have abused the process by receiving an exception for one event and using that exception for all food purchases going forward. This is not the intent of any exceptions that have been made. Any exceptions you may have received in the past are no longer valid and we will now require that the department determine whether a specific event meets the criteria specified in the policies and guidelines below. If you make a food purchase, you must justify the purchase in writing and attach a copy of the justification to the invoice requisition prior to processing payment to the vendor. The written justification must include how the food purchase complies with one of the policies and guidelines provided below. You are responsible for ensuring the justification meets the requirements of the policies and guidelines. As you are determining whether to purchase food from any funding source, keep in mind that you may be asked by an auditor and/or reporter how and why you justified the purchase.

As a reminder, very few food purchases are allowable under State law and all Pcard purchases are posted on the State’s Open Books website. The pertinent policies and guidelines can be found at:
Food Purchases – cont.

As a reminder, very few food purchases are allowable under State law and all Pcard purchases are posted on the State’s Open Books website. The pertinent policies and guidelines can be found at:

- Purchase of Food and Non-Alcoholic Beverages on Sponsored Project Funding Professional Development/Retreats (Requires Vice Presidential approval)
- Use of OSU Foundation Funds (These are acceptable uses for Foundation funds only. Because the event appears on this document, does NOT mean institutional funds can be used).

Below is an excerpt from the Pcard Guidelines concerning food purchases:

**Restricted Purchases**

For certain types of purchases, specific requirements/conditions must be met in order to use the pcard.

**Food** – Food may only be purchased:
- For food service or food sales areas (i.e. University Dining Services, Ranchers Club, etc.),
- When specifically included in a Ledger 5 grant or contract budget and approved by a sponsoring agency,
- When required for an instructional and/or research purpose,
- When participants pay a fee and the documentation specifically indicates the fee will cover the food/meal, or when all conditions of the Office of State Finance’s (OSF) Policy on the Payment for the Purchasing Meeting Refreshments are met.
Food Purchases – cont.

"OSF 536110 MEETING REFRESHMENTS

Payment for purchase of light food and drink items (e.g., doughnuts, cake, coffee, tea, soft drink, etc.) used as refreshments and required in connection with meetings or similar type activities held/conducted for and in the interest of the general public. May also include payment for purchase of related service items (e.g., disposable plates/flatware, stirrers, sweeteners, etc.).

NOTE: Meetings as used in this definition do not include those activities and functions related to or associated with the day-to-day internal operations of an agency, e.g., staff meetings, staff retreats, employee training sessions/seminars, etc.”
Fringe Benefit Rates for FY15

The Fringe Benefit rates for FY15 were submitted to our Cognizant Agency-Office of Naval Research (ONR) in January of this year. ONR requested an audit of OSU’s proposed rates by the Defense Contractor Audit Agency (DCAA). Though the rates were submitted timely, DCAA has not completed the audit and neither ONR nor OSU expects the audit to be completed prior to the start of FY15. Because of the delay, we have no definitive date as to when the new FY15 rate agreement will be issued.

Because of the delay in finalizing the FY15 rates, the following is OSU’s plan of action:

For University Budgeting Purposes

Since OSU has proposed new rates for FY15, Budget and Asset Management requests that, for internal budgeting purposes, all Divisions, Colleges, and Departments use the FY15 proposed rates. These rates are posted on the BAM website at:

http://bam.okstate.edu/general-budget/fringe-benefit-rates
July 1, 2014 Payroll Calculations

While the proposed Fringe Rates for FY15 are to be used for internal budgeting purposes, the rates are not approved for charging Federally-sponsored programs. The fringe benefit rates used in payroll calculations for departmental accounts (effective July 1, 2014) will be the “provisional rate” which is simply a continuation of the FY14 Fringe Benefit Negotiated Rate Agreement currently on file with ONR. These provisional rates will remain in effect until such time that ONR issues a new rate agreement based upon our FY15 proposal.

Once OSU’s proposed rates for FY15 are audited and Ok’d, ONR should authorize a new “provisional rate.” At that time, OSU should receive a new agreement superseding the provisional rates set to go into effect July 1, 2014.

The approved PROVISIONAL RATE (effective July 1, 2014) is posted on the GCFA website at:

http://gcfa.okstate.edu/sites/default/files/documents/fy14_fb_rate_agreement.pdf

For Grant Proposals During this Period

As with any grant proposal where rate changes could occur, it would be advantageous to include some type of disclosure as to the potential fluctuation of the rate. Consider the following proposal disclosure for the Grant’s fringe rate:

“The Fringe Benefit rate used for this proposal is a provisional rate issued by the Office of Naval Research for FY15. While the University has submitted a new fringe benefit rate proposal for FY15, the University will only charge the provisional rate currently in place.”
Effort Reporting System

Most Colleges and Departments have been using OSU’s Effort Reporting System (ERS) for some time now, but on July 1, 2014, ERS will become the University’s required method for federally-mandated time and effort certification. ERS will drastically improve the effort reporting process by eliminating tedious and time-consuming paper-based methods currently in use today by many principal investigators (PI). The system will also provide comprehensive oversight of the effort certification process, as well as improve internal controls for the University’s federal compliance and audit requirements.

ERS allows the PI to view a summary of effort for all individuals assigned to each grant project under his or her purview. The system gathers project account information from the University’s Financial Reporting System (FRS) and personnel budget information from the Human Resources System (HRS) also associated with project and matches the summary data to the principal investigator responsible for the grant project. By logging into https://osuhbwire.it.okstate.edu/authuser.aspx, the principal investigator, who has first-hand knowledge of the project, can then certify the effort charged to the sponsored project. In those cases when the percentage of effort charged to a grant does not accurately reflect the time spent on the project, the PI will be able to note the discrepancy in ERS. If there is a discrepancy, the PI should initiate the necessary retroactive cost transfer for the incorrect charges to the grant project.

Stillwater-based college fiscal officers have participated in ERS training and in turn trained many PI’s within their respective colleges.

If you have not participated in ERS training or would like a refresher, please contact Amber Gray amber.d.gray@okstate.edu with the subject line “ERS Training”.

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Grants & Contracts
Oklahoma State University
401 Whitehurst
Stillwater, OK 74078

Phone: 405-744-8239
Fax: 405-744-7487
Website: http://gcfa.okstate.edu/
Payment Card Industry Compliance - In Person Payments

Does your department take onsite registrations for conferences or workshops? Do you have t-shirts or coffee mugs to sell? If so, it would be a great idea to accept credit cards. This is a very convenient way to accept payments from your customers. At Oklahoma State University, we have two options for accepting in-person credit card payments:

1. Standalone terminal connected to analog phone line
2. Standalone terminal connected to cellular signal

For more information on these options, please contact the University’s E-Commerce/PCI Coordinator Andrea Hendricks at pci@okstate.edu or andrea.hendricks@okstate.edu.
Purchasing
Oklahoma State University
1224 North Boomer Road
Stillwater, OK 74078
Phone: 405-744-5984
Fax: 405-744-5187
Email: purchase@okstate.edu
Website: http://purchasing.okstate.edu

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

Punch-out / Hosted:
Whenever possible, use the punch-out and hosted suppliers to place your orders. If an item is not available through the punch-out or hosted catalog, 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 New User Training:
July 14, 2014, 9:00-11:00am, 106B WH
To sign up, please go to http://hr.okstate.edu/training/registration_form

Board Dates:
Requisitions requiring Board of Regents approval (greater than $250,000) are due in Purchasing, August 13, 2014, 5:00pm, for the September 5, 2014 Board Meeting.
Master Equipment Lease Program – Fall 2014 Schedule

The Fall 2014 Master Equipment Lease Program financing is tentatively scheduled to close in mid-November 2014, with funds for approved projects being available at that time. The OSU/ A&M and OSRHE Boards, and the Council of Bond Oversight must approve any items proposed to be financed by the Master Lease Programs. It is anticipated that the OSU/A&M Board will consider any proposed equipment projects at its September 5th meeting.

For OSU or an OSU Branch Campus to submit a project for consideration, please provide the following information:

1. a project description
   a. specific description of the equipment to be purchased,
   b. State Regents’ Campus Master Plan Project Number,
   c. estimated cost,
   d. number or years to finance the equipment,
   e. estimated date funding is needed (mm/dd),
   f. equipment’s estimated useful life in years,
   g. if item is part of an ongoing replacement program, how often this equipment is replaced;

2. project beneficiaries
   a. point of contact (name and phone number),
   b. any third party economic benefit with use of the equipment (i.e. taxable or for-profit entities),
   c. location of equipment use and storage (building and room #);

3. a pro forma showing how your debt service will be paid.
Master Equipment Lease Program – Fall 2014 Schedule – Continued

Deadline

The **deadline** for receipt of the information is **August 1, 2014** for the Fall Master Equipment Lease. Submissions and any questions should be directed to the Debt Management Coordinator, Mitchell Emig (mitchell.emig@okstate.edu).

Per Oklahoma Statutes, equipment (personal property) projects financed through the Master Equipment Lease program shall have a minimum value of Fifty Thousand Dollars ($50,000.00) and a maximum value of Ten Million Dollars ($10,000,000.00). Such leases shall have a term that is no more than the useful life of the personal property acquired, and, in no event, more than twenty (20) years. The amount of transactions financed in a calendar year through the Master Equipment Lease program shall not exceed Fifty Million Dollars ($50,000,000.00) system wide.
FRS System Availability

The FRS system will be unavailable from July 1 through July 3 while the year-end closing process is completed. Payment processing will resume on July 7 after the allotment is available at the Office of Management and Enterprise Services.

Correct Fiscal Year on Payments

When changing fiscal years, it is important to use the correct fiscal year on all invoices and payment documents submitted to University Accounting. All invoices dated prior to July 1, 2014 should be processed as FY14 to properly reflect the expenditure in the state system.

Before July 1, 2014

After July 1, 2014
Enrollment Holds

Enrollment holds were placed the night of June 17, 2014 on any account with a past due balance. Emails were sent to students who are enrolled for fall with a past due balance informing them of the consequences for non-payment. Balances must be paid by July 25, 2014 to prevent fall enrollment cancellation.

The following is an excerpt from the email:

Oklahoma State University (OSU) policy mandates outstanding balances must be cleared prior to attending subsequent semesters. If you have a past due balance and it is not paid by the July 25, 2014 deadline, your fall enrollment is subject to cancellation. If it is necessary to cancel your enrollment due to your bursar account status, you will receive official notification of your fall course(s) cancellation(s) via certified mail in August. Please contact us to discuss the options available to you. We want you to continue your educational endeavors at OSU.
FY2014 Year End

The final FY 2014 bursar direct deposit refunds, short term emergency loan checks, and assignment checks will process on Friday, June 27th.

Please make sure all FY14 departmental deposits are brought to the cashiers by noon on Monday, June 30th to ensure year-end deadlines are met. Don’t forget online departmental deposit entry via AIRS is available. Please contact Cindy Buford for instructions (cindy.buford@okstate.edu or 405-744-7790).

Fall Estimated Bursar Payment Plan

The Fall Estimated Payment Option Plan is now available online. The student applies online by logging into SIS at http://prodosu.okstate.edu/ and clicking the “Bursar Services” link listed under “Payment Info”. An authorized user may apply on behalf of the student by clicking the “Authorized User Access” link located on the bursar website at http://bursar.okstate.edu. There is a $25 semester payment plan application fee to participate. Click the following link to assist you with the estimated cost amounts http://bursar.okstate.edu/sites/default/files/documents/forms/POP%20Budget%20Supplemental%20Sheet%202014-15.pdf.

The Fall estimated payment plan will be converted to actual charges in late August.

Parking Permits

2014-2015 Parking Permits will be available for purchase August 2014. Charging the purchase to your bursar account will no longer be an option. You may pay for your permit via payroll deduction or online with an electronic web check or credit card. More information will soon be available and you can visit the Parking Services website at http://www.parking.okstate.edu/.
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/

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

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

Payroll Services
Oklahoma State University
409 Whitehurst
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Website: http://airs.okstate.edu/okcorral/guides.html