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Copier Maintenance Agreements Renewals or Lease Payment Renewals

For all

For the purchase order for a copier maintenance agreement or lease payments that is not processed through UniPrint or the Office of Financial Services, Purchasing requires the following before they will approve any Purchase Orders:

1. Make
2. Model
3. Leased or owned
4. Black and white or color
5. Annual volume
6. Cost per page

Please submit the needed information on your eRequest or PO Renewal Form when you submit for renewal.

Nepotism and Conflicts of Interest

For all

The University’s and State rules on hiring family members of employees are very strict. Please keep in mind this also applies to Purchase Order agreements – not just Payroll assignments. Also keep in mind that personal reimbursements for things such as Travel, mileage or supplies could also be seen as a conflict. If you are aware of a situation where a unit is hiring the family member of an employee or hiring the company where a family member works contact the Business Office (buxton.65@osu.edu, mcclain.112@osu.edu) before proceeding with the purchase, approval, etc. These situations are important to handle on a case by case basis.
American Income Life Insurance

For all – Revised 7/29/2013

Many small dollar purchase orders are processed to American Income Life Insurance for event insurance. Some external clubs and committees also use this vendor, but this article is referring to those paid with University funds. While this insurance is primarily used for 4-H programs, other programs may also use the insurance.

- Basic Information: [http://cfaesfinance.osu.edu/resources](http://cfaesfinance.osu.edu/resources)
- Vendor Website: [http://www.americanincomelife.com/who-we-serve/4-h-insurance](http://www.americanincomelife.com/who-we-serve/4-h-insurance)

These are normally required to be on a Purchase Order because insurance is a restricted commodity at the University. Recently we have been granted permission to process these payments via Convenience order X14004 or Local Checking Account. But in order to do so we have to track a few items of information.

1. Vendor Name (American Income Life Insurance)
2. Event Name
3. Event Date
4. Amount of payment to vendor
5. Number of covered individuals
6. Method of payment (Purchase Order, PCard, Extension Checking Account)

You will need to keep track of this information and report to the Business Office. The Business Office will send a survey to each County office and State Extension Unit annually to capture the data. If you are concerned about only reporting this on an annual basis – we have created an Insurance Tracking Form that you can fill out and keep locally as you make the payment. This way you won’t need to go back and search for the data at year end. [http://cfaesfinance.osu.edu/forms](http://cfaesfinance.osu.edu/forms)

What does this mean for you?

1. **Starting today you may begin paying for the American Income Life Insurance expenses via check or Conv. order.**
2. You will need to track the information when you make payment and will be asked to provide that annually.

What if I am not an Extension Unit?

If you are not an Extension State or County Unit but would like to pay for your AIL insurance in this manner simply email buxton.65@osu.edu with your email address and you will be included on the annual survey.

What about other insurance payments?

If your office purchases other insurance on a Purchase Order and would like to switch to paying via check or Conv Order, email buxton.65@osu.edu with the amount, the vendor and a brief description of what you are doing and Cindy will let you know if it is ok to proceed without a PO.

This is a privilege we have been given – let’s do our best to comply with what they need for the convenience of being able to pay these using a less cumbersome payment method!

Travel Information

For all

Registration fees:

If you are registering multiple people for a conference you have several payment options including checking account, convenience order and via the overnight travel form. However due to time constraints many people choose to pay with a PCard. Remember if you are registering for multiple people:
Each person needs their own T number BEFORE you pay for the registration.
Director Travel must be approved by their supervisor.

Lodging
If you use a PCard to pay for more than one person’s lodging you may get one bill for all of the payments. However, when you enter the documentation into the eRequest be sure to include all of the travelers' names and their T numbers.

Travel System
Travel Requests – Getting a T number
Many users have access to eTravel because of their OSP affiliation. However, many of our approvers are not set up to electronically approve eTravel. If that is the case in your unit and you enter your UNIV travel request into the eTravel system you must also upload the appropriate approver signatures as an attachment.

UNIV Travel –
Anyone may get access to eTravel to request their own T number.
Alternatively paper forms can be faxed to the Business Office or
The alternate “preapproval” process can be used when there are no prepayments. (For Extension Units Only)

Note: Approvers and Travelers may get access to the system but a couple of training courses are required. The access form has information on what courses need to be taken. http://cfaesfinance.osu.edu/forms

Your unit may have specific procedures they want you to follow so check with your fiscal support before submitting travel.

Overnight Travel Reimbursements and OSP Travel Reimbursements
- UNIV Travel reimbursements are submitted via paper Travel Reim Form and need to be sent to the Business Office.
- OSP travel Requests and Reimbursements usually have to be entered into eTravel as Payment Requests

Mileage
- UNIV mileage can be submitted in eRequest (For Extension Units Only)
- UNIV Academic Unit mileage should be submitted using a mileage log and Blanket T number
- OSP Mileage should be submitted through eTravel (see above).

Rental Cars vs. Mileage
The Ohio State University reimburses personal car mileage at the Internal Revenue Service rate of $.565 per mile. This reimbursement is only available when your personal car is used for the trip.

If one decides to rent a vehicle for the trip, Ohio State University will reimburse the cost of the rental vehicle plus the gas placed in the vehicle before return. The university has preferred vendors for rental vehicles, National and Enterprise. When renting a vehicle for business use, LDW, DW and Liability Insurance must be accepted. Information on rental vehicles may be found here: https://controller.osu.edu/travel/secure/travel-rental.shtm

In either situation, the lower cost option to the University should be chosen. Mileage will not be reimbursed when a rental vehicle is used for the trip. If you have any questions, contact your fiscal representative.

Changes on eStores
For all

Vendors
There is a new rolling list of available eStores Vendors: http://osustores.osu.edu/estores/ Contracts have not been renewed with Grainger or with Best Buy. These vendors have been closed for ordering and you should now order similar items from
other eStores vendors. If you have something that is not available from any other vendor you may still use these vendors but have to provide justification for the sole source item in the comments of your eRequest. All current PO’s and invoices will be honored – this only applies for future orders.

**Toner**

Toner is no longer available to be purchased from Gov Connection supplier website in eStores. If you have been ordering ink from Gov Connection, use the OfficeMax Ink and Toner Finder tab found in their supplier website. This tab takes you through three steps to find the correct ink or toner cartridge. If you are having trouble finding what you need call Meg Devoss at 614-688-4675, the OSU OfficeMax representative.

If you are on the University’s PCMP program you can ignore this notice!

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**Parking Passes for Office to Share**

*For Extension units*

Extension policy will allow offices to purchase limited use parking permits to be shared by people that work off campus when traveling to campus with University funds. These permits must be shared and cannot remain in one person’s vehicle. A sign in/sign out sheet should be kept on file in the office for use. The Business Office Website has a template sign-out sheet that is used for equipment that can also be used for this purpose. If someone would like a personal permit they must use personal dollars to pay for it.

To purchase a shared permit, submit an eRequest: [https://erequest.osu.edu](https://erequest.osu.edu) Choose Internal Vendor CampusParc – Parking Permits. In the Business Purpose or Additional Information section include the reason for the permit and the license plates & names of the individuals who will use the pass. For the 2014 permit year: Limited Use Regional A permits will be $199 and $103.20 for Limited Use Regional B. Day passes are $6.25 per pass and Garage day passes are $10.50 per pass – all can be ordered through an Internal Order on eRequest.

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**Reconciling June and July eReports – Biweekly accrual**

*For all*

This is a reminder that there will be additional entries on your June and July eReports that will cause some units who are doing their reconciliations using the “long method” to become imbalanced in June and then re-balance in July.
Business Office Update

This happens because June is our year end close and accounting enters wages that have been earned – but not yet paid – as an Accrual for our Biweekly employees. To make sure that your imbalance is because of this (and not something else) simply add up the rows in your fund that say Biweekly accrual. In June this will be debit, in July they will be credits. See example for June.

Bank Reconciliation Form and Statements are due this month

For Extension off Campus units
For those offices with local checking accounts, you must submit a bank reconciliation form and copy of your JUNE bank statement by July 31st. Use the current form: http://cfaesfinance.osu.edu/forms

Forms and Statements can be scanned and emailed to michel.5@osu.edu or faxed to 614-688-0529.

Equipment Inventory Reviews are due this month

For Extension units

For those offices with Capitalized Assets (those assets that cost more than $5,000 at purchase), you must submit a completed Annual Physical Inventory and Equipment Review Summary (PIERS) by July 31st.

This is for Extension Units; Academic units should send their forms to cfaes_fiscalhr@osu.edu

- Not all offices will have something to report. In order to see if your office does have something go to http://ereports.osu.edu/ and click the “log in” button. Enter your OSU Internet Username (name.#) and password. Once the eReports application launches, in the left-hand pane, use the following navigation trail by use the + signs to expand each level: Financials > Physical_Inventory_YR > FY_2013 > FAES > Choose your DNode (D5502 for counties) (D550x for State Units), Click on your ORG number. Your PIERR appears in the right-hand pane as “amu116os.pdf”. Double-click on the report to open it. You can then choose to print.
- Note: if you don’t see your ORG it means you don’t have a report to file!

1. Review the assets on the report to make sure everything is accurate. Pay special attention to the Custodian and the location. Mark any changes to the report on the report itself. Check the tag number on the form and find the equipment in your office, make sure the tag number matches the tag you find on the equipment. Sign the form and then have your Unit Director sign the form.

2. If you haven’t already done so please also take three pictures of the equipment (1 piece of equipment, 2 serial number and 3 asset tag) so that we can upload this into the Asset Management System. These pictures can be submitted directly to Michel.5@osu.edu. You can use a camera or your phone to take the pictures. If you don’t have a camera or a photo capable phone in your office – its ok – just let Wendy know and we will make other arrangements for the pictures.

3. If the equipment is being transferred to another department or being retired you must also complete a Transfer or Retirement Form which you can find here: http://controller.osu.edu/forms/forms.shtm#am Before you retire a capitalized item be sure to get permission from your Business Office Representative.

Return the form by scanning to an email: michel.5@osu.edu or fax 614-688-0529.

Upcoming Deadlines

- 7/31 Bank Reconciliation Forms and Statements
- 7/31 Capitalized Equipment Reports
Business Office Update

- Now – Reconcile June Second Close Reports
- 7/30 PCard Deadline
- 8/10 eReports ready for July
- 8/15 Report Monthly sales Tax

New on the Web: [http://cfaesfinance.osu.edu/](http://cfaesfinance.osu.edu/)
- Some minor changes made to the Deposit Transmittal Form. Posted under Forms - Financial Information
- Certificate of Insurance for Volunteer Insurance (CIMA) has been posted under FAQs - General - Insurance
- Parking Pass Ordering Information for FY14
- Updated the Yearly Activities Calendar with FY2014 dates. This is a calendar of Business Office related items for the year. Posted under Training.
- PAT Transfer Form updated - see Forms - Cost Recovery
- Budget Help section of the Training tab added to help aid in County Budgeting process.
- Convenience Order List for FY14 Posted
- AP Payment Compliance Form has been updated. Under Forms - Financial Information