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News from the Controller

March 2013

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OK Corral Punch-Out – Change Order

Punch-out purchase orders cannot be increased or decreased in quantity or price. The only change that can be done to a punch-out purchase order is a product cancellation. Discrepancies to an original purchase order such as increases or price changes may require special handling procedures. If needed, please contact the Purchasing Department for assistance.

Microsoft Products

Microsoft products are now available with special OSU/A&M contract pricing through the GovConnect punch-out in the OK Corral. GovConnect also provides a variety of technology related products in the same punch-out with E and I contract pricing.

UNIVERSITY ACCOUNTING

Reminder: Out-of-State Travel Request

All travel outside of Oklahoma must receive prior approval by the final authorizing dean or the proper administrative officer. This approval is obtained via an out-of-state travel request. The completed out-of-state travel request showing prior approval must be submitted before the travel reimbursement voucher can be processed for payment.

PURCHASING

Temporary Employment Services

OSU departments requiring temporary employment services may use either, Express Employment Professionals or Labor Finders. These contracts are the result of a competitive solicitation by the OSU Purchasing Department for the Human Resources Department. These contracts are also available for the A&M institutions.

To place an order, process a requisition using the OK Corral prior to any service being rendered. Include a quote from the supplier and the contract number OS-122550-JAB on the requisition. Further details can be viewed on the Purchasing Department's website at <http://purchasing.okstate.edu>.

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

FY14 Requisition Processing

Requisitions against fiscal year 2014 funds may be submitted at this time. If an FY14 purchase order must be issued prior to July 1, 2013, please add a comment to the requisition to request earlier processing.

Important Dates

Board Dates:

- Requisitions requiring Board of Regents approval (greater than \$150,000) are due in Purchasing, April 3, 2013, 5:00 pm, for the April 26, 2013, Board Meeting.
- Requisitions requiring Board of Regents approval (greater than \$150,000) are due in Purchasing, May 29, 2013, 5:00 pm, for the June 21, 2013, Board Meeting

Purchasing can be contacted at:

Phone: 405-744-5984

Fax: 405-744-5187

Email: purchase@okstate.edu

Website: www.purchasing.okstate.edu

RISK & PROPERTY MANAGEMENT

Will Your Department Survive?

It's one thing to physically survive a disaster that damages one or more buildings on campus but can your department fiscally survive the after effects of the disaster? OSU has insurance coverage to reconstruct the buildings, but how will you continue your research and your day-to-day operation during the weeks or months it takes to put your building back like it was? If you are a revenue producing department, will your income be affected by the building damage? If so, how will you replace the lost revenue? Can you relocate, and if so, will there be additional expenses to set up and temporarily relocate and then move back when your building is repaired?

Business Interruption (BI) insurance coverage is an optional coverage available to every department on campus but it requires each interested department to fill out an application form. For the last two years, state risk management has not charged additional premium for this optional coverage but very few departments participate in the program. We encourage any revenue producing department to consider this coverage if your revenue stream could be interrupted by damage to facilities located on one of our campuses.

If your department could benefit from this optional coverage, please request a Business Income application packet from Bob Stallbaumer at OSU Risk Management, 405-744-1693. Applications must be submitted by the end of March.

FINANCIAL INFORMATION MANAGEMENT

Marketplace for Online Payments

Telephone orders are a thing of the past. If your department is accepting credit cards for any items, 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, while increasing sales for your department. Although Marketplace offers extensive options, it does not require extensive programming skills to implement.

If you would like more information about Marketplace or accepting credit cards, please contact the University's e-Commerce/PCI coordinator Andrea Hendricks for more information at PCI@okstate.edu or 405-744-4102.

BURSAR

Bursar News

There will be a scheduled downtime for the Touchnet system on Wednesday March 20, 2013. This downtime is to upgrade the production system to Version 6.0. With this upgrade, there will be one central website that will let you access both Marketplace and TPG applications. Along with other added user functionalities.

The downtime will affect ALL online payment systems – Marketplace, TPG, SISWEB payments, and Cashiering payments. This impacts **ALL** campuses, branches and partner institutions. Cashiers will continue to take payments and departmental deposits providing manual receipts.

We regret the need for the downtime and fully expect the system to be operational the next day. Thank you for your patience and understanding.

Enrollment for Summer and Fall 2013

Remember bursar accounts must be current to enroll in future semesters and to continue charging items on campus to your account. Please verify all anticipated financial aid has been disbursed. Federal financial aid regulations prohibit the use of current-year funds to satisfy prior year charges. With the federal regulation prohibiting the use of federal aid to cover a past due balance from a previous academic year, the University is taking proactive initiatives in managing the accumulation of bursar balances. Financial aid disbursements are intended to provide for the current semester educational expenses. Pay your account online at <http://prodosu.okstate.edu>. The Bursar Financial Counselor is available to assist with payment arrangements.

Holds – Financial Enrollment & Academic Records

Federal regulations encourage contact with the loan recipients as the borrower's last day of attendance approaches. Exit counseling notifications will be emailed by ECSI to loan recipients that dropped below half time, or withdrew from the University, or are scheduled to graduate this spring. Borrowers will have an academic record hold and enrollment hold until the exit information is completed.

Inter-Agency Transfer/Wire Electronic Payments

HB 1086: "Payments disbursed from the State Treasury shall be conveyed solely through an electronic payment mechanism. The State Treasurer may provide an exemption from the provisions of this subsection, with cause, provided the number of exempted payments and a corresponding list of causes shall be published in a regularly updated report which is featured prominently on the State Treasurer's website."

Inter-agency transfer/wire electronic payments process:

- Continue normal process with University Accounting
- Add invoice # to the bursar description when possible
- Bursar accounts new process—
 - E-mail bursar.epayment@okstate.edu with the following information
 - Name of the Account/Entity
 - CWID (account number)
 - Amount of Expected Payment
 - If known, invoice #

Associate Vice President and Controller

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Financial Information Management

Oklahoma State University
040 Student Union
Stillwater, OK 74078

Phone: 405-744-7457
Fax: 405-744-0034

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

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

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>

Payroll Services

Oklahoma State University
409 Whitehurst
Stillwater, OK 74078

Phone: 405-744-6372

Fax: 405-744-4149

Email: payroll.services@okstate.edu

Website: <http://vpaf.okstate.edu/payrollservices/index.htm>

Purchasing

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1224 North Boomer Road
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Fax: 405-744-5187

Email: purchase@okstate.edu

Website: www.purchasing.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/>