Annual Conference Questions 2013

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Savings card in conjunction with University Purchase
Q: Can a savings card, such as a Kroger Plus Card, be used in conjunction with a University purchase?

A: If we can document a good business purpose for the expenditure, and we have a reasonable basis for buying from that store (location, convenience and price would count as factors), then grocery savings cards can be used, on an occasional basis, without concern about the perks. However, if you are going to be buying on a regular basis from this vendor it is recommended that you get a “work” card so that the perks can be accumulated and used for business needs.

Account Number 61208 Food for teaching and research
Q: Can this account number be used for workshop food?

A: If the food is purchased as part of a workshop to teach about the food (nutrition education, cooking on a budget, etc.) then it can be used. It should not be used for lunches for workshops that are non-food related, like a professional development workshop, business office training, cabinet meeting, etc. Those should be under 61230 Food and Meal Costs or 61234 Catering and require an attendance list.

Restricted Vendor: Water and Coffee Service
Q: Is DS Waters and Aramark service for county offices and small offices as well as state unit offices? If so, how do we use them?

A: The water and coffee service contract is for all offices. Before proceeding contact one of the two available vendors for a needs assessment and then they should give you directions for how to proceed.

The water vendors offer a monthly service fee and you will submit an eRequest – Standard Purchasing Request to set up a Purchase Order. The coffee service provides the coffee pot for free and you order coffee supplies as needed through eRequest – eStores.
Ordering Safeguard Materials

Q: How do we order a cover for the receipt and checkbook we use in the office?

A: Checks and the covers associated with the books can be ordered directly from Safeguard. You can buy them using a local check, a PCard or a Purchase Order. View their products here: http://www.gosafeguard.com/checks-forms/One-Write-Check-Disbursement-System.asp Contact the company directly: karen@camacsafeguard.com, 1127 Ormsby Place ● Columbus, Ohio 43212 ● (614) 486-2752 ● (888) 813-2291 ● FAX (614) 488-8198, www.camacsafeguard.com

Safeguard inserts for the receipts and check ledgers can be purchased from the Business Office Order Form: http://osuebusiness.osu.edu/orderform.php

Packing slip requirement for internal orders and PCard transactions

Q. How should I document non-stores supply orders?

A. University policy now requires confirmation in the eRequest of receipt of items for certain high-risk goods and services. You can do this in two ways 1) go back into the original eRequest and attach a scanned packing slip if you receive one or 2) if you don’t receive a packing slip go into the eRequest and add a comment stating the good or service has been received. Do this for:
   ● Internal Orders – All dollar amounts – Goods and Services
   ● PCard Transactions – Goods over $75, Services over $3,000

Endowments

Q: How do we track endowment transactions?

A: Endowments are funds that start with a 6xxxxx for revenue transactions and a 2xxxxx for the interest and expense transactions. There are three procedures for tracking endowments:

1. **Tracking the income and thanking donors in the 6xxxxx fund.** You do this by monitoring additions to endowments through the University’s TAS system. Instructions for getting access to TAS: http://cfaesfinance.osu.edu/training Use the Fund View Search to monitor additions to the fund and find donor information.

2. **Familiarize yourself with the endowment description using the 6xxxxx fund.** Use the endowment search website to find the endowment details and a detailed description of what the interest can be used for. http://www.treasurer.ohio-state.edu/Endowment/default.aspx Click on Descriptions and Balances. Type your Fund number and then click the PDF view of the endowment description.

3. **Use the 2xxxxx fund to track expenses and balances.** Use the endowment fund by referencing this fund number (2xxxxx) on your expense transaction (eRequest, Travel Forms, HRAction Requests). Track the balance in the fund by reviewing your 3OS-61 eReport. Track the expenses in the fund by reviewing your 4OS-91 eReport. eReport Access help: http://cfaesfinance.osu.edu/training
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Items given to Employees by the University
Q: Can we buy tote bags/messenger bags for employees to carry materials to and from class sites without it being added to their taxable income?

A: Bags would be considered taxable income if they are given to an employee and the employee is expected to keep that as a gift when they leave the University. If you have bags in the office that are available for people to use while working those would not be considered taxable, but again it needs to be clear that you are purchasing the items for work use and not as a personal gift.

Q: Are cookies and candy considered taxable items?

A: Within reason cookies and candies given to employees would not be included as taxable income. Certainly there are exceptions to this (ex. A cookie of the month club) but for the most part these gifts at reasonable dollar amounts are acceptable without impact to the employee’s taxable income.

Preapproval for logo use
Q: Regarding preapproval for logo use – is this required for newsletters and basic office publications?

A: Preapproval for logo use on apparel and advertising items (hats, bags, mugs, etc.) will be required from trademark and licensing and the branding team starting 7/1/2014 per the University’s brand role out. This is applicable for items not already pre-approved, Comm Tech is working on getting appropriate templates for most items. Procedures for getting this preapproval will be developed before final implementation next year.

This preapproval is not required for print applications such as newsletters, brochures, etc. But you should be using the Comm Tech templates to start your project which will help keep you brand compliant.

http://cfaes.osu.edu/brand/templates

Express Mailing instructions
Q. What about training for the UPS system? If we are off campus do we have to use UPS?

A. The University has a sole supplier for overnight and express mailing. Regardless of where you are located you should use UPS as your preferred vendor for shipping. There is an online system on the receiving and mail site that you can use to print labels that are attached to your packages before you drop them off at a UPS box or store.

UPS Shipping Site: http://receivingandmail.osu.edu/

Getting access to the system:

1. Review the Shipping ASSIST pages which provide detailed information and step-by-step procedures on the use of the system. https://it.osu.edu/assist/UPS_CVS_ASSIST/index.html

2. Successfully complete the quiz in the "Purch9 Shipping" course in Carmen.
   a. All training is offered in Carmen: http://www.carmen.osu.edu
   b. For help with joining Carmen training courses go to: https://dcm.osu.edu/content/groups/public/@.group.customer_readiness$/documents/job_aids/ia_carmen_self_r egistration.pdf

3. Submit the UPS Complete Shipping Access Request Form: http://receivingandmail.osu.edu/docs/AccessRequestUPSCVS_rev20130225.pdf and email it to osums@osu.edu If you don’t have access to a scanner you may fax to 614-247-6065. For questions regarding the UPS – CVS system, email University Mail Services.
Preparing for an Audit

Q: What things should we have ready for a county audit?

A: It is impossible to know what items Internal Audit will focus on when they come. Each year they pick a few items along with the general audit items to focus on and each time we are audited it is different. The goal is to make sure we are ready at all times, regardless of what they focus on. For counties in particular (and off-site units) there are a couple of items that will help you get through an audit.

1. **Organize:** Make sure your files are organized well so that when they ask for something you can easily pull out the requested information. (ex. backup documentation for a check, non-capital equipment log, the projector that is on the non-capital equipment log)

2. **Document:** Review a few of your files to make sure you are documenting transactions enough. Tell the story behind the transaction: **Who** is purchasing the item and **Why** do they need it? **What** are they buying and **When** do they need it? **What vendor** are they using and with **What buying tool**? **How much** does it cost?

3. **Be Honest:** If they ask you for something and you don’t know what it is – say so. Feel free to ask them if you can call the Business Office (Cindy 614-292-6979) to make sure you understand their question correctly. Something they use different language then you may be used to. The worst thing you can do is lie about what you are doing.

Hot Topics:

Review the **Checking Account guidelines:** [http://cfaesfinance.osu.edu/training](http://cfaesfinance.osu.edu/training)

**Make frequent deposits:**

Deposit every 3 days or when you reach $1,000 whichever comes first!

**Segregation of Duties:** Think through each process you do. Are there at least two people involved with every transaction? [http://cfaesfinance.osu.edu/training](http://cfaesfinance.osu.edu/training) (some of the language in this needs to be updated)