Business Office Update

January 2013

Contents
New Account Number for Food for Teaching and Research ................................................................. 1

Resources: .................................................................................................................................................. 1
New Accountant in the Business Office ...................................................................................................... 1
Professional Presentation Support .................................................................................................................. 2
Mileage Rate increase effective 1/1/2013 ..................................................................................................... 2
Sales Tax Reminder ......................................................................................................................................... 2
New on the Web http://osuebusiness.osu.edu............................................................................................ 2
Upcoming Deadlines ...................................................................................................................................... 2

New Account Number for Food for Teaching and Research

61208 Food for Teaching and Research

The account number above is a new account number that should be used when you are buying food for use in teaching (such as nutrition education) or for research. This should not be used when the food is for consumption such as refreshments at meetings where you are teaching or for meals for meetings.

The benefit of using the new account number is that it will allow us to clarify what it is you are doing with the food. Additionally no attendee list is required when buying food for teaching and research purposes.

Approvers, as always, should make note of the quantity of items purchased to make sure it is appropriate for the use intended.

If you have questions on the use of this new account number - contact your Business Office Representative.

Resources:
- Common Account Values: http://cfaesfinance.osu.edu/resources
- Full Account Values List: http://cfaesfinance.osu.edu/resources
- Food and Beverage Documentation Form: http://cfaesfinance.osu.edu/forms

New Accountant in the Business Office

Monday 1/14/13 we welcome Suzie Griffin Sawyer as the newest member of the Business Office Team. Suzie will be transitioning over the next two months to be the Business Office Representative for some of our county offices. Those counties that are affected will be contacted. Suzie joins us from Central Accounts Payable at the University and brings a wealth of knowledge to the position. Welcome Suzie!
Business Office Update

Professional Presentation Support
If you spoke at a conference last calendar year (2012) and paid for it with Extension dollars then you may be eligible for a $300 travel reimbursement offset to your local funds. You must complete and send a signed Application for State Support for Professional Presentation form to the Business Office no later than end of day 1/15/2013. This is a solid deadline – no applications are accepted after close of business on January 15th.

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

Mileage Rate increase effective 1/1/2013
The University has announced the new mileage rate for CY2013 at $0.565 per mile. Travel Forms have been updated under Forms Travel, to include the 2013 mileage rate. The 2012 forms are still active for late travel submissions for travel through 12/31/2012.

Sales Tax Reminder
For those of you with an external bank account (local checking account) you are required to track sales tax and exempt sales on all items sold. **Monthly you are required** to email the Sales Tax Form to the OSU Sales Tax department. This is due on the 15th of EVERY MONTH. I noticed last year that many submissions were late. If you need assistance with calculating sales tax for the report we have some assistance on pages 11 and 12 of the local checking account training. [http://cfaesfinance.osu.edu/Training](http://cfaesfinance.osu.edu/Training)

New on the Web [http://cfaesfinance.osu.edu](http://cfaesfinance.osu.edu)
- Webex for New County Directors. Slides are posted here as well as the recorded session. Posted to Training.
- Updated the County Appropriation Authorization Form to include a checkbox for levy counties.
  Under Forms Financial Information
- Want to know how to get access to the PI Portal? See the FAQ tab. The question is posted under the Cost Recovery section.
- Updated Volunteer Insurance Fact Sheet posted under the FAQ tab. See the Insurance section.
- Annual Conference Update slides Posted to News

Upcoming Deadlines
- Sales Tax Reports due 1/15/13
- Professional Presentation Support Due 1/15/13
- County Appropriation Authorization Forms are due 1/31/2013
- December Bank Statements and Reconciliation Forms are due 1/31/2013
- Non Capital equipment logs due in March.