Yes we do still exist!

For all

It has been four months since we have put out a newsletter, but yes we are still here! It has been a busy four months. Take a look here for some of the highlights:

<table>
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<tr>
<th>June</th>
<th>August</th>
<th>October</th>
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<tr>
<td>The Columbus Business Office and Wooster Fiscal Office merged to make ONE</td>
<td>Wendy Michel in the Columbus Office left</td>
<td>New University Travel Policy was released</td>
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We are excited by the new structure and think the collaboration between the Wooster and Columbus branches of the Finance Service Center will make your lives easier.

We have been utilizing the general mailbox for the service center for general questions about the travel policy and for things you would normally have sent to Wendy. Use this mailbox by emailing cfaesbusiness@osu.edu

The new Travel Policy has some interesting changes for those that travel both daily and on overnight trips.

Shirley Lin has replaced Wendy in the Columbus Office and is currently training on deposits, PCard, travel and much, much more. Stop in to see her in Room 4 when you are in Ag Administration!
Travel Policy Changed 10/1/2015

For All

Questions? cfaesbusiness@osu.edu

- CFAES Mileage Log – New form required for use for reimbursement of daily mileage.
- University Travel Policy – Complete policy
- Summary of changes – summary of changes from the University travel office
- Travel best practice guide and FAQ – from the University travel office

The OSU Travel Policy was updated October 1, 2015. Below is a summary of the most important changes. This applies to faculty, staff, guests, vendors, and contractors. The CFAES Finance Service Center will post a Frequently Asked Question document related to the policy changes soon.

Non-Mileage Travel Pre-approval - Reminder
Prior to any trip, travelers must obtain pre-approval to leave headquarters for university business travel. Such approval must be documented (e.g., eTravel, T number, business leave, other written approval, etc.) prior to the trip and available for audit and review. Estimated costs and business purpose associated with the business travel must be included in the documentation. Exception: in-state mileage does not need pre-approval.

Personal Vehicles (Mileage Calculation) - New
Deduct your normal commute from your primary residence to work when traveling. Mileage for your normal commute is not reimbursable. A new form for use in calculating mileage is above and on this website under forms: http://cfaesfinance.osu.edu/forms#TV Direct Link: CFAES Mileage Log

It is the traveler’s responsibility to provide a cost comparison between driving and flying when driving to a non-contiguous state instead of flying. Use the Driving vs Flying worksheet to record the comparison.

Airfare Expense – Some New
Economy plus, seating upgrades, or pre-boarding options are not permitted for reimbursement or purchased on a Purchasing Card. Requests for reasonable accommodations for a disability will be considered by units in consultation with the Americans with Disabilities Act (ADA) coordinator.

Airfare/rail should be procured through the university-preferred travel agency or online booking tool to ensure access to airline and other negotiated discounts. It is expected but not mandatory that the university-preferred travel agency will be used for airfare and rail.

Vacation in Conjunction with a Business Trip – Some New
In cases when vacation time is added to university business travel, any cost variance in expenses such as airfare, vehicle rental, and/or lodging must be clearly identified and documented in eTravel, to validate that the vacation time does not add additional cost to the university. Before the trip, it is the traveler’s responsibility to record this cost comparison in eTravel or on the Travel Request Form.

It is the traveler’s responsibility to ensure all combined business/vacation related travel expenses be paid through personal funds and not through OSU prepayment methods (PCard, PO, Contracted Travel Agency, etc) with reimbursement upon completion of the travel. Expenses that do not combine business and personal vacation, such as conference registration, can be paid directly via OSU methods.

Lodging Expense
Payment must not exceed either the conference rate at the conference/convention site or twice the federal lodging rate for the business travel location. Record when a conference rate is being used on corresponding travel paperwork (eRequest for PCard, eTravel or Travel Reimbursement Form).
Amazon.com with the University PCard

For All

On June 1, 2015, Amazon began collecting sales tax on purchases made by all Ohio customers. The University is an instrumentality of the State of Ohio, whose purchases are exempt from Ohio sales tax. To maintain the benefit the University’s sales tax exemption while preventing any improper use, the University has established an Amazon Business Account to ensure only business-related transactions are treated as tax-exempt.

**Highlights:**

- Units should maximize the use of University contracts found in eStores before considering Amazon.
- The OSU Amazon Business Account must be used for **University business purposes** only.
- **No personal purchases** may be made from a University email address (name.#) in the OSU Amazon Business Account. Using this tax-exempt account for personal use may cause the University to lose its tax exempt status and the individual may be held liable for fraud by the State of Ohio.
- All business-related expenses procured through the OSU Amazon Business Account must comply with University **Expenditures, PCard, Purchasing and Internal Controls** policies.
- Purchases from **personal Amazon accounts** are no longer permitted on a University PCard.
- Personal Amazon accounts should be set up with a **personal email address**, not your University email (name.#)
- **PCard Managers will be the only individuals permitted to use the account.** All PCard managers will be given access to the system.

**Instructions for PCard Managers**

PCard Managers should have received an email directly from Amazon with instructions to access your account. The email is only active for a week, so if you didn’t activate but still want to participate in the Amazon Business program please email Jesse Buxton. Use these help documents to complete the process.

- Instructions: [Finalize OSU Amazon Business Account Access as Requisitioner](#)
- Instructions: [Upload Tax Exception Certificate Form](#): **OSU Tax Exemption Certificate**
- Activating your account can take a couple of business days.
- You will need to add your PCard information in order to make a purchase.

If you have any questions please contact the CFAES Group Administrators Jesse Buxton or Brian McClain.

There is also a new University website to help answer your questions. [http://u.osu.edu/amazonbusiness/](http://u.osu.edu/amazonbusiness/)

**Calendar Year Purchase Order Renewals are due 11/2/2015**

For Extension County units

It is the time of year when those that are on a calendar year budget cycle (primarily county units) need to submit renewal purchase orders. Review the bottom of each page of your 7OS-90 September eReport to see the current POs for your unit.

Each PO will require a unique eRequest.

Please submit renewals for ongoing Purchase Orders as well as one time purchase orders – this will help you to prevent After the Fact POs in the future.

You can estimate the amount of the renewal.

- **Purchase Order Renewal Job Aid**
- Contact your Finance Service Center Representative or email [cfaesbusiness@osu.edu](mailto:cfaesbusiness@osu.edu) for assistance.

Note: Purchase Order renewals will exceed the normal two week timing standards for requests. As renewals come in we prioritize all requests according to when we believe the PO is needed. Some POs with deadlines later in the year may not be completed until January. As always if you need something right away make a note in the eRequest and have your approver mark the request as critical.
Purchasing at OSU
For All

Use of OSU Stores
OSU Stores is an internal department that stocks common office and research supplies. They buy in bulk and then re-sell at cost to the University in order to save University money. The University’s mail department hand-delivers items across campus. When you buy from OSU Stores you are buying from OSU. OSU Stores is only for use by the Columbus campus.

If you are on the Columbus campus OSU Stores is the #1 preferred method for buying what you need, check out the products available here: http://osustores.osu.edu/prodservices/default.aspx

Please do not confuse this with eStores. eStores is system that compiles a list of external vendors that are placed on contract with the University to provide discounted pricing on individual orders for units. When you use eStores you buy directly from the vendor via the eStores system.

eStores is the #1 preferred method for securing items needed for off campus units.
http://osustores.osu.edu/estores/

Promotional Products and Apparel
There are many things you must consider when buying promotional items or apparel with university funds. See the list below and in what resource guide you can find answers to your questions.

- When should you put OSU branding on an item?
  • See the promotional items guide
- How do you get the branding approved?
  • See the promotional items guide
- How will you be distributing the items? For sale or not for sale
  • This affects the vendor you are using.
  • See the promotional items guide
- What vendor are you allowed to use to make the purchase?
  • For Sale Vendor: J America
    • Items sold for profit or at cost must go through J America
    • Officially licensed company, J America, only does apparel/headwear not all merchandise
  • For items that are free: Twelve approved vendors, or J America
  • See the promotional items guide
- If you are selling the item how do you account for sales tax?
  • See the sales tax guide
- If the item is being given to an employee, is it taxable & if so how do you record the payroll taxes?
  • See the gifts to employees and emeriti guide
- Are you purchasing something for a non-employee but it is worth more than $250?
  • See the gifts to non employees guide
- What vendor contract terms apply to me?
  • See the University Contract Book
  • Tip: The contract book for these vendors lists no freight – but this is only if items are shipped to central receiving at the OSU Main campus. Off campus units will pay shipping.
  • Tip: Samples are free – but only one of each kind of item to be ordered

CFAES Finance Resources
Promotional Items Guide
Apparel for Employees Guide
Gifts to Employees & Emeriti Guide
Gifts to Non Employees Guide
Sales Tax Guide
University Guide to Branding and Buying Merchandise and Apparel
University Contract Book

We are here to help! Contact your Finance Service Center Representative or email cfaesbusiness@osu.edu for assistance.
Upcoming Deadlines

- 10/29 – PCard Deadline
- 10/30 – Drivers with assigned state vehicles need to turn in their personal mileage reports
- 11/2 – Calendar Year Purchase Orders due
- 11/7 – eReports ready for printing
- 11/11 – Veteran’s Day – offices closed

New on the Website
http://cfaesfinance.osu.edu

- PCard issues with PayPal – News
- PCard Replacement Information – News
- Coca Cola Brand Product List Posted – News
- Information about the new survey tool from OSU that is free to units – News
- Parking Pass instructions Updated – News
- Frequently Asked Questions under News also linked to applicable Training page.
  - Requesting a reimbursement to an Extension Checking Account
  - How to request a Change Order on a Purchase Order
  - Purchasing Apparel to share
  - Submitting Contracts – Zero dollar where we are receiving the good or service.
- Returned Check Guide Updated – Training
- RegOnline Refund Procedures Updated – Training
- Equipment Guidelines Updated – Training
- County Budget Training Posted – Training/YouTube
- Gift in Kind Transmittal Form Updated – Forms
- Vendor Setup Form Updated – Forms
- Convenience Order List for FY16 Posted – Resources
- Apparel for Employees Job Aid Posted – Resources
- Yearly Activities Calendar Update – Resources