

Fiscally Fit

News from the Controller

June 2013

Congratulations! You're a Cowboy!

Camp

Cowboy!!



Proud and Immortal...



OO..SS..UUU



Learning to be a Cowboy!

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University
Accounting

Payroll

Risk/Property
Management

Grants and
Contracts

F/A
Compliance

**Office of the
Associate Vice President
and Controller**



Oklahoma State University

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Stillwater, OK 74078
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Payment Card Industry Data Security Standard Compliance – “PCI DSS”

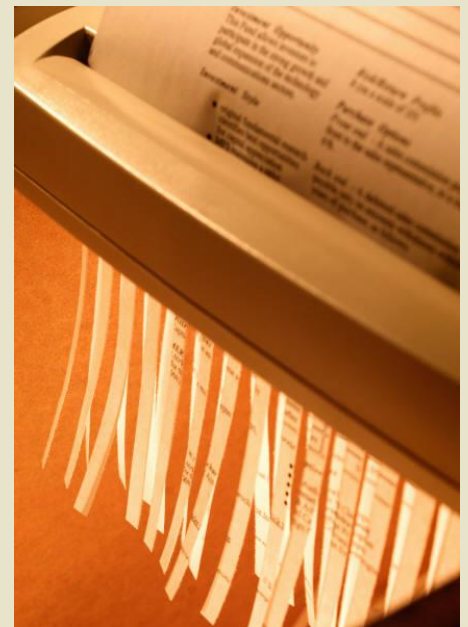
All departments that accept credit cards must comply with the Payment Card Industry Data Security Standards (PCI DSS) set by the payment card brands. This standard includes 12 sections with over 256 questions regarding cardholder data security.

Section 9 is “Restricting physical access to cardholder data.” This section applies to all media including: computers, removable electronic media, paper receipts, paper reports, enrollment forms, order forms and faxes. According to the PCI DSS council, all media MUST be destroyed when no longer needed for business or legal reasons. These documents must be cross-cut shredded, incinerated or pulped so that the cardholder data cannot be reconstructed.

If your department stores, processes or transmits credit card information, this section definitely applies to you. If you are receiving credit card data by phone, mail or fax you must have a policy in place that states how the credit card information is being handled within the department and that the full cardholder data is cross-cut shredded after the transactions are processed.

If your department has not been contacted or is unsure whether your procedures are up to date, please contact the University’s e-Commerce/PCI Coordinator at pci@okstate.edu or 405-744-4102.

SHRED IT!





BURSAR

Enrollment holds are placed the night of June 17, 2013 on any account with a past due balance. Emails are 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 26, 2013 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 26, 2013 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.

FY2013 Year End

The final FY2013 bursar direct deposit refunds, short term emergency loan checks, and assignment checks will process on **Thursday, June 27th**.

Please make sure all FY13 departmental deposits are brought to the cashiers by **noon on Friday, June 28th** 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).

Billing Statement Changes - July 1, 2013 (Change from Bursar website)

- View monthly statements, pay online, enroll in payment option plan, and create an "Authorized User" for third party (i.e. spouse or parent) access via SIS
 - Log In
 - Under Payment Info
 - Click Billing Statement and Electronic Check Payment
- E-Mail notices sent monthly to your okstate e-mail address and also to an alternate email address if provided
- Click this [link](#) for a step-by-step guide



BURSAR

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 Payment Option Plan link listed under Payment Information. 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 per semester payment plan application fee to participate.

Click the following link to assist you with the estimated cost amounts
http://bursar.okstate.edu/forms/2013/POP_Budget_Supplemental_Sheet.pdf

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

For a step-by-step guide, click this link:
<http://bursar.okstate.edu/documents/POP-StepByStep.pdf>

Important Changes to Know About!!

Parking Permits

2013-2014 Parking Permits will be available for purchase August 2013.

Charging the purchase to your bursar account will **no longer** be an option.

You may pay for your permit via payroll deduction (pre-tax) or online with an electronic web check or credit card.

More information will be available next month on the Parking Services website.
<http://www.parking.okstate.edu/Default.aspx>



Reminder:

Whenever possible, use the punch-out suppliers to place your orders. If an item is not available through the punch-out, 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 Contract Spotlight

Fenton's is available as a punch out supplier in the OK Corral. They offer a huge selection of HON furniture and are a contract provider.

Important Dates:

Board Dates:

Requisitions requiring Board of Regents approval (greater than \$150,000) were due in Purchasing, May 29, 2013, 5:00pm, for the June 21, 2013, Board Meeting.

Requisitions requiring Board of Regents approval (greater than \$150,000) are due in Purchasing, August 14, 2013, 5:00pm, for the September 6, 2013, Board Meeting.





Payroll

PayCard for New Hires

Departments, please be advised that when enrolling new employees on direct deposit, the PayCard option should not be considered a temporary alternative to opening a checking or savings account. The process of ordering, receiving, and activating a PayCard takes a minimum of seven working days; therefore, it is not advisable to recommend the PayCard option in lieu of an employee temporarily not having a checking or savings account.

OSU Payroll Services would prefer that departments encourage a newly hired employee to receive one paper check in lieu of ordering a PayCard if the employee fully intends on opening a checking or savings account. Employees receiving paper checks for the first time may contact OSU Payroll Services at 405-744-6372 to have their paychecks held for pickup on the actual pay date at 409 Whitehurst, or they will be mailed one day prior to the actual pay date. Receiving a paper check is a one time option giving the newly hired employee time to set up long term banking. If they do not plan to set up banking, a PayCard is required.



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://rpm.okstate.edu>



FRS System Availability

The FRS system will be unavailable from June 29 through July 1 while the year-end closing process is completed. The system will be available again on July 2, 2013 and payment processing will resume on July 5 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, 2013 should be processed as FY13 to properly reflect the expenditure in the state system.

Travel Agency Zones

The Oklahoma Office of Management and Enterprise Services no longer requires the use of travel agencies in the same "zone" as the traveler's duty station. This policy will become effective for trips that take place on or after July 1, 2013. This means that individuals traveling on official state business may purchase from any state contract travel agency and receive full reimbursement. For example, travelers from OSU-Stillwater may purchase airline tickets from any state contract travel agency, such as World Travel Service LLC in Tulsa, and receive full reimbursement. OSU-Stillwater employees would no longer be limited to the use of International Tours.

This new policy means that travelers will receive full reimbursement. However, University Accounting only has a direct payment mechanism in place with International Tours of Stillwater and Bentley Hedges Travel Service in Oklahoma City. Therefore, if a traveler wishes to purchase from a state contract travel agency other than International Tours or Bentley Hedges, the traveler will need to purchase his/her own ticket and be reimbursed.

If the traveler purchases from a travel agency not listed above or from an internet source, the traveler may use an airfare quote from any of the state contract travel agencies. If the traveler chooses to drive instead of fly, the airfare quote may be obtained from any of the state contract travel agencies.

A list of state contract travel agencies is on the following page.



State Contract Travel Agencies

- Adventure Travel, Lawton
- All Seasons Travel, Inc, Durant
- Bentley Hedges Travel Service, Inc, OKC
- Ehtel's Travel Haus, Edmond
- International Tours of Stillwater, Stillwater
- Journey House Travel, Inc, OKC
- Journey House Travel, Inc, Tulsa
- Journey House Travel, Inc, Norman
- Nammar Travel Service, Tulsa
- Prime Time Travel, Inc, Edmond
- Spears World Travel Service, Inc, Tulsa
- Total Travel of Tulsa, Tulsa
- Travel Agents, Inc, Oklahoma City
- Travel by Design LLC, Owasso
- Travel Haus/McClure Agency, Alva
- Travel Source, Inc, Oklahoma City
- Travelectra, Inc, Oklahoma City
- University American Travel, Inc, Norman
- World Travel Service LLC, Tulsa



FOR MORE INFORMATION

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>

Risk & Property Management

Oklahoma State University
618 North Monroe
Stillwater, OK 74078

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Fax: 405-744-7888

Website: <http://rpm.okstate.edu>

Grants & Contracts

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