Business Office Update

February 2013

Contents
Voucher approvals for 57xxx ORGS ....................................................................................................................................... 1
Fraudulent Purchase Order Activity ........................................................................................................................................ 1
Volunteer Financial Help ......................................................................................................................................................... 2
Multipage Mileage form correction .......................................................................................................................................... 2
Copier Leases and Maintenance Agreement .......................................................................................................................... 2
Interest on Checking Accounts ............................................................................................................................................... 3
New Vendor Requirements ..................................................................................................................................................... 3
Non Capital Equipment Logs Due 3/29/13 .............................................................................................................................. 3
Gift Card Policy Reminder ....................................................................................................................................................... 4
New on the Web: ..................................................................................................................................................................... 5
Upcoming Deadlines ............................................................................................................................................................... 5

Voucher approvals for 57xxx ORGS
Vouchers over $3,000 require PeopleSoft approval before payment is made to the vendor. In the past, the Business Office has required someone in each office have this access so that they can confirm when items are received. However, due to the multiple trainings needed for this access and the low volume for our County offices, the Business Office can now do these approvals for the County offices. Your office will need to confirm that the invoice is ok to approve which can be done via fax or email, but the Business Office will actually do the approval in the system. You will be prompted to approve an invoice via email from Wendy Michel (Michel.5). If you already have access and wish to continue electronic approvals, that is acceptable too – just let Wendy know when she emails you.

Note: if you are in an Extension State Unit or a CFAES Academic unit, we ask that you continue to have an individual that can approve in PeopleSoft. Our State and Academic units tend to have a higher volume of these transactions.

No action is needed at this time – Wendy will prompt you when something needs to be done.

Fraudulent Purchase Order Activity
An excerpt from the Senior Director of Purchasing at The Ohio State University:

"...We believe that the fraudulent activity involves what is commonly known as “phishing,” which is an e-mail fraud method where legitimate-looking e-mails are sent in an attempt to gather personal and financial information. You can learn more about recognizing phishing attempts here on the OCIO Web site."
…If you suspect phishing attempts related to purchase orders at the University, please notify the Purchasing Department at 614.292.2694 immediately. We thank you in advance for your cooperation in this matter.”

Volunteer Financial Help
The Extension Business Office has pursued the option of designating specific volunteers as Fiscal Volunteers who may help with some tasks that have not traditionally been designated for our volunteers.

Eligibility Requirements
1. This is a special designation – not everyone can be a Fiscal Volunteer
2. This designation would be limited per office, not all offices will be permitted to utilize this option
3. The individuals must be reappointed by the County Extension Director on an annual basis (Calendar Year)
4. The individuals are tracked by the Business Office
5. These individuals would be required to sign Fiscal Volunteer Agreement Form when they begin this assignment and renew it annually.
6. The volunteers would be required to follow normal volunteer procedures including a BCI background check, complete the interview process, sign a Standards of Behavior Form and be included in the count for volunteer insurance.

In addition to normal volunteer duties such as answering the phone and greeting customers, the Fiscal Volunteers can also:
- Write receipts & records transactions for incoming money (walk ins and mail)
- Run the registration table or sell publications at a meeting where payments are accepted at the door

If your office is interested in using this new option please do the following:
1. Read the Volunteer Financial Help document on the Business Office Website carefully. There are risks that a unit must accept when taking on a Fiscal Volunteer. http://cfaesfinance.osu.edu/training
2. Discuss your need with your Regional Director. Not all units will be permitted this designation.
3. Find a volunteer and discuss the responsibilities. Complete the Fiscal Volunteer Agreement Form and send to your Regional Director. http://cfaesfinance.osu.edu/forms

Multipage Mileage form Log correction
For all using the Multi-page Mileage Log for the month of January, please check your mileage log to make sure all of your mileage was reimbursed. There was an incorrect formula that left out some of the trips from pages 2 & 3. If you find that some of the miles were left off, please enter an eRequest to be reimbursed the difference in the total. Work with your Business Office Representative if you have any questions.

Copier Leases and Maintenance Agreement
In November many of our offices submitted for renewals of copier agreements for existing leased or owned machines. The Business Office entered those requests as normal but found out in January that they were not being processed because copier agreements now require additional information and additional review from Uniprint – the University’s sole source for new copiers. Our Business Office Reps and the Uniprint contact – Becky Triplett have been working since then to compile the needed information from you and your vendors. If you are having trouble with your specific Purchase Order contact your Business Office Representative for assistance.
Business Office Update

Interest on Checking Accounts
If you have received an interest statement on your checking account, Form 1099-INT, please scan a copy for your records and mail the original to Wendy in the Business Office, 4 Ag Admin, 2120 Fyffe Rd, Columbus OH 43210.

New Vendor Requirements
One of the University’s initiatives is to reduce the number of vendors added to our system.

Ideally they would prefer that you use one of the following options in lieu of adding a new vendor:
- Use an eStores vendor for the commodity you need
- Use a vendor on contract with the University
- Use a vendor we have used before and is already active in the vendor database
- Use another buying tool that won’t require a vendor add (PCard, checking account, personal reimbursement)

In the circumstance where this isn’t feasible you must follow these guidelines for adding new vendors:

- Vendors are broken into two groups – Suppliers and Individuals.
- For both you will need some portion of the AP Payment Compliance Form: [http://cfaesfinance.osu.edu/forms](http://cfaesfinance.osu.edu/forms)
- Enter your eRequest at the same time when you start the vendor maintenance process. Include the PR number on all forms when you fax them the Business Office.

<table>
<thead>
<tr>
<th>Examples of Suppliers</th>
<th>Examples of Individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Companies</td>
<td>o Individuals</td>
</tr>
<tr>
<td>o Clubs</td>
<td>o Sole Proprietors</td>
</tr>
<tr>
<td>o Committees</td>
<td>o Partnerships</td>
</tr>
<tr>
<td>o Other universities</td>
<td>o When the social security number is</td>
</tr>
<tr>
<td>o Government Agencies</td>
<td>used on the form</td>
</tr>
</tbody>
</table>

Process for Suppliers:
A. Your Unit enters an eRequest for the transaction with a completed page 1 of the AP Payment Compliance Form attached.
B. Your Vendor completes pages 2 & 3 of the AP Payment Compliance Form.
C. Send all three pages to the Business Office Fax 614-688-0529 or email to your Business Office Representative. Please reference the PR number.

Process for Individuals
A. Your Vendor completes page 2 of the AP Payment Compliance Form.
B. Your Unit enters an eRequest for the transaction you are trying to complete
C. Send page 2 to the Business Office Fax 614-688-0529
No emails or eRequests with SSN's please!

Non Capital Equipment Logs Due 3/29/13
Non – capital equipment logs are due March 29th this year. Follow these steps to submit your log this year:

1. Find the electronic copy of last year’s (or your current) log. We don’t encourage starting over as all of our offices had to submit a form last year but you can see the template on our website so you know what you are looking for: [http://cfaesfinance.osu.edu/forms](http://cfaesfinance.osu.edu/forms)
2. Review all of the items on the log:
   - Do you still have all of the items on the log? – if not, move retired items to the “Historical” tab.
   - Are there any items that are taken out of the office that don’t have a tag? Order new tags here: [http://cfaesfinance.osu.edu/forms](http://cfaesfinance.osu.edu/forms)
   - Have any items changed rooms or individuals over the past year?
3. Add all of the new items you purchased
   - Review the items you bought this year via Purchase Order, eStores, PCard and Checking Account
Business Office Update

- Items that cost less than $5,000 should be recorded on the log. Typically we request things to be added that are electronic or have serial numbers (computers, projectors, cameras, fax machines, etc).

Non Capital Equipment Logs continued…

- If an item leaves the office check that it is assigned a University Tag and that this is displayed prominently on the equipment. See order form above.
- If an item leaves the office determine if it is:
  - **Shared**: Make sure there is a sign-out process available for the items. [http://cfaesfinance.osu.edu/forms](http://cfaesfinance.osu.edu/forms)
  - **Assigned**: Submit the Agreement for Assignment of University Equipment Form to Extension HR (if not done already) [http://cfaesfinance.osu.edu/forms](http://cfaesfinance.osu.edu/forms)

4. **Print a copy** – have your **Unit Director sign** the form – **Email a copy** of the signed form to Michel.5@osu.edu or fax 614-688-0529 – **File the original** in your files.

Gift Card Policy Reminder

As previously emailed from Keith Smith:

The University Expenditures Policy ([http://www.busfin.ohio-state.edu/FileStore/PDFs/411_Expenditures.pdf](http://www.busfin.ohio-state.edu/FileStore/PDFs/411_Expenditures.pdf)) provides guidelines for purchasing gift cards (or other gifts/awards) for University employees. These guidelines are based on tax implications outlined by the Internal Revenue Service.

The University may award an employee a gift card under these circumstances:

- Formal Awards Program (i.e. University or Department level such as “Distinguished Service Award”)
- Appreciation of Service Program (i.e. extraordinary performance, years of service or retirement)
- Birth or adoption of child
- Death of an immediate family member
- Injury or illness of employee or immediate family member

This policy applies to gift cards as well as other gifts such as fruit baskets, flowers and other non-cash items.

All cash awards to employees are taxable at any amount and must be processed through Human Resources Payroll.

Gift cards and other gifts of value over $100 (cumulative for calendar year) to employees must be reported to Human Resources as taxable income.

OSU Extension restricts the purchase of gift cards to those that hold no cash value (Visa gift cards and pre-paid debit cards are not allowable).

Gift cards are not allowable in these circumstances

- Gifts in lieu of actual reimbursements for expenses.
  - If a university employee performs a duty within the scope of their job description (i.e. speaking or teaching at a University function), gift cards should not be accepted a reimbursement for time and/or travel. If a department wishes to reimburse an employee in this situation, an interdepartmental expense transfer or direct reimbursement of expenses from the department are acceptable.
- Gift Cards to use in lieu of other buying tools. Example: Cannot buy a gift card to a grocery store for a program assistant to use to buy food for nutrition programs.
- Recognition of birthday or marriage
New on the Web: [http://cfaesfinance.osu.edu](http://cfaesfinance.osu.edu)
- 2/19/13 Volunteer Financial Help policies posted under the Training tab and the Fiscal Volunteer Agreement Form posted under Forms - Personnel. This new policy allows for certain volunteers to help in receiving money for offices in need.
- 2/7/13 New Vendor Maintenance Requirements. The AP Payment Compliance Form including instructions has been posted under Forms - Financial Information. Major change - Supplier Adds now have an extra form to complete.
- 2/7/13 Multi page Mileage Form Correction: For all using the Multipage Mileage Log for the month of January, please check your mileage log to make sure all of your mileage was reimbursed. There was an incorrect formula that left out some of the trips off the total of pages 2 & 3. If you find that some of the miles were left off, please enter an eRequest to be reimbursed the difference in the total.
- 2/7/13 A new Gift Card Policy document has been posted under Training in order to help clarify what is allowable regarding the purchase of gift cards.
- 2/6/13 New PCard Paperwork Routing Job Aid. Ever wonder what to do with your PCard paperwork? This job aid is for you! Posted under Training
- 1/30/13 Contract Form updated to add ORG number.

Upcoming Deadlines
- PCard paperwork deadline: 2/27
- Journals for Feb due: 3/7
- eReports ready: 3/11
- Monthly sales tax due: 3/15