
FISCALLY FIT

News from the Controller

August 2009

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BURSAR

Direct Deposit of Bursar Account Credit Balances

The Direct Deposit Program provides quicker access to refunds when a bursar account has a credit balance for the semester. For participants in the Direct Deposit Program, refunds are transferred to bank accounts within 48 hours after the credit balances become effective on their bursar accounts. For students wishing to participate, it is important to apply now! To sign up for Direct Deposit, visit our website <http://bursar.okstate.edu/Refund.html>.

If students previously signed up for direct deposit, the

Direct Deposit Program is still in effect for refunds.

Remember, direct deposit is the fastest and easiest way to receive a bursar refund!

Bursar Billing – 1st statement for fall generates September 1

Billing statements are viewable and payable electronically. Use your O-Key Login to the secure site:

<https://bursar.okstate.edu/login.asp>

to view the bursar monthly billing statement.

When the monthly bursar bill is ready to be viewed, an e-mail notification is sent to the OSU “O-Key” e-mail account.

Parents can receive a copy of the same e-mail notification their student receives by having the student update the E-MAIL BILLING ADDRESS on SIS at <http://prodosu.okstate.edu>. While this e-mail does not give parents the ability to view the bill, it reminds parents to obtain a copy of the bill from their student or to encourage their student to utilize the feature described in the following paragraph.

Guest Billing Access Feature

Students can set up guest access by using their O-Key login at our website <https://bursar.okstate.edu/login.asp>.

Click on “Manage Guest Login” and create a user ID and password for your guest. Account holders can limit the guest access to any/all/none of the following:

- Billing Statement
- 1098T Information
- Phone Statement

Monthly Payment Plan

In efforts to assist our students in meeting financial obligations, Oklahoma State University offers an in-house administered payment option plan (POP) as an alternative to the traditional lump-sum payment method. This plan provides an opportunity for families and students to pay University-billed expenses in regular monthly payments either by the semester or annually. No finance charges or enrollment holds are associated with the payment option plan if payments are made as promised.

Associate Vice President & Controller - 207 Whitehurst, Stillwater, Oklahoma 74078 - (405) 744-4188

Visit our website link for the POP application:
<http://bursar.okstate.edu/forms/osupop.pdf>

Also available online is the handbook describing bursar information. Check it out:
<http://bursar.okstate.edu/forms/BursarCatalog.pdf>

UNIVERSITY ACCOUNTING

Master Lease - Equipment Program Schedule

Following up on the June, 2009 Fiscally Fit article regarding the Master Lease Equipment Program Schedule, the Oklahoma State Regents for Higher Education (OSRHE) have recently notified institutions that applications for equipment purchases to be included in the upcoming Master Lease equipment financing are due to OSRHE on September 18, 2009, with funding expected to be available December 2, 2009. To allow sufficient lead time to review departmental requests and obtain A&M Board of Regents approval to participate in the program, please contact Lynette Venard at 405-744-6819 by August 20, 2009 if your department is interested in submitting any equipment purchases in this round of Master Lease. Lynette will be happy to answer questions you may have regarding the Master Lease equipment program

Online Travel Application

The online travel application is now available in AIRS and is being tested by selected departments. Training sessions are being coordinated through Training Services and a listing of training dates will be available later this month.

Since all travel receipts and supporting documentation will now be scanned into the online travel voucher, the department must retain the original receipts in the event of an audit.

In addition to scanning the receipts for which the claimant is seeking reimbursement, the invoices for travel expenses that are paid by pcard must also be scanned into the online travel voucher for supporting documentation. This will aid in the auditing and cross-referencing of travel payments.

Reducing the Number of Rejected Online Requisitions

In some instances an online requisition will have many approvals that have been obtained through the hierarchy approval process and will then be rejected by University Accounting.

In an effort to reduce the instances of online requisitions being rejected, please attach all necessary documentation and review the expenditure for compliance with OSU and state guidelines prior to submitting.

Environmental Health & Safety

Cost of Climbing Injuries



Slips, trips and falls have long been the cause of most on-the-job injuries for campus personnel. But a closer look at those accidents can reveal a leading cause of most of those injuries—carelessness.

A growing number of OSU employees are falling and being injured by climbing on chairs, tables, boxes (anything but a ladder) to get something out of reach. These injuries can be quite painful and costly—to the person as well as to the University. According to the National Safety Council, falls are a leading cause of traumatic occupational death, accounting for eight percent of all occupational fatalities from trauma.

If you do it at work, chances are you also do it at home. The National Safety Council reports that in 2004, falls were the leading cause of injury-related deaths in American homes (12,800).

You can take these steps to reduce falls: keep hallways and workspaces clutter-free, clean up spills, keep floors clean, and maintain good lighting. Another way to reduce falls is to keep a small step stool available in areas that have out-of-reach spaces—and then USE it.

>> It is unacceptable to use chairs, tables, cabinets, etc. in place of a ladder or step stool. <<

This is a good way to keep the climbing cost of injuries down.

Go to the [EHS website](#) for more information.

FINANCIAL INFORMATION MANAGEMENT

Phishing E-mails

With the move to business models where the bulk of an organization's data is stored on computers, workers everywhere need to be vigilant to any security threats that they may encounter in their daily activities. One of the most common of these is the "phishing e-mail."

A phishing e-mail is a fraudulent e-mail message that is sent to a group of people in order to deceive them into revealing personal information such as passwords or credit card information, or installing malware on their computers. These messages often look like they come from someone that the recipient knows, or a business, department, or website that the person interacts with in some capacity.

Some common signs to look out for in a phishing e-mail are:

- Bad grammar or spelling
- Broad or fuzzy details that do not seem right
- Threats of an account shutdown
- A link or attachment that the user is supposed to click on to view a document or download a file
- Requests to verify personal information such as usernames, passwords, or credit card information
- References to an order that the user supposedly made from an internet-based vendor

If you receive such an e-mail in your account, please do not open it.

First, verify that the e-mail is valid with either the sender, or your department’s technical support provider. If it is not valid, please delete it immediately. If you do happen to respond to the message and disclose any information associated with your OSU account, please notify your department’s technical support provider as soon as possible. They will instruct you how to reset your OKEY password and security question, and will most likely schedule a time to scan your PC for any signs of malware infection.

Fiscal and Administrative Compliance

PLEASE NOTE: *The Fraud Deterrence and Compliance AND PCard Administration and Compliance areas of the Office of the Associate Vice President and Controller have moved to 306 Whitehurst.*

Fraud Deterrence and Compliance Program

Fraud in Today’s Economy Continued

In the survey results published in the 2009 report *Occupational Fraud: A Study of the Impact of an Economic Recession*, 88% of the respondents indicated they anticipate either a slight or a significant increase in fraudulent activity over the next year due to the current economic climate. When asked to identify the types of fraud they anticipate will increase, 70% of the Certified Fraud Examiners who responded believed employee embezzlement would increase during the next year. However, employee theft was not the only type of fraud the respondents believed would increase.

Type of Fraud	% of Survey Respondents
Employee Embezzlement	70.0%
Frauds by Unrelated Third Parties	56.0%
Fraud by Vendors	41.4%
Financial Statement Fraud	35.7%
Corruption	25.6%

These findings confirm the need to have a comprehensive fraud prevention program in place and the need to be proactive.

Source: 2009 ACFE Report *Occupational Fraud: A Study of the Impact of an Economic Recession*

Reporting Fraudulent Activity

Fraudulent financial activity or suspicion of fraudulent financial activity is to be reported directly to the Office of the Associate Vice President & Controller or confidentially through EthicsPoint. A report can be filed through the EthicsPoint website or by calling toll-free 866-294-8692.

PCard Administration and Compliance

Paying for Parking with the PIKEPASS

The Oklahoma Turnpike Authority recently partnered with the Tulsa International Airport to allow vehicles displaying an active PIKEPASS to enter and exit public parking at the Tulsa International Airport, with the parking charges billed to the PIKEPASS account. This expense may NOT be charged to any PIKEPASS account paid by a University PCard. Parking charges must be reported on the travel claim.

Grants and Contracts

American Recovery and Reinvestment Act Funding

To date Oklahoma State University has proposed \$56 million in ARRA funded projects with \$4.7 million awarded.

FY 2010 Fringe Benefit Rates

The FY 2010 OSU Fringe Benefit Rates Proposal remains in “proposed status.” The Office of Naval Research (ONR) acknowledges the use of the proposed status until the negotiation is completed as it is not uncommon for ONR to issue final rates after the start a new fiscal year. The fringe rates can be found at:

<http://vpaf.okstate.edu/BAM/Budget/Fringe/FringeBenefitsFY10.htm>

Expanded Authority

From time to time, principal investigators become concerned when specific budget line items within a project require adjustment. Many federal agencies understand the need for adjustments and allow these budgetary changes and have adopted the “expanded authority” policy, within certain limitations, in an effort to reduce overhead cost, reduce paperwork, and facilitate research productivity.

“Expanded Authority” authorizes some federal agencies to grant Oklahoma State University approval to make changes within the original scope of the project and within the limits of the original total budget without prior agency approval. Though

many federal agencies allow for “expanded authority,” it is only applicable to grants and cooperative agreements, and the changes allowed under “expanded authority” may vary from agency to agency.

Payroll Services

Reviewing your HRS 419 Reports as part of your Monthly Reconciliations

The HRS 419 report is a detailed listing of employees paid on a FRS account. It is prepared on a monthly basis and is available to departments via e-Print on the first day of each month. The HRS 419 details employee payroll expenses by pay ID and totals them by subcode. The amounts are easily reconciled to the payroll expenses on the FRS FBM092 report. Reviewing the HRS 419 report on a monthly basis is important in that it may assist a department in identifying employees that are paid incorrectly on a departmental account.

The current HRS labor distribution module (HRS screens UL1 and UL2) allows departments to change the account an employee is charged to as often as necessary; however, sometimes input errors occur. By reviewing the HRS 419 report each month a department can become more familiar with the employees charged to each departmental account and will be better able to detect an erroneous charge or an accidental overpayment.

For more information on the HRS 419 report, please contact Sherry Warden, OSU Payroll Services, at 744-6574.

Purchasing

Sole Source Purchases

All sole source purchases require a Sole Source Affidavit. Sole Source Affidavits are required when the item or service is limited to one provider (sole source).

Per OSU Purchasing Policies and Procedures, at least two of the following criteria must be met for a sole source purchase to be valid and acceptable:

- The specified item is a replacement or repair part for existing equipment.
- The specified item must be compatible with existing equipment, and compatibility is an essential factor for effective utilization of the item.
- The specified item is the only product that will fulfill the need of the ordering unit.
- A unique and justifiable situation exists which restricts the purchase to a single source.

The following are examples of circumstances which could justify sole source procurement:

- Compatibility of equipment, accessories, or replacement parts is a paramount consideration.
- A sole provider's item is needed for trial use or testing.
- A sole provider's item is procured for resale.
- The contractual provisions of an externally sponsored agreement restrict the purchase to one source.
- The required service or item is available only from a specific manufacturer or the manufacturer's representative.

Study Trips

Reminders for student study trips:

- Hotel agreements and any other contracts must be signed by the Director of Purchasing.
- If there is a possibility the total cost will be greater than \$5,000, a requisition must be processed and a purchase order issued by the Purchasing Department prior to the trip.
- When the total cost is greater than \$5,000, purchases from travel agents, transportation suppliers, etc. require the solicitation of competitive bids by the Purchasing Department. In this case, requisitions should be submitted with specifications for bidding. Departments need to plan and allow enough time to complete this process.

Important Dates

Board Dates:

- Requisitions requiring Board of Regents approval (greater than \$150,000) are due in the Purchasing Department by August 19, 2009, for the September 11, 2009, Board Meeting.

Purchasing Seminars:

- Ethics in Purchasing, October 27, 2009, 2:00 PM, 412 Student Union
- Purchasing Policies and Procedures, November 3, 2009, 9:00 AM, 412 Student Union

You may register for any of these sessions by calling Human Resources at X5374, on the Human Resources web site at http://fp.okstate.edu/hrosu/training_enroll.htm, or by Email: osu-trng@okstate.edu.

The Purchasing Department is available to conduct purchasing training on an as needed basis to departments and colleges. Please contact Purchasing at X5984 to schedule a date.

Purchasing can be contacted at:

Phone: 405-744-5984

Fax: 405-744-5187

Email: purchase@okstate.edu

Website: www.purchasing.okstate.edu

Office of the Bursar

Oklahoma State University
113 Student Union
Stillwater, OK 74078

Phone: 405.744.5993
Fax: 405.744.8098

Website: <http://bursar.okstate.edu/>
Email: bursar@okstate.edu

Financial Information Management

Oklahoma State University
334 & 335 Student Union
Stillwater, OK 74078

Phone: 405.744.7457
Fax: 405.744.7872

Website: <http://www.vpaf.okstate.edu/fim/>
Email: fim@okstate.edu

Fraud Deterrence & Compliance Program

Oklahoma State University
207 Whitehurst
Stillwater, OK 74078

Phone: 405.744.2296
Fax: 405.744.6404

Email: fraud.deterrence@okstate.edu

Grants & Contracts

Oklahoma State University
401 Whitehurst
Stillwater, OK 74078

Phone: 405.744.8239
Fax: 405.744.7487

Website: <http://vpaf.okstate.edu/gcfa/>

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

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1224 North Boomer Road
Stillwater, OK 74078

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Website: www.purchasing.okstate.edu
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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

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304 Whitehurst
Stillwater, OK 74078

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