Fiscally Fit

News from the Controller
April 2016

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Office of the Associate Vice President and 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/
WILAM Spotlight

Sherry Stanley
Assistant Director-Payroll

Responsibilities

• Direct deposits, overpayments, and assignment checks.
• Assists with the processing of payrolls and garnishments.

Previous Experience

• Employed 10 years as Bookkeeper with Payne County before attending OSU full-time.
• Previously employed with OSU as a Student, Grad Student, Temporary, Financial Assistant, Accountant, and Payroll Manager.

Education

• Bachelor of Science in Accounting from OSU.
• Master of Science in Accounting from OSU.

Other interesting facts about you

• Proud mom of one son.
• Lifetime resident of the Stillwater area.

Each month one person will be randomly selected to spotlight as our WILAM Spotlight Employee. If you haven’t turned your form in yet, please submit it to Lynette Rhea, lynette.rhea@okstate.edu. Forms can be found here.
Financial Tip of the Month

Provided by Energy.Gov Energy Saver. The material is for informational and educational purposes only and should not be regarded as a recommendation or an offer to buy or sell any product or service to which this information may relate.

Spring and Summer Energy Savings Tips

Here you'll find strategies to help you save energy during the spring and summer when the weather is warm and you are trying to keep your home cool. Some of the tips below are free and can be used on a daily basis to increase your savings; others are simple and inexpensive actions you can take to ensure maximum savings through the spring and summer.

USE YOUR WINDOWS TO GAIN COOL AIR AND KEEP OUT HEAT

If you live in a climate where it cools off at night, turn off your cooling system and open your windows while sleeping. When you wake in the morning, shut the windows and blinds to capture the cool air.

Install window coverings to prevent heat gain through your windows.

OPERATE YOUR THERMOSTAT EFFICIENTLY

Set your thermostat as high as comfortably possible in the summer. The smaller the difference between the indoor and outdoor temperatures, the lower your overall cooling bill will be.

Keep your house warmer than normal when you are away, and lower the thermostat setting to 78°F only when you are at home and need cooling. A programmable thermostat can make it easy to set back your temperature.
Spring and Summer Energy Savings Tips - continued

Avoid setting your thermostat at a colder setting than normal when you turn on your air conditioner. It will not cool your home any faster and could result in excessive cooling and unnecessary expense.

USE FANS AND VENTILATION STRATEGIES TO COOL YOUR HOME

If you use air conditioning, a ceiling fan will allow you to raise the thermostat setting about 4°F with no reduction in comfort.

Turn off ceiling fans when you leave the room. Remember that fans cool people, not rooms, by creating a wind chill effect.

When you shower or take a bath, use the bathroom fan to remove the heat and humidity from your home. Your laundry room might also benefit from spot ventilation. Make sure bathroom and kitchen fans are vented to the outside (not just to the attic).

KEEP YOUR COOLING SYSTEM RUNNING EFFICIENTLY

Schedule regular maintenance for your cooling equipment.

Avoid placing lamps or TV sets near your room air-conditioning thermostat. The thermostat senses heat from these appliances, which can cause the air conditioner to run longer than necessary.

Vacuum registers regularly to remove any dust buildup. Ensure that furniture and other objects are not blocking the airflow through your registers.
Spring and Summer Energy Saving Tips
-continued

DON'T HEAT YOUR HOME WITH APPLIANCES AND LIGHTING

On hot days, avoid using the oven; cook on the stove, use a microwave oven, or grill outside.

Install efficient lighting that runs cooler. Only about 10% to 15% of the electricity that incandescent lights consume results in light—the rest is turned into heat.

Take advantage of daylight instead of artificial lighting, but avoid direct sunlight.

Wash only full loads of dishes and clothes. Consider air drying both dishes and clothing.

Take short showers instead of baths.

Minimize activities that generate a lot of heat, such as running a computer, burning open flames, running a dishwasher, and using hot devices such as curling irons or hair dryers. Even stereos and televisions will add some heat to your home.

KEEP HOT AIR FROM LEAKING INTO YOUR HOME

Seal cracks and openings to prevent warm air from leaking into your home.

Add caulk or weather-stripping to seal air leaks around leaky doors and windows.
Spring and Summer Energy Savings Tips
-continued

LOWER YOUR WATER HEATING COSTS

Water heating accounts for about 18% of the energy consumed in your home.

Turn down the temperature of your water heater to the warm setting (120°F). You'll not only save energy, you'll avoid scalding your hands.

REBATES & TAX CREDITS

Federal incentives are available for some building envelope, heating, cooling, and water heating products through 2016.

Federal tax credits are available for solar energy systems through 2021, and for small wind electric systems, geothermal heat pumps, and fuel cells through 2016.

Federal tax credits are available for all-electric and plug-in hybrid vehicles.

For more information please refer to article at http://energy.gov/energysaver/spring-and-summer-energy-saving-tips
## Training Opportunities

### Self-Service Banner Training

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*Internet Native Banner-must have access

### OK Corral Training

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### Procurement Basics—Why is Purchasing Important

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Register at [http://hr.okstate.edu/training/registration_form](http://hr.okstate.edu/training/registration_form)
New Change Order Form

Change order forms are now available in OK Corral under “Forms”. There are two available, one for purchase order amounts $25,000.00 or less and one for greater than $25,000.00. The form(s) will bring consistency to the change order process and utilize budget check and the appropriate workflow approval.

Please note - increases and/or decreases cannot be processed on punch-out purchase orders. Punch-out orders can only be closed or canceled.

Change orders cannot be processed while an invoice is “In Process”. Please make sure invoices have been paid before requesting a change.
New OK Corral Feature

All users will now be sent a notice of any changes in the OK Corral Bulletin Board on the home page. Users will receive this notice in their Notifications (see below).

Vendor File Requirement

When a vendor record is created for a non-U.S. citizen or entity, a W-8BEN or W8BEN-E, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals/Entities), should be submitted to the Purchasing Department along with the Vendor Request Form. If there are questions regarding the tax status of an individual, please contact Linda Dunbar Garmy, OSU International Tax Coordinator. If there is no tax treaty or the visitor does not want to apply for an ITIN, there is 30% tax withholding. Please contact Linda first. She can be reached at 744-8117 or by email linda.dunbar@okstate.edu. Be aware that royalties, including some software licenses are subject to U.S. tax withholding.

The W-8BEN and W-8BEN-E forms can be found at www.irs.gov. If there are any questions, please contact the Purchasing Department.
In the Case of Sponsored Projects and Payments to Human Subjects

A principal investigator may wish to pay a person participating in the research project. Provided that the sponsoring agency agrees to the payment to the person, the payment may be in the form of a non-monetary promotional-type item, check, cash, or cash equivalents (see OSU Policy 4-0401). Gift cards are considered “cash equivalents” and may be used for payments to human subjects.

It is important to remember that only the gift cards used for the approved grant are eligible for reimbursement from the sponsoring agency. The PI may consider the purchase of the Gift Cards in small batch quantities since large/bulk purchases may become problematic if participation becomes limited.

While each college may have a slightly different administrative method to approve the purchase of the gift card, the basics usually involve the following steps: 1) a request to set up imprest cash fund; 2) issuance of a check to fund the imprest cash; 3) the use of imprest cash account to purchase gift cards; 4) PI tracking of the distribution of the cards; 5) Reimbursement of the imprest cash fund once the cards are distributed.

**Step 1** above does require an approved IRB and the sponsoring agency’s agreement to allow payments to the human subject before the check is issued to fund the imprest cash fund.
Adding Pages to Documents in Interactive Client Mode

To add pages to an AppXtender document in ApplicationXtender Web Access Interactive Client mode:

1. Locate the document to which the new pages will be added by querying the corresponding AppXtender application.
2. From the query result set, locate and select the document.
3. To insert the new pages before or after a particular page in the document, in Thumbnails view or on the thumbnail contact sheet, select the thumbnail for that page to display the page in the viewer. (If you are appending the pages to the end of the document, you can skip this step.)
4. On the IRC viewer toolbar, select the Page button to open the Page menu.

   ![Page menu](image)

5. From the Page menu and submenu, select New Page>Import File. The Import File submenu appears.
6. From the Import File submenu, select the position in which the new pages should be added (Insert After, Insert Before, Append). The Import File dialog box appears.
7. In the File Path text box, enter the path to the file to be imported. If you are not sure of the file path, click Browse and then locate and select the file.
8. To import the file, select Open.

The new pages are inserted in the document at the selected insertion point. Thumbnails of the imported pages appear at the corresponding point in the sequence of thumbnails in Thumbnails view and on the thumbnails contact sheet.
Insurance on Fine Art-No Deductible

It is true the OSU Fine Art Insurance policy does not have a deductible, however, it is mandatory that each piece be individually reported to OSU Risk Management to receive coverage. As of March 1, 2016 the only fine art reported on the OSU “NO DEDUCTIBLE” policy was that which is listed by the OSU Museum Art. If not reported separately as fine art, each piece may be covered as “moveable equipment” if they are listed on the OSU Asset Management Inventory, but each loss is currently subject to a $500,000 deductible.

If your department has fine art, including paintings, sculptures, valuable photographs, prints, and papers, you may have them insured as fine art by contacting Bob Stallbaumer at OSU Risk Management, 405-744-1693.


**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/

**Office of the Bursar**  
Oklahoma State University  
113 Student Union  
Stillwater, OK 74078

Phone: 405-744-5993  
Fax: 405-744-8098  
Email: bursar@okstate.edu  
Website: http://bursar.okstate.edu/

**Financial Information Management**  
Oklahoma State University  
1202 W. McElroy  
Stillwater, OK 74078

Phone: 405-744-7457  
Fax: 405-744-0034  
Email: fim@okstate.edu  
Website: http://fim.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

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

Phone: 405-744-8239  
Fax: 405-744-7487  
Website: http://gcfa.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

**Payroll Services**  
Oklahoma State University  
409 Whitehurst  
Stillwater, OK 74078

Phone: 405-744-6372  
Fax: 405-744-4149  
Website: http://payroll.okstate.edu/

**University Accounting**  
Oklahoma State University  
304 Whitehurst  
Stillwater, OK 74078

Phone: 405-744-5865  
Fax: 405-744-1832  
Website: http://ua.okstate.edu