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# FISCALLY FIT

## News from the Controller

April 2010

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### PAYROLL

#### **Working EAs During the BDS Process**

Please remember if a department sends an EA form to Payroll Services with an FY11 assignment after BDS begins and HRS is available for FY11, Payroll Services will input the FY11 assignment. Please review all FY11 assignments carefully.

#### **Address Changes**

As the school year comes to a close, many employees will be leaving OSU. Please remind these employees that they need to change their addresses in **all** OSU systems (HRS and SIS) in order to receive important, future mailings, like their W-2 forms. Employees should also be reminded to update their addresses with any retirement plans they may have participated in during their employment at OSU.

#### **Avoiding Overpayments**

Help avoid overpayments by ending graduate student assignments at the appropriate time in May. In the past, there have been numerous overpayments due to late separations in May or the wrong end dates. Please review when each grad student will be ending his or her graduate work. Also, please review BDS assignments for graduate students beginning in the new FY. Make sure the students come back to work and begin working at the beginning of their FY11 assignments. It is not unusual for students to change their start dates after summer break or not return to work at all.

#### **New Procedure for Internationals**

It's that time of year when international students are renewing their Work Permits (formerly called Employment Clearance). We would like to inform you of a new procedure that will facilitate online EA processing and save paper. In the past, the Office of International Students and Scholars (ISS) would give the student the original Work Permit to give to the hiring department. Now, ISS will send the original Work Permit to HR for scanning. At the same time, ISS will update screen 017 in HRS. The hiring department only needs to verify that the Work Permit expiration date on screen 017 is current in order to process an online EA. It is no longer necessary for the hiring department to have a paper copy of a Work Permit renewal. In conjunction with OSU's effort to be more "green," ISS will no longer make copies for departments.

For students and scholars who are working for OSU for the first time, the hiring department will continue to receive the original Work Permit which is to be sent to Human Resources along with the other required documents for new employees.

Questions regarding this procedure may be directed to Linda Dunbar, 744-8117.

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

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## BURSAR

### Enrollment Cancellation

Cancellation of summer enrollment will occur May 7th for accounts that have not fulfilled payment arrangements that still owe a past-due bursar balance. Please remember that bursar accounts must be current to enroll in future semesters and to continue charging items on campus to your account.

### Bad Debt Assessment/Write Off

Spring bad debt assessment calculations and entries are prepared in April. The annual write-off of bursar accounts older than three years with no activity will occur in May.

### Reminder

According to Billing and Receivable System (BRS) Policy #3-0330, "As prescribed by the Oklahoma A and M Board of Regents, all University departments that maintain accounts receivable systems or are involved with invoicing sales, services, and assessments are required to utilize the central system for the recording of accounts receivable."

Using the central accounts receivable system (BR) standardizes collection efforts for the University and assures adherence to collection laws. The BR central system interfaces with the Financial Reporting System (FRS) which ensures proper recording of the receivables to facilitate monthly and annual reporting to the University financial statements. Internal and external auditors are able to review accounts receivable balances as necessary. The proper bad debt allowance entries are prepared and recorded.

### FERPA

The Family Educational Rights and Privacy Act (FERPA) was amended in December 2008. Efforts to bring OSU into compliance with the new regulations include the creation of an [OSU FERPA website](#) and the introduction of a requirement that all faculty and staff members who have access to electronic student records complete university-sponsored FERPA training (OSU Policy 2-0701).

As of March 1, 2010, all faculty, staff, and other agents of the university who request new access to electronic student academic records (such as SIS and ApplicationXTender) must first complete university-sponsored FERPA training before access will be granted. This includes the Faculty/Advisor Self-Service system that is used to submit grades and the imaging system that houses student files.

Faculty and staff who already have access to student academic records must complete university-sponsored FERPA training by **May 15, 2010**, to retain these privileges. Access to SIS and the imaged student records system will be suspended for faculty and staff members who have not completed FERPA training by this date.

The FERPA training requirement may be met in one of the following ways:

1. Review the [OSU FERPA website](#) and complete the [OSU FERPA Online Tutorial](#). The tutorial is available now and should take approximately 10 minutes to complete.
2. Attend a FERPA training session offered by OSU Human Resources. Spring sessions continue through May 11, and additional sessions may be added. Refer to the [Human Resources training website](#) for a session description and registration information. There is no charge for these FERPA sessions, but advance registration is required. Employees who completed a FERPA training session offered by OSU Human Resources during the 2009 calendar year have met the FERPA training requirement.

## PURCHASING

### Apple Hardware and Accessories

Recently the Student Union Bookstore and the Purchasing Department were informed by Apple that hardware and accessories are no longer available through the Student Union Bookstore. To order Apple products with an estimated cost greater than \$5,000, follow these procedures:

- Process a requisition prior to the purchase through the Purchasing Department.
- Attach quote(s) from the Apple website: <http://store.apple.com/Apple/WebObjects/HEDCustom?qr=162600>
- The Purchasing Department will issue the purchase order.

### Contract Highlights

Maintenance, Repair, and Operating (MRO) Competitively Bid Contracts: The following contracts satisfy bidding requirements and may be accessed through the Purchasing website at [www.purchasing.okstate.edu](http://www.purchasing.okstate.edu) under 'OShop'. Remember for purchases greater than \$5,000, a requisition must be processed and a purchase order issued by the Purchasing Department prior to the purchase.

State Contract: A new statewide multiple award contract for MRO equipment and supplies is now available.

- Contract number is SW817
- Available suppliers include Fastenal, Gexpro/GE Supply, MSC Industrial Supply, and H-I-S Paint

E&I Cooperative: New E&I Cooperative (E&I) contracts to provide MRO products are also available.

- Suppliers include Grainger and WESCO Distribution

*Note:* For questions or inquiries about these and other contracts, contact the Purchasing Department at 405-744-5984.

## Important Dates

### Board Dates:

- Requisitions requiring Board of Regents approval (greater than \$150,000) were due in Purchasing: March 31, 2010, for the April 23, 2010 Board Meeting.
- Requisitions requiring Board of Regents approval (greater than \$150,000) are due in Purchasing: May 26, 2010, for the June 18, 2010 Board Meeting.

### Purchasing Policies and Procedures Seminar:

- June 16, 2010, 9:00 AM, 106B WH

### Ethics in Purchasing Seminar:

- October 27, 2010, 2:00 PM, Location TBA

You may register for either of these sessions by calling Human Resources at x5374, on the Human Resources web site at [http://fp.okstate.edu/hrosu/training\\_enroll.htm](http://fp.okstate.edu/hrosu/training_enroll.htm), or by Email: [osu-trng@okstate.edu](mailto: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](mailto:purchase@okstate.edu)*

*Website: [www.purchasing.okstate.edu](http://www.purchasing.okstate.edu)*

## GRANTS & CONTRACTS

### Account Attribute Review

As in previous years, to ensure the accuracy of year-end reports and in preparation of the A-133 Audit, GCFA will be e-mailing to each college/division in May a listing of their grant/contract accounts that had expenses in FY 10. This listing will include various account attributes (i.e. department, principal investigator name, etc.) for departmental review. We will be requesting timely feedback, so that if anything needs to be corrected, the change can be processed in FRS prior to year end close.

### Emergency Accounts for BDS

If you will be requesting an emergency account for 2011 BDS purposes, please have your requests into Grants and Contracts no later than May 21st. This will allow GCFA and Accounting to get emergency accounts setup and active before the deadline. If you have any questions regarding this please prior to April 23 please contact Kristi Howey at 744-8234 or by email at [kristi.howey@okstate.edu](mailto:kristi.howey@okstate.edu). After April 23 you may contact Barbara Mitchell at 744-8246 or by email at [barbara.mitchell@okstate.edu](mailto:barbara.mitchell@okstate.edu).

## Program Income

From time to time Oklahoma State University receives an award that produces program income. Traditionally program income is considered the gross income earned by the University that is directly generated by a supported activity or earned as a result of the award. Revenues included as program income are income from fees for services performed, the use or rental of real or personal property, license fees and royalties on patents and copyrights, and interest on loans made. However, interest earned on advances is not considered program income.

Program income may be used in support of the project in one of three methods: deducted from expenditures by the awarding agency, added to the project budget, or used to meet matching requirements. For research and development activities by institutions of higher education the most common method is simply adding the program income to the project budget.

## RISK & PROPERTY MANAGEMENT

### If it Isn't Documented, It Never Happened

Many types of training are required of faculty, staff and students. It might be state-mandated for all employees like Hazard Communication or Quarterly Safety Training. It might be job-specific training like forklift safety or bloodborne pathogens. Or it could be training a student on how to safely use a piece of machinery that will be required to complete a class project.



The training itself, while important, is only part of the requirement. Just as important as the training is the documentation of that training. Each department is required to keep a complete record of all training received by anyone (faculty, staff or student). Copies of the documentation of required safety training given to employees (faculty, staff, and paid students) should be sent to the Environmental Health & Safety Department. These copies are NOT to be considered as the required documentation. The original documentation needs to remain with the department, where it can be available for inspection.

More information on required training and documentation can be found on the Environmental Health & Safety website at <http://ehs.okstate.edu/training.htm>.

## UNIVERSITY ACCOUNTING

**Airline Ticket Purchases – State Contracted Travel Agency**  
Due to a change in the Statewide Travel Contract, the state contract rate for airline tickets can only be used for state employees and for non-state employees that are traveling on official University business. Tickets cannot be purchased at the state rate for anyone that is not traveling on official University business.

For airline tickets purchased at the state contract rate, the only methods of payment that the state contracted travel agency will accept are the University pcard or direct billing to the University. Tickets purchased using a personal credit card will not be given the state rate by the state contracted travel agency.

### **Taxes on State Purchases**

The Office of State Finance (OSF) has recently issued clarification regarding taxes on state purchases as follows:

“OSF procedures have been that state agencies (not employees) are exempt from state sales tax per Title 68, Section 1356; however, state agencies were not exempt from municipal taxes (city taxes, hotel taxes, etc.). OSF has been presented with an A.G. Opinion that is changing the procedures previously issued. OSF has normally addressed this tax exemption on the legal exemption from state sales tax according to statute. However, it goes beyond tax exemption to tax immunity and the State has immunity from taxes imposed by municipalities.

Therefore, state agencies should not be paying taxes to Oklahoma municipalities, including sales tax, hotel occupancy tax, entertainment tax, etc. However, state agencies situated in the corporate limits of a municipality may not deduct franchise taxes from their monthly electric bills because the tax is on the electrical public utility and not the rate payer (including state agencies). The difference is that the utility is passing on a cost, not actually charging a tax.”

As state agencies, OSU should not be paying taxes to Oklahoma municipalities, including sales tax, hotel occupancy tax, entertainment tax, etc. This impacts those departments paying for lodging and other expenses directly with institutional funds per requisition, purchase order, pcard, etc.

This is also a change in procedure in the direct purchase of lodging with a pcard. The cardholder will now be required to ask for exemption from hotel occupancy tax, entertainment tax, etc. within the State of Oklahoma.

This immunity does not apply to other states and their municipalities. Also, employees are still required to pay taxes on “state travel expenses” when paying with personal funds and seeking reimbursement.

### **Reminder: Personal Reimbursement**

Personal reimbursement is limited to travel reimbursement. University Purchasing policy does not contain provisions for reimbursement for out-of-pocket expenses that are not related to travel. University purchases can only be accomplished through the online requisition or small order system.

### **Online Travel Application – Pcard Expenses**

Travel expenses paid by pcard (such as registration, airfare, and lodging) need to be included when completing an online travel voucher so that the voucher reflects the complete cost of the trip.

## **FISCAL & ADMINISTRATIVE COMPLIANCE**

### ***PCARD ADMINISTRATION AND COMPLIANCE***

#### **Pcard – Year End Expenditures**

As the fiscal year ends, departments may try to ensure they have spent all available funds. Be aware that any purchase or combination of purchases that total more than \$5,000 must be processed on a requisition.

## **FINANCIAL INFORMATION MANAGEMENT**

### **Marketplace**

Telephone orders are a thing of the past. If your department is accepting credit cards for any items, then Marketplace is the best solution for you. Marketplace enables departments to build and operate secure, web-based shopping cart applications and online payment pages. This application makes it easy for customers to purchase items from the convenience of their own homes at any time of day, not to mention increasing sales for your department. Although Marketplace offers an extensive amount of options, it does not require an extensive amount of programming skills to implement.

If you would like more information about Marketplace or accepting credit cards, please contact FIM’s e-Commerce/PCI coordinator Andrea Hendricks for more information at [PCI@okstate.edu](mailto:PCI@okstate.edu) or 744-4102.

### **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](mailto: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](mailto:fim@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](mailto:fraud.deterrence@okstate.edu)  
Website: <http://faac.okstate.edu/>

### **Grants & Contracts**

Oklahoma State University  
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Stillwater, OK 74078

Phone: 405.744.8239  
Fax: 405.744.7487

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

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Email: [avpc@okstate.edu](mailto:avpc@okstate.edu)  
Website: <http://controller.okstate.edu/>

### **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](mailto:payroll.services@okstate.edu)

### **Purchasing**

Oklahoma State University  
1224 North Boomer Road  
Stillwater, OK 74078

Phone: 405.744.5984  
Fax: 405.744.5187

Website: [www.purchasing.okstate.edu](http://www.purchasing.okstate.edu)  
Email: [purchase@okstate.edu](mailto:purchase@okstate.edu)

### **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**

Oklahoma State University  
304 Whitehurst  
Stillwater, OK 74078

Phone: 405.744.5865  
Fax: 405.744.1832

Website: <http://www.vpaf.okstate.edu/ua/>