Business Office Update

October 2013

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PCard Policy changes

For All

The university has updated its PCard policy. See the summary of changes below. Here are some additional resource links if needed.

- Updated Policy and Summary of changes here: http://controller.osu.edu/pcard/pcard-home.shtm
- Updated PCard Forms here: http://cfaesfinance.osu.edu/forms
- Updated PCard Training Material here: http://cfaesfinance.osu.edu/training (more coming soon)

For Departments with a Purchasing Card:
The Purchasing Card will now be referred to as the Department Card. The physical card will not change, and this requires no action from the Department Card manager.

Policy changes affecting all University credit cards:

Sales Tax
The university does not pay sales tax or use tax in Ohio and other states that have a sales tax exemption. Users of University credit cards are responsible for ensuring that tax is not charged and for making reasonable attempts to recover any tax charged in excess of $10. If sales tax charged is less than $10 it may be reallocated without exception or proof of

The Ohio State University
College of Food, Agricultural, and Environmental Sciences
Confirmation for receipt of goods and services
For goods purchased that total over $75 per transaction, a packing slip must be attached to the eRequest. If a packing slip was not received, you may include a comment on the eRequest that confirms your department’s receipt of the good.

For services over $3,000, a confirmation of completion of the service must be added as a comment on the eRequest – note that in most instances your transaction limit is $2,500 and therefore this option will not apply.

PCard Reminders
The Requested For person should be the PCard User – the person who made the purchase.

Click Lookup Employee in the Contact Information section. Note if this field is not available to you email (buxton.26@osu.edu) for access.

Full Account Numbers
U.S. law requires that credit card receipts not show the full account number. However many vendors do not or have not yet complied. Before you upload your receipt to eRequest – check to make sure the receipt doesn’t have a full account number. If it does – cover the account number when scanning so it is not visible in the eRequest system.

Updated information regarding procurement limitations
Preferred Suppliers – When possible, card users should take reasonable steps to obtain the best pricing by using suppliers the Purchasing Department has established to provide university-wide discounted pricing. Use the University eStores website to find most preferred suppliers. https://erequest.osu.edu

Contracts/Agreements – Goods and services that require a signed contract, agreement or equivalent documentation must be authorized by the Purchasing Department before purchase.

- Step 1: review the contract terms – make any changes that you think are necessary
- Step 2: create an eRequest and attach contract
- Step 3: eRequest approver approves transaction
- Step 4: Wait for your PCard Reallocator to alert you when the signed contract is attached to the eRequest. Give them time on this. Average turnaround time for contracts is 5-10 business days
- Step 5: Make purchase
- Step 6: Finish documenting the purchase on the eRequest.

Restricted Purchases – These items require an eRequest- Standard Purchasing Request before the purchase in order to create a Purchase Order

For All Units
- Capitalized equipment (over 5,000)
- Items over the Bid Thresholds ($25,000 goods, $50,000 services)
- Items requiring special approvals (see list).
- Applications for IPads or similar Tablets
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- OSP Expenses except on GET Cards.

For Extension Orgs (55xxx and 57xxx)
- Recurring monthly service fees (unless preapproved)
- Computers
- Individual Meals on a Department Card (i.e. in lieu of per diem)

Travel Cards are now Individual Cards:
The Travel Card will now be referred to as an Individual Card. The Individual Card may now be used to purchase other goods and services with a valid business purpose in addition to those purchases related to University travel. This change is effective immediately and requires no action on the part of the card holder.

In addition, the card limits may be increased to $5,000/transaction and $10,000/cycle. A PCard Maintenance Form is required to make this increase. [http://cfaesfinance.osu.edu/form](http://cfaesfinance.osu.edu/form)

Individual cards are still extremely limited and not available to most University employees. We do not anticipate that this change in card will have an impact on the number of Individual cards available. Those individuals that are affected have been contacted directly by the Business Office or their fiscal personnel.

eReports Reconciliation Changes

For All

With the implementation of the eRequest there is an electronic segregation of duties for most items. This means that certain transactions do not need as much scrutiny as has been needed in the past. Please note the steps to reconciliation below and the changes that the University has suggested. Your unit may continue to be more restrictive if desired.

Goal 1: Did someone use my funds? - You need to run the org/fund mismatch report to make sure no transactions are missing from your reports. (Flexible Detail Activity Report)

Goal 2: Did I use the wrong fund? - You need to review the header of the 4OS-91 report to make sure your org wasn’t inadvertently used with someone else’ fund number.

Goal 3 and 4: Documentation and Accuracy - This is the step that has had some changes.

Note that you need to do the accuracy check – review each line of the 4OS-91 report and make sure the expenses are yours.

One item has gotten more restrictive: Internal Order Receipts. When you place an order with an OSU Vendor (ex. Comm Tech, Uniprint) you need to go back to the eRequest after you have received the order and upload a receipt, packing slip or provide a comment in the eRequest that items have been received. Since these departments have the ability to charge you without approval the university wants to be sure you are checking to make sure the transactions are really yours.

You however do not need to trace those transactions to original submissions or original documentation in the following instances:

- **PCards reallocated by your normal Reallocator** - (see the Reallocator’s id on the PCard Reconciliation Report under General Procurement reports)
- **Purchase order Invoices** – you do not need to go to the view invoices page of the controller’s office and download invoices unless you suspect a problem by looking at the eReport line.
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- **Journal Entries and Transfers** – If you recognize that you submitted a journal entry or transfer you do not need to pull the paperwork.
- **eRequest Payments** – (Reimbursements, eStores, Convenience Orders) If you recognize the entries you do not need to review the online submission.

**Goal 5: Budget** - Review Cash Balances on the 3OS-61 report and spending patterns on the 7OS-90 report to make sure you will be within anticipated budgets for the year.

**Goal 6: Certification** – Print the Certification Form, Review with your Unit Approver, Sign the Certification.
http://cfaesfinance.osu.edu/forms

Many of you have been asking about eReports Reconciliation and Advanced user training. Our goal is to have some guided training in the winter and some self-guided training available this fall. In the meantime if you need help contact buxton.65@osu.edu

**Store Credit Cards**

*For Extension Units*

Some offices over the years have been sent credit cards from local stores where they used to hold business accounts. These store cards allow them to make purchases throughout the month and then pay at the end of the month for all of the transactions on the card. Store credit cards are not permitted by the University. However, as long as your unit has not been asked to sign a credit card or store agreement we have allowed you to continue using the cards sent to your office by these local vendors. This is just a reminder that you may continue to use these cards until you are requested to sign an agreement at which time you are required to discontinue the program and use other buying tools to make your purchases.

**Automated Vouchers (EDI) to begin workflowing in PeopleSoft**

*For All*

Some of the vendors we use – including Office Max have a relationship with the University which allows them to auto bill the university without sending a physical invoice. The University is working to increase the number of vendors doing this and in doing so they have decided that these invoices will now workflow to the voucher approver for the unit. Note that this will only affect Blanket Order Invoices and Invoices over $3,000. We do not anticipate a large impact for the College but do note that this change will be implemented soon. If you have trouble with the new process let your

**New on the Web:** http://cfaesfinance.osu.edu

- PCard Policies have been updated and will continue to be updated on the web.

**Upcoming Deadlines:**

- 10/8 eReports Ready
- 10/15 Sales Tax Report Due
- 10/30 PCard Documentation approval deadline
- 10/31 Personal Mileage on State Vehicles Due