Reminder about Branding requirements changing 7/1/2014 (For All)

This is a reminder that branding requirements are changing on 7/1. If you intend to use a University Trademark, like a logo or a symbol, then you have a few new steps before purchasing apparel and other promotional items. Much more information can be found on the Branding website. http://cfaes.osu.edu/brand/logos. A short job aid is also available on the Business Office website: http://cfaesfinance.osu.edu/training

Want to sign up for this newsletter? Email Michel.5@osu.edu
Getting approval for trademark items:
Send the design Kim Brown at brown.3384@osu.edu and Suzanne Steel at steel.7@osu.edu
1. Once approved, send to University brand team at identity@osu.edu.
2. After their approval, you will need to fill out the form found at http://trademarklicensing.osu.edu/page/department-request/ and attach your approved art and the form to an e-mail and send to Karen Dertinger at dertinger.5@osu.edu. Karen will give you a list of approved vendors for logo wear.
Save the approval email you get from Karen as you will need that when you place your order!

Ordering items:
Items that will have trademarks need to go through approval (above) and are limited to the approved vendors provided to you by Trademark and Licensing. Once approved you can purchase from those approved vendors using the University’s buying tools via eRequest. Note that trademark items should NOT be purchased from the checking account.

• Internal Vendor- Uniprint – for print material of any dollar amount.
• eStores – any dollar amount
• Purchasing Card – Up to $2,500
• Standard Purchasing Request – Purchase Order – any dollar amount. PO# is required before the order is placed.

Document on the eRequest:
- Attach approval email from Karen at Trademark and Licensing
- Recipient names and each person’s employee status.
- Attach packing slip or other proof of receipt of items

Summary
• Non trademark items are purchased as usual but please make note in the eRequest that it is non-trademark.
• Trademark items are purchased through eRequest but require several approvals before ordering. Your Business Office Representative cannot proceed without that approval information so please attach to the eRequest.

Year End Items Needed
(For all)
Blanket Travel Order renewals are due
For those that use Blanket Travel Order numbers for in state travel expenses (i.e. SNAP Ed, Academic Units, those with an individual Purchasing Card (travel card)) need to get their request for blanket order renewals in as soon as possible. Those Blanket Travel Orders typically run on a 7/1/2014-6/30/2015 basis. Submit online in eTravel or use the Travel Request Form. http://cfaesfinance.osu.edu/forms See your Business Office Representative with questions.

Purchase Order Renewals
Fiscal Year July – June renewals now due
For those offices that renew purchase orders on a Fiscal Year basis (July 1 – June 30), it is time to submit your eRequests. These were due to the Business office on 6/13/2014 to allow us plenty of time to get them in before year end so if you haven’t completed yours yet please do so ASAP!

More information on this topic in last month’s update: http://cfaesfinance.osu.edu/news
**Business Office Update**

**Purchase Order Invoices, Payments and Other Reimbursements**

Our cutoff date for guaranteed entry in this fiscal year was **6/13/14**. If you have something that must be in this fiscal year – please ask your Business Office Representative to expedite. Again, this time of year we have to prioritize to get everything completed and may stray from the usual first in, first out or other prioritization we use so please let us know if you have something important to process.

**Extension Checking Accounts**

Questions: michel.5@osu.edu

Bank statements and reconciliations will be due in July for your June statement. Take a look at your bank balance now and send money to your funds if your average balance over 12 months will be more than $20,000.

**Reporting Mileage for Summer Camps**

(For Extension Counties)

Mileage to and from camps when the traveler is staying overnight at the camp is considered an overnight trip per OSU Extension Travel Policy and needs to be reported by requesting preapproval from your supervisor* and turning in an overnight Travel Reimbursement Form. [http://cfaesfinance.osu.edu/forms](http://cfaesfinance.osu.edu/forms)

Remember – the mileage log is for in-state and contiguous states, same day travel only.

*Preapproval Process: preapproval can be in the form of an email to your supervisor stating the camp and estimated amount, a T# requested using the T# Request form, or by completing the Pre-Travel Worksheet. [http://cfaesfinance.osu.edu/forms](http://cfaesfinance.osu.edu/forms)

**Upcoming Deadlines**

- **Year-end items are due now** – Purchase Orders, Blanket T numbers and cash from Ext. Checking Accounts.
- **6/20/2014** – Those people with access to RegOnline OR access to a credit card terminal must complete some online training before end of day 6/20. More information here: Credit Card Processor Training slides, 45 minute video and new Access and Renewal Form have been posted to Training.
- **7/1/2014** – Promotional items with University Trademark will require extra approvals before purchasing.
- **7/9/2014** – First Close eReports available. (Run your fund exception report and review your 91 report to see if any corrections need to be made).
- **7/15/2014** – Sales tax report due to the tax office
- **7/22/2014** – Second Close eReports available. Pull your reports for June and reconcile as usual.
- **7/30/2014** – PCard Deadline

**New on the Website**

[http://cfaesfinance.osu.edu/training](http://cfaesfinance.osu.edu/training) – all items below were posted to Training tab.

- ComDoc - Ordering Supplies Instructions posted to Training.
- Revised Taxable Benefit Process. Provides better clarification on entering the HR Action Request.
- Credit Card Processor Training slides, 45 minute video and new Access and Renewal Form.
- Access eReports training slides and 22 minute video have been posted to Training.
- RegOnline training slides and 52 minute video have been posted to Training.

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