Business Office Update

January 2015

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Credit Card Acceptance Options
For All

Current Credit Card Options
1. RegOnline – Online Registration System used by CFAES to accept online registrations and credit card payments for attendance at events.
2. OSU Development – By phone, mail or online payment OSU Development can accept donations to Development funds (3xxxxx) and Endowment funds (6xxxxx) http://www.osu.edu/giving/guide-to-giving/ways-to-give.html
3. Terminal use – Phone terminals can be established in a unit to connect to a landline phone for the purpose of running credit card via walk in customers, phone customers or mail in customers.

What’s new
The University has contracted with a new bank for credit card processing and we are ready to move forward with terminal installations for those units that have been waiting.
If you are interested in a credit card terminal for your unit review this information below and then email Cindy Buxton, buxton.65@osu.edu

You can raise the costs of goods/services sold to cover the credit card costs, but you need to keep the costs the same regardless of payment method (cash, check or charge). No discount for cash, no upcharge for credit card.

<table>
<thead>
<tr>
<th>Terminal Options</th>
<th>Terminal Cost</th>
<th>Credit Card Co. Cost</th>
<th>Per Transaction Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Machine</td>
<td>$350 one time</td>
<td>Approx $6 per month</td>
<td>Approximately 2.5% of each transaction</td>
</tr>
<tr>
<td>Rent Machine</td>
<td>$25 per month</td>
<td>Approx $6 per month</td>
<td>Approximately 2.5% of each transaction</td>
</tr>
</tbody>
</table>

Logistics:
- You will need a landline phone line near your front counter where a peripheral pinpad/swipe machine could reach your customers. This phone line can be shared, ex. Fax machine, but must be located near customers.
- There is a 45 minute online training required to be taken by anyone with access to the terminal
- More information here: [http://cfaesfinance.osu.edu/training/accounts-receivable/credit-card-revenue#P](http://cfaesfinance.osu.edu/training/accounts-receivable/credit-card-revenue#P)

Questions: Allen.1422@osu.edu

**Non Capital Equipment Logs will be due 3/31/15**

For All

Questions? Michel.5@osu.edu

Annually we are required to review and update our Non Capital Equipment records to make sure that old equipment that is no longer in use is removed and that new equipment has been added. This can take some time so we are giving you several months warning before this item is due to the Business Office.

We also use this opportunity to make sure units have the necessary items on file for equipment that leaves the office.

1. Order Non Capital Equipment Tags Here if you need additional tags to put on items that leave the office. [http://cfaesfinance.osu.edu/forms/NCTags](http://cfaesfinance.osu.edu/forms/NCTags)
2. Check to make sure you have an Equipment Signout Record on file and that people are using it for shared equipment that leaves the office.
3. Check to make sure you have an Agreement for Assignment of University Property Form for all equipment that is assigned to one individual that leaves the office.

Many academic and OARDC units use the PeopleSoft system to track non capital equipment. Please take a moment in the next month or two to make sure your records are up to date.

Extension Units use the Non Capital Equipment Log. This log is required to be updated and signed and sent to the Business Office by 3/31.
Common issues with Non Capital Equipment Records:

- **Tag #** missing from the Log – If you are out of tags in your office you can order more.
- **Serial #** missing - find this information on your item
- **Model #** missing - find this information on your item
- **Location or name of person** assigned to equipment - List the location of the equipment or the name of the individual the item is assigned to.
- Discarded equipment not moved to **Historical Tab** of log (Extension units) or **removed from PeopleSoft System** (Academic Units and OARDC)
- **Equipment Signout Record** not on file for shared equipment that leaves the office
- **Agreement for Assignment of University Property Form** not on file for assigned equipment that leaves the office

Payment Terms

For All

As a Business Office we have typically paid vendors on Purchase Orders with Net Immediate terms. This means that when we enter an invoice, the invoice will pay in the next check run, if approved. The University has asked us to assist in a cost saving initiative to allow payment terms to default to whatever that particular vendor is in the system. Example: Terms with an early pay discount, 30 days from invoice date, etc.

We know that some vendors need special care and will paying close to vendors like utility companies and phone and internet companies. We have the ability to override the default terms but will only use this in situations where we believe it is necessary.

What can you do to help?

- On the eRequest, when setting up Purchase Orders, if you have vendors with special payment terms, please include this in the additional information section of the eRequest.
- Mid-year if you have trouble with a vendor, contact them to remove late fees and express the University’s new 30 day payment policy. Keep your Business Office informed of communications you have with the vendor.
- Be sure all invoices are sent directly to the Business Office. Unless you have had problems with a vendor billing an incorrect amount invoices should be mailed to the Business Office directly from the vendor.

Central Receiving

For Columbus Campus Employees

For those individuals ordering items to be delivered to Columbus Campus, the University Purchasing Department has asked us to help reduce the number of trucks on campus by having most items delivered to Central Receiving on Kenny Road. The Receiving department will then redistribute items to building on campus. Usually this adds about one extra day to the delivery process. There are certain sensitive items and large pieces of furniture and equipment that will need to be directly delivered, but for most purchases the Business Office will be routing items through Central Receiving. If you have a need for something to not go through Central Receiving please make it clear on the eRequest where it is to be directly shipped and why Central Receiving will not work in your situation. Your Business Office Representative can answer questions.
Travel
For All

Questions? Concitis.1@osu.edu

New Travel Forms for 2015
Mileage rate has been increased to 57.5 cents per mile. See the new travel forms with updated values and formulas. 
http://cfaesfinance.osu.edu/forms#TV

New Travel Agency Vendor for Individual Business Travel
- Corporate Travel Planners will be the new preferred agency for individuals.
- **Procedure change:** Get your T number first, THEN contact CTP to make your arrangements.
- For UNIV travel allows prepayment of airfare, for OSP travel allows prepayment of airfare and hotel.

**Online Booking:** [OSU Travel.osu.edu](http://cfaesfinance.osu.edu/forms#TV)  **Agent Assist Call:** 855-784-9282 (M-F 8am - 7pm)

Fees: Online $6.30 (domestic) | $6.30 (Int'l)  **Agent Assisted:** $18.00 (domestic) | $25.00 (Int'l)

Note: For groups of ten or more UniGlobe Travel Designers is the preferred Agency. 614-837-4488

Students Traveling Internationally
For All
This [memo](http://oia.osu.edu/preparing-to-depart/health-insurance.html) outlines some guidelines for advising students that are traveling internationally on behalf of the University. Supplemental insurance is suggested for a nominal cost as an operating procedure of the university. The benefits of the policy form the infrastructure of the university's ability to proactively respond to a health or safety crisis involving a member of our student community abroad. Study abroad programs managed by the Office of International Affairs automatically include this coverage. This message is for those units that are sending students internationally for other purposes such as dissertation research, lab or field studies, conference attendance or presentations, and/or student organization travel. This applies to both undergraduate and graduate level students and applies whether we are paying for the student’s travel or not.

All units, fiscal administrators and advisors are encouraged to remind their students to build the costs of the insurance into their international travel budgets and to enroll prior to departure.

Instructions - [http://oia.osu.edu/preparing-to-depart/health-insurance.html](http://oia.osu.edu/preparing-to-depart/health-insurance.html)

Extension Annual Conference
For Extension
The Business Office hosted a session at annual conference. The Presentation slides and a Question and Answer document have been posted to the web.  
Signage

For all

On Campus Signage
If you are located on the Columbus or Wooster campuses and need permanent signage for buildings start by accessing Facilities Operation and Development Project Request Form [https://fod-web-01.busfin.ohio-state.edu/secure/FODwebapps/prf/prf_1.aspx](https://fod-web-01.busfin.ohio-state.edu/secure/FODwebapps/prf/prf_1.aspx)

FOD will help you through the process of design and purchase for on-campus signage. The vendor for On-Campus Signage will be UniPrint.

Off Campus Signage (updates highlighted in yellow from 1/23/2015)
If you are located off campus and need signage you must work with CFAES Communications.

- Extension County Units are on an assigned schedule and will be contacted by their regional directors when it is their turn for design and purchase assistance. More information is available [here](http://cfaes.osu.edu/commtech/project-request-form).
- Other CFAES off campus units can request assistance from CFAES Communications via the Project Request Form: [http://cfaes.osu.edu/commtech/project-request-form](http://cfaes.osu.edu/commtech/project-request-form)

Vendors for off-campus signage can vary.

- Internal Order at any dollar amount: UniPrint
- Via PCard up to $5,000: Any vendor
- Under $5,000, submit an eRequest, Standard Purchasing Request to create a PO before ordering the sign. You can usually use any local vendor you want to use.
- Over $5,000 and not using UniPrint, ask your Business Office Representative for list of approved signage vendors

Renovations, Painting and Construction

For All

Are you planning any renovation / remodeling / plumbing or electrical / alteration or profession design and engineering projects? Many projects will require you to through Facilities Design and Construction (FDC), a Department of Facilities Operations and Development.

How do you know if you need to start with FDC? If you are going to:

- Disturb the drywall or plaster
- Remove old carpet from floors in buildings built before 1980
- Complete any electrical or network installations
- Disturb tiles in the ceiling
- Replace or install major equipment (ex. heating and cooling units, generators)
- Complete any plumbing installations

How do you proceed?

- Online Web form through Facilities Operation and Development [https://fod-web-01.busfin.ohio-state.edu/secure/FODwebapps/prf/prf_1.aspx](https://fod-web-01.busfin.ohio-state.edu/secure/FODwebapps/prf/prf_1.aspx)
- FOD will usually submit eRequests on behalf of the department but will direct you if you should do it yourself
- All renovation projects go through a CFAES prioritization and approval process

Reminder: The maintenance contracts in eStores have been established to primarily be utilized by university facility operation departments for maintenance and repairs. Departments are required to contact Facilities Design and Construction at (614) 292-4458 for any renovation,
alteration, professional services (design, interior design, engineering, structural), painting and carpet replacement work. Departments that utilize the maintenance and repair contracts for these services may be responsible for all damages and costs resulting from faulty work.

**Upcoming Deadlines**

- **1/15/2015 Sales Tax Reporting Form** [http://controller.osu.edu/forms/SalesTaxReport.xlsx](http://controller.osu.edu/forms/SalesTaxReport.xlsx) to report collected sales tax
- **1/28/2015 PCard Deadline** – please have all eRequests approved and complete by 1/28/2015
- **2/6/2015 eReports** ready for printing/saving
- **2/16/2015 Sales Tax Reporting Form** [http://controller.osu.edu/forms/SalesTaxReport.xlsx](http://controller.osu.edu/forms/SalesTaxReport.xlsx) to report collected sales tax
- **Extension County Appropriation Authorization Form** – Due 1/31/2015 [http://cfaesfinance.osu.edu/sites/cbo/files/imce/Forms/County%20Appropriation%20Form.pdf](http://cfaesfinance.osu.edu/sites/cbo/files/imce/Forms/County%20Appropriation%20Form.pdf) to report appropriation awards and request the Business Office to invoice for appropriations and other contracts
- **Extension Insurance Reporting Form** – Due 1/15/2015 [http://cfaesfinance.osu.edu/node/84/insurance-reporting-form](http://cfaesfinance.osu.edu/node/84/insurance-reporting-form) to report insurance activity in the checking account for FY14. Report even if you had no activity
- **Extension Application for Support for Professional Presentations** – Due 1/15/2015 [http://cfaesfinance.osu.edu/travel/professional-presentation-support-form-extension](http://cfaesfinance.osu.edu/travel/professional-presentation-support-form-extension) to request transfer of $300 to a University fund to support a presentation completed by an extension employee in 2014.
- **Extension Financial Volunteer Renewal Forms** should be submitted for those units that have volunteers collecting money. [http://cfaesfinance.osu.edu/sites/cbo/files/imce/Forms/Fiscal%20Volunteer.pdf](http://cfaesfinance.osu.edu/sites/cbo/files/imce/Forms/Fiscal%20Volunteer.pdf)

**New on the Website**

[http://cfaesfinance.osu.edu](http://cfaesfinance.osu.edu)

- Extension Annual Conference Slides and Q&A posted - **News**
- 2015 Travel Forms Posted - **Forms**
- New Travel Agency Information Posted - **News**
- New form for reporting Insurance paid from Extension Checking Accounts - **Training**
- Information about insurance for students travelling internationally - **Resources**
- New Form for reporting Signatories on Extension Checking Accounts posted - **Training**
- Some information on Credit Card fees updated - **Training**