Questions from Extension Annual Conference

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Training

- **New Employees** [http://cfaesfinance.osu.edu/training/accounting-reconciliation/accounting-osu](http://cfaesfinance.osu.edu/training/accounting-reconciliation/accounting-osu)
  See New Employee Training. Link to slides and presentation.

- **eReports Reconciliation** [http://cfaesfinance.osu.edu/training/accounting-reconciliation/ereports](http://cfaesfinance.osu.edu/training/accounting-reconciliation/ereports)
  See Accessing, Reading and Reconciling. Each has a link to the slides and a link to the presentation.

- **RegOnline** [http://cfaesfinance.osu.edu/training/accounts-receivable/credit-card-revenue/regonline](http://cfaesfinance.osu.edu/training/accounts-receivable/credit-card-revenue/regonline)
  See the section on Event Setup which has the slides and video presentation for this course.

  See the Business Office Information section of the New Employee Fiscal Training. There is a page called – Business Office Topics, I have a question about...

- **Best Purchasing Tools** [http://cfaesfinance.osu.edu/training/procurement/buying-tools](http://cfaesfinance.osu.edu/training/procurement/buying-tools)
  See the Procurement Decision Tree and Buying Tools Training

- **Credit Card Terminal Training** [http://cfaesfinance.osu.edu/training/accounts-receivable/credit-card-revenue#P](http://cfaesfinance.osu.edu/training/accounts-receivable/credit-card-revenue#P)
  There is no video training, but there is a lot of helpful information and job aids available here.

- **Monthly Hot Topics Training** [http://cfaesfinance.osu.edu/newsletter](http://cfaesfinance.osu.edu/newsletter)
  See the monthly Business Office Update.

Live, guided training will likely happen between January and May 2015.

Procurement

**Q:** Is there any way to keep a vendor on the list so it doesn’t have to be reactivated every year? Ex. Caterer
**A:** The University’s stance is that a vendor remains active for 18 months from the last time it was used. So in theory as long as you use them every year you are ok. The problem is that there are some commodities that the Purchasing department is extra restrictive on and if your vendor provides one of those commodities they will shut them down periodically even within that 18 month time frame. Catering is one of those restricted items. So unfortunately you should plan to do the vendor addition each year or plan to use the PCard for purchases instead.

**Q:** Can our office still purchase temporary single day passes for guests of our meetings?
**A:** Yes. The only item that was restricted was the limited use passes (not single day passes).

**Q:** Once a vendor setup form is submitted how long (typically) until the vendor is available in the system?
**A:** Typically we recommend you add 5 business days to your planning for the vendor addition.

**Process:**
- Business Office enters into online request form
- AP or Purchasing review and enter into PeopleSoft
- Business Office receives email when it is completed.
Q: Can you explain the qualifiers for convenience orders and when they can be used?
A: A Convenience order is a payment that is made by Check or EFT to a vendor for a specific commodity. This payment doesn't require a Unique PO number but instead uses a shared PO number called the Convenience Order Number (X15xxx). Put the convenience order number in the Additional Information Section of the eRequest so your Representative knows that is what you are trying to use.


Common Convenience Orders:
- X15001 Reimbursements to People
- X15004 Postage
- X15006 Thank you gifts: Use this to say thank you to someone who did something for you for free. They should not be expecting to be paid for their time.
- X15008 Memberships:
- X15009 Scholarships for Academic Merit
- X15010 Registration Fees
- X15056 Donations and Non-Academic Merit Scholarships
- X15054 UNIV Mileage allowable in eRequest
- X15055 Extension Checking Account Payments

Common items not allowable on a CO.
1. People trying to pay for subscriptions to newspapers, etc. Need to be on a PO, paid with the Checking Account or paid on a PCard
2. Judges, DJs, nurses, speakers, any service where someone expects to be paid. Those need to be on a PO or paid on a PCard.
3. Payments to 4-H Committees to reimburse items purchased. Those need to be on a PO. In general if we need to pay for an expense we should pay the vendor directly, not via the 4-H Committee.

Q: Where is the policy for contracts with 4-H and Ag Admin, $0.00 and who signs?
A: http://cfaesfinance.osu.edu/training/grants-contracts/contract-submission-process
Internal Contracts with no dollar charge can be signed by the Unit Approver. The Unit approver should review for appropriateness, complete all necessary sections and make sure they agree with the business terms.

Q: Anyone in our unit can use the PCard if the unit approver says its ok. Can they use it for online registrations? Can I give them the credit card number to use?
A: Yes, anyone can use the card that is an OSU Employee that your Unit Approver says is ok. The Card can be used for online payments, be sure to opt out if the website asks if they can save your card information. You cannot give the card number out to individuals for use, they would need to come to the PCard Manager, check out the physical card via the PCard Tracking Log and sign it back in once they have made their purchase.

Q. What is the best way to return an item from eStores?
• For those that received deliveries through University Central Receiving you may use the Online Return Form http://u.osu.edu/receivingmail/returns/ to have returns picked up for return. This should happen within 30 days of receiving the order.
• For orders delivered off campus or not through central receiving contact the supplier to make arrangements for a return and/or exchange. Contact the Purchasing Department at (614) 292-2894 if you need assistance with supplier contact information.

Travel
Q: If you pay personally for travel and then get reimbursed do you have to use the University travel agency for airfare?
A: No, you can use any vendor you choose.
Note that if you want your airfare prepaid through the University Travel System you should use Corporate Travel Planners (replaced Uniglobe and TS24 for individual travel). There is an online booking site with reduced booking fees of $6.30. http://controller.osu.edu/travel/travel-agencies.shtm

Credit Cards
Q: Can we require a minimum purchase to use credit card machine?
A: The quick answer is no. The University would prefer that we treat all payment methods equally. This prevents accidental violation of some very complicated credit card laws and contract agreements. Additionally the more you use the machine the less the monthly fee is charged by the credit card companies so it benefits you to use frequently.

Q: When will credit card machines be available for purchase?
A: I will be sending out an email soon to those offices that have shown an interest and will also include in the next Business Office Update.

Options:
Purchase a machine for $350, monthly fee approximately $6.00, approximate 2.5% fee per transaction
Rent a machine for $25 monthly, monthly fee approximately $6.00, approximate 2.5% fee per transaction

If you are interested, just let Cindy know and we will get the paperwork started. Terminals should be able to be placed in February.

1/9/2015