Business Office Update

September 2013

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Mileage calculation tips

For all

Academic Units may use the University Mileage Log or the Extension Mileage log. Either way mileage for academic units is submitted through the eTravel System. If you choose to use the Extension Mileage log see the following bullets for help in how to complete.

The Extension Mileage log is intended to document monthly mileage for Extension employees and volunteers. We are training our new staff members how to review mileage and thought it was a good time for a few reminders about how to fill out the form.

1. Be sure you are using the current form. You can always find the latest version here: http://cfaesfinance.osu.edu/forms
2. Upload your form to your eRequest for UNIV mileage (or eTravel for OSP or Academic Unit mileage) in the MS Excel format. It makes it faster for us to audit.
3. One form should be submitted per month per Business Unit (UNIV/OSP). If you have mileage for multiple orgs don’t submit those on multiple requests – just pick the org with the most expense for the workflow. This prevents accidental duplication of trips. A month runs from the 1st to the 31st.
4. List your travel dates in order on the form - it makes it faster for us to spot errors.
5. This is for one day trips only. If you have an overnight trip – even if you don’t have other expenses – you need to submit on a Travel Reimbursement Form. http://cfaesfinance.osu.edu/forms
6. Don’t forget to include the actual address to which you traveled. If you have multiple stops, let your trips flow to the next line if you need to.
7. Include a clear Business Purpose – Meeting isn’t enough – tell us WHY you are meeting and WHO you are meeting with.
8. If you are going to use an acronym on your mileage check the abbreviations list to make sure it is listed first. You can always add your own abbreviation if needed. http://cfaesfinance.osu.edu/resources
9. Extension guidance for calculating mileage is to take the shorter of the two distances you could travel (home to site, or work to site) regardless of where you travel from. This applies to weekday, weekend and holiday travel. Mileage from home to primary work site is never permitted for reimbursement. When in doubt take the most conservative approach to the number of miles to be recorded. Help for people assigned to two offices can be found here: http://cfaesfinance.osu.edu/training

If you have questions about mileage or how to submit travel documents you can contact Robert Concitis (Concitis.1@osu.edu). He is our expert on travel in the Business Office.
Business Office Update

After the fact PO

For all

Last year we attempted to implement a new procedure - The PO Renewal Form - to renew purchase orders that you do on annual basis. Our hope was to simplify the PO renewal process while also reducing the number of After the Fact Purchase Orders. After the Fact Purchase Orders are those eRequests that are submitted to create a PO after the good or service has been received OR after an invoice has been received. Unfortunately the PO Renewal Form did not reduce the number of After the Fact Purchase orders. While for some it definitely simplified the process, for others it actually confused the process and for that reason we are going to discontinue the use of the PO renewal form. From now on you will need to submit individual eRequests to create a PO before the good or service or invoice has been received.

A couple of Items to consider when creating PO’s:

1. **Plan ahead!** Most of our purchases are known weeks, if not months in advance. Think about the available buying tools for your purchases when you are planning your events – not when they are about to happen.
2. We will still **mail out a list** of your PO’s at the peak renewal times (November and May). Use this to refresh your memory on what you have done in the past year.
3. Remember that Purchase Orders don’t have to be exact. A high estimate is sometimes just as good as an actual cost. You are not obligated to spend the Purchase Order amount. Estimating amounts gives you the flexibility to create PO’s in your slower times!
4. If you are confronted with having to submit an After the Fact Purchase Order, **consider other buying tools** – could you pay for this with your PCard? With your checking account? If it is allowable in one of these tools – use it to avoid the exception.
5. If you have an After the Fact PO and no other buying options you must include an explanation for why the PO was submitted after the fact and what you will do to prevent this in the future. We are required to record this information, track and pull it for the auditors if asked.

Errors occur and are sometimes out of our control. An occasional after the fact isn’t serious, but creating an environment where people plan ahead will create a more stable and predictable payment environment for your vendors.

If you have questions please contact Cindy at buxton.65@osu.edu

State Sales Tax Rate Change

For all

State Sales Tax Rate Change - 9/1/2013

For those units selling items please note that the State of Ohio Sales Tax Rates are changing.

New purchasing contracts

For all

The University has replaced its coffee service and water service vendors. These will now be DS Waters and Aramark. The intent is that this will eventually become an exclusive contract and you would no longer be allowed to use another water service or coffee service vendor. However, because of the large amount of business we do on these types of services it will take the companies a while to get everyone transitioned so in this interim period you have a bit of flexibility regarding your current services.

This is intended for regular coffee/water deliveries. If you order supplies occasionally from another vendor this contract doesn’t necessarily apply – but they would prefer that you use eStores for all of these types of orders.

What should you do if you are on OSU Main Campus?

These vendors will likely be contacting you regarding your current service – purchasing has provided them with a list of current PO’s. You will need to:

1) Work with these new vendors to determine what service will meet your needs
2) Submit an eRequest to create a PO for the new service
3) Once you have the PO number call your old service and cancel it
4) Once all invoices have been paid alert your Business Office Rep that the old PO can be closed
What should you do if you are on not on OSU Main Campus?
In the next few months these vendors will likely be contacting you regarding your current service – purchasing has provided them with a list of current PO’s.

Be prepared to go through these steps below when that time comes. If you have not been contacted – but need new or renewal service you will need to start fresh with the new vendor, you will not be permitted to renew services with existing vendors unless these new vendors tell you they cannot provide services in your area.

When contacted, at renewal or when new service is needed:
1) Work with these new vendors to determine what service will meet your needs
2) Submit an eRequest to create a PO for the new service
3) Once you have the PO number call your old service and cancel it
4) Once all invoices have been paid alert your Business Office Rep that the old PO can be closed

Parking Pass Ordering Information
For all

Limited Use A and B
Once you have the permit contact Phone: 614-688-0000 and ask them to set up a non-university account for you so you can sign in for the group passes.

Then go here: https://osu-campusparc.t2hosted.com/cmn/auth.aspx?usertype=affiliate and add the license plate associated with the permit.

- Up to 3 license plates can be added per permit – these can be changed out online as needed if someone else is checking out the pass from you
- A license plate number can only be added to one permit in the system
- If using single day passes you should make sure that your license plate is not associated with any regular or limited permits.

- More information: http://www.campusparc.com/
- Parking Pass: Ordering Info FY14
- Campus Parc: Powerpoint Instructions

New on the Web

OSP Personnel Appointment Form  Added to the Forms - Personnel tab. This is used by Extension Units to appoint a person to an OSP project. http://cfaesfinance.osu.edu/forms

Convenience Order Information has been updated on the Training Tab, http://cfaesfinance.osu.edu/training

- Buying Tools Summary
- FY14 Convenience Order List
- Convenience Order Slides
- Convenience Order eRequest Job Aid
- New 15 minute video about Convenience Orders

Upcoming Deadlines
- 9/2 Offices Closed
- 9/10 eReports Ready
- 9/13 Sales Tax report due