Calendar Year Purchase Order Renewals due 11/27/2013

For Extension Counties

In this week’s County Mail each office should receive a list of their CY2013 Purchase Orders. This list is intended as a reminder to help you renew your 2014 purchase orders. Remember that this year we are making a change and EACH PO will require a unique eRequest. In addition to the list of Purchase Orders being mailed you will also receive a PO Renewal Job Aid http://cfaesfinance.osu.edu/training to remind you what is needed on an eRequest - Standard Purchasing Request.

Business Office Training

For All

We have posted 17 training sessions for those that are interested in fiscal policies and procedures. We will also be at OSU Extension’s Annual Conference – check out Extension HR to register for annual conference.

Training Schedule and Class Descriptions: FY14 Training

All courses offered via Adobe Connect. One time $5 fee to register for as many classes as you want.

All courses will be recorded for those that cannot attend or for those that end up on the waitlist.
Items Given to Employees – major policy change

For All

The following message was sent by Melissa Krygier to all CFAES employees on Friday, November 8, 2013. More will be coming regarding procedure requirements for items given to employees but please note that items purchased for employees as gifts (apparel, gift cards, etc.) after 11/8 may be considered taxable income for the employee. Stay tuned for more information soon.

Reprinted email:
To All CFAES Employees,

The University recently made a big policy switch in response to an audit conducted by the IRS. Effective immediately, gifts, apparel and other items of value received by an employee must be reported as a taxable fringe benefit to that employee. As a result, the employee receiving the item will be subject to payroll tax withholding on their next paycheck based on the fair market value of the item. This will take effect only on future items received. Please view the attached for a general list of what is and is not considered a taxable benefit to the employee.

As an employee of our college, we wanted to make sure you were aware of the policy switch. You will have payroll taxes withheld on items you receive from OSU. In some cases, you may have the option of declining the item. Most importantly, you should discuss your options and the consequences with your supervisor or department providing the gift.

As a purchaser of items such as gift cards or shirts with the OSU logo for example, supervisors should communicate with the employees receiving these items to remind them they will be subject to payroll tax withholding and give them the option (if possible) to refuse the gift. Ideally, this should occur before the items are purchased. In the event that the gift is a surprise, plan ahead for how the item may be used in the event it is refused.

The central financial and HR units are developing procedures and guidelines to assist units in handling these purchases when they occur. If you have any questions, please contact your HR or Financial representative in your department, your associated fiscal service center or buxton.65@osu.edu for guidance.

Melissa G. Krygier
Assistant Vice President
OSU Agricultural Administration

Ordering from the Business Office

For All

To order items from the Business Office, Click Here: http://cfaesfinance.osu.edu/forms Fill in your information. Your product will arrive in daily campus mail or your county mail packet that is sent out on Thursday. If you have questions, please contact Wendy Michel (Michel.5@osu.edu).

Items to be purchased from the Business Office:

- **Non-capital equipment tags** – to be placed on all movable equipment – Free
- **Safeguard Supplies**. The Business Office has a supply of Cash Receipts Journal, Cash Receipts, and Cash Disbursement Journals. – See price on the order form.

Reminder about Scams

We have had two reports of scams lately where someone calls phishing for some information about your copier or a credit card terminal. This is a good time to remind you that if you are receiving contact from a legitimate University contact then they won’t mind 1) identifying who they are and what department they are with and 2) waiting for you to verify this by either looking in the OSU directory or by contacting the Business Office. Always be cautious when someone starts asking for model numbers or system information.
Copier Scam From Paige Matney:

I received a phone call from Mike Johnson who said he worked for our copier supplier and asked who I was, and which model copier we had. After telling him we have the Xerox work centre 7530, he continues to say how his secretary messed up and didn't inform us of the price increase for toner, which we should of received a letter stating the price jump from $698.00 to $831.50 on October 1st - which I found interesting because all of our printer supplies is included in our contract with Com Doc. Due to the delay in notification he offered to override the price increase for one month, allowing us time to buy the toner at the lower price. Before ending the call he told me his secretary would be in contact with me soon. When his secretary Vikki called she said all that she needed was my signature (whoever places the order for printer supplies) on the fax that was a notification of price change and for me fax it back. Once receiving the fax I realized it was from a company called IDCSERVCO based out of California and is in reality an order confirmation form, I immediately got in touch with my county director. Since then I have been contacted from “Jack” who was also supposedly with our copier warehouse, who asked for me directly, when asked what company he worked for he immediately hung up.

Credit Card Terminal Scan From a representative from the Blackwell:

Just FYI, moments ago I received a call from “Certified Merchant” something or other asking about our merchant terminal. She said they’re a notification service, usually relating to cost of materials, but couldn’t tell me exactly what the notification was without some information. She wanted me to get the machine and give her some numbers on it. I asked who she was with again and told her I wouldn’t give that information out on the phone and she said ok and hung up quickly.

New on the Web: http://cfaesfinance.osu.edu/
- November Holiday Dates corrected on the 10/25/13 November Holiday dates corrected on the Yearly Activities Calendar posted under Policies and Procedures http://cfaesfinance.osu.edu/resources
- Internal Order Training Slides and new 7 minute Training Video are posted under Policies and Procedures. http://cfaesfinance.osu.edu/training
- Business Office Representative Map updated. Posted under About the Business Office http://cfaesfinance.osu.edu/aboutus

Upcoming Deadlines:
- 11/15 Sales Tax Report due
- 11/28-11/29 Offices Closed
- 11/27 Calendar Year PO renewals Due
- 12/6 Year end paperwork due (all invoices/reimbursements should be submitted by this date for year-end processing)
- 12/9 eReports ready for printing