
FISCALLY FIT

News from the Controller

March 2009

INSIDE THIS ISSUE

- 1 Bids
Important Purchasing Dates
Pcard Default Account Numbers in PVS Net
- 2 Pcard Correction Forms
Making Work Pay Credit
Reporting Fraudulent Activity
- 3 Bursar News
Web Payment Down Time Scheduled
Upcoming Bursar Training Sessions
Federally-Funded Stem Cell Research
Executive Order 13505
Stimulus Funding
- 4 Tornado Shelters

PURCHASING

Bids

For requisitions requiring bidding:

- Purchasing notifies departments by email of bid due dates and times.
- Purchasing is no longer sending hard copies of bids to departments for review.
- Bids estimated to be less than \$35,000 will be sent to departments electronically for review.
- To review bids for purchases estimated to be greater than \$35,000, go to the Purchasing website at www.purchasing.okstate.edu under "Bid Opportunities".
- Reminder: During the bid and bid evaluation process, departmental personnel may **not** have any contact with potential bidders.

Questions or inquiries should be referred to the Purchasing Department, 405-744-5984.

Important Purchasing Dates

Board Dates:

- Requisitions requiring Board of Regents approval (greater than \$150,000) are due in Purchasing: March 25, 2009, for the April 17, 2009, Board Meeting.

Pcard Training:

- March 25, 2009, 1:30 PM, 416 Student Union

Purchasing Seminars:

- Ethics in Purchasing, April 8, 2009, 9:00 AM, 412 Student Union
- Purchasing Policies and Procedures, August 4, 2009, 9:00 AM, 412 Student Union
- Purchasing and Purchasing Card Refresher, October 13, 2009, 9:00 AM, 412 Student Union

You may register for any of these sessions by calling Human Resources at 405-744-5374, on the Human Resources web site at http://fp.okstate.edu/hrosu/training_enroll.htm, or by email at osu-trng@okstate.edu.

The Purchasing Department is available to conduct purchasing training on an as needed basis to departments and colleges. Please contact Purchasing to schedule a date.

UNIVERSITY ACCOUNTING

Pcard Default Account Numbers in PVS Net

Please review the default account numbers that are stored in PVS Net for your cardholders. When a new cardholder applies for a pcard, they must provide a default account number that is stored in PVS Net. If the approver does not change the account number, this default account is downloaded into FRS to record the charge. Some of the default account numbers were provided to PVS Net long ago and are no longer valid accounts. This causes difficulty because these transactions are rejected when they are downloaded to FRS and must be researched and corrected.

Pcard Correction Forms

When submitting a Pcard Correction Form to University Accounting, please attach a copy of the FBM report that contains the transaction. This will expedite the processing of corrections and provide documentation in the event of an audit.

PAYROLL

Making Work Pay Credit

Please share the following information with all employees within your departments. It may have an impact on their federal tax liability at the end of the year.

The Making Work Pay tax credit is available for tax years 2009 and 2010. It is 6.2% of an **eligible** taxpayer's earned income up to a maximum credit of \$800 for a married couple filing a joint return and \$400 for all other taxpayers. Because the credit is refundable (people can get it even if they owe no tax), most low-income workers will qualify for the full credit.

Taxpayers will not receive a separate check from the IRS like they did with last year's economic stimulus payment. The benefit will be spread out over the paychecks they receive beginning this spring and continue until the end of the year. Eligible workers do not need to fill out new W-4 withholding forms to receive the Making Work Pay credit. New federal withholding tables will be incorporated in the payroll calculation as soon as possible and most workers will see an increase in their take-home pay.

Who is eligible for the Making Work Pay credit? Individuals with earned income are eligible for the Making Work Pay credit. Earned income is income received from employment and self-employment. The maximum credit is reduced for individual filers with an annual modified adjusted gross income over \$75,000 and for married couples filing jointly with annual modified adjusted gross income over \$150,000. For individual filers, the credit is reduced by 2% of the amount of income in excess of the \$75,000 and is completely phased out at \$95,000. For married couples filing jointly, the credit is reduced by 2% of the income over \$150,000 and is completely phased out at \$190,000.

Who is NOT eligible for the Making Work Pay credit?

- Non-resident aliens (NRAs) do not qualify for the credit. The credit is only for US citizens and resident aliens with a valid social security number. If NRAs have previously filled out their W-4s as an NRA, the federal tax calculation will not take the credit when calculating the withholding.
- Any employee who can be claimed as a dependent on another taxpayer's tax return is not entitled to the credit. Therefore, student workers on their parent's tax return do not qualify for the credit.
- Individuals with income greater than \$95,000 do not qualify for the credit.

- Married couples filing jointly with income greater than \$190,000 do not qualify for the credit.

What does this mean to OSU employees?

The IRS has revised the federal tax withholding tables so that workers will see a tax benefit this year through increases in their take-home pay, rather than next year when they file their tax return. Employers are required to implement the new withholding rates no later than April 1, 2009. OSU employees who qualify for the Making Work Pay credit will not need to fill out new W-4 forms.

However, employees who can be claimed as dependents and employees with higher incomes who do not qualify for this credit may wish to consult their tax advisors to determine whether they should increase their federal income tax withholding to offset this credit. Otherwise, these individuals may be under-withheld at the end of the year.

In addition, in the case of married couples filing jointly, the new withholding tables assume that only one spouse is working and will allow both spouses to receive the entire \$800 credit through their paychecks. If both spouses are working, the couple is only entitled to receive one \$800 credit and if their combined incomes exceed \$190,000, then they are not eligible for the credit. These individuals may also wish to consult their tax advisors and adjust their federal tax withholdings accordingly.

For more information on the Making Work Pay credit, please contact Jan Pratt, Director of OSU Payroll Services at 405-744-6372.

FRAUD DETERRENCE & COMPLIANCE PROGRAM

Reporting Fraudulent Activity

Tips have been cited as the most common means of detecting occupational fraud. There are several ways to report fraudulent financial activity or suspicion of fraudulent financial activity at Oklahoma State University. It can be reported:

- Directly to the Office of the Associate Vice President & Controller (207 Whitehurst, 405-744-2296 or 405-744-3327);
- By e-mail at fraud.deterrence@okstate.edu; or
- Confidentially through EthicsPoint. (The EthicsPoint link can be found on the homepage of various departments, including the Vice President for Administration & Finance, Associate Vice President & Controller, Bursar's Office, Financial Information Management, Human Resources, Payroll Services, Purchasing, Risk Management, and University Accounting. A report can be filed through the EthicsPoint website or by calling toll-free 866-294-8692.)

Bursar News

Enrollment for summer and fall 2009 is here. Please remember that bursar accounts must be current to enroll in future semesters and to continue charging items on campus to your account. Please verify that all anticipated financial aid has been disbursed. A change this year affects federal financial aid regulations that prohibit the use of current-year funds to satisfy prior year charges. With the update in the federal regulation which prohibits the use of federal aid to cover a past due balance from a previous academic year; the University is taking proactive initiatives in managing the accumulation of bursar balances. Financial aid disbursements are intended to provide for the current semester educational expenses. Pay your account online at <http://prodosu.okstate.edu>. The Bursar Financial Counselor is available to assist with payment arrangements.

Federal regulations encourage contact with the loan recipients as the borrower's last day of attendance approaches. Exit counseling notification materials were sent to loan recipients that dropped below ½ time, or withdrew from the University, or are scheduled to graduate this spring. Borrowers will have an academic record hold and enrollment hold until the exit information is completed.

Web Payment Down Time Scheduled

The Touchnet payment environment is being moved to a secure hosting site as part of our efforts to comply with the payment card industry's data security standard [PCI DSS]. We will be moving all data and configurations to the secure site on April 6, 7, and 8. The Touchnet Payment Gateway (credit card and webcheck payments via SISWEB) and Touchnet Marketplace (orangehub.okstate.edu and UPay) will not be available beginning April 6th through the 8th.

Upcoming Bursar Training Sessions

Bursar Processes: April 14, 1:30 – 3:00, 412SU
General Workout for Fiscally Fit Program
 Do you need to create new sub codes or accounts in the Billing and Receivable System (BRS), submit departmental deposits on-line as well as access the purge of the historical data from the bursar system? This seminar is for you. Topics to be covered are as follows: how to create BRS sub codes and accounts; how to enter charges online into a BRS account; on-line departmental deposits; and the Bursar purge. And for no extra charge, you will get an overview of the collection process!!

Bad Debt Assessment: April 14, 3:30 – 4:30, 412SU
Strength Training for Fiscally Fit Program
 Mystery solved!! Learn how the Bursar's Office calculates the bad debt assessment for the University.

Federally-Funded Stem Cell Research Executive Order 13505

On March 9, Executive Order 13505 was issued by President Obama expanding federally-funded research involving human stem cells. The Department of Health and Human Services through the National Institutes of Health has been tasked to review the guidelines and establish safeguards for scientific inquiry involving stem cells.

Stem cells are quite unique and serve as a repair system for the varied cell types within the body. Scientists believe stem cell research may hold the key to the advancement of treatments for many debilitating diseases and conditions including Parkinson's, Alzheimer's, spinal cord injury, stroke, burns, diabetes, heart disease, rheumatoid arthritis, and organ transplant and regeneration.

James Thomson, University of Wisconsin, and his team led to the first successful isolation of human embryonic stem cell lines in 1998. His work was published in *Science* that same year entitled *Embryonic Stem Cell Lines Derived from Human Blastocysts*. Much controversy surrounded the use of embryonic stem cells and was significantly constrained by Executive Order 13435 signed during the first months of the Bush Administration.

The recent executive order will provide millions of dollars in research funding that may be flowing in the next few months. NIH funding announcements for Stem Cell research may be found at

http://stemcells.nih.gov/news/nihopps/nihopps_inst.asp.

References:

- Executive Order 13505 (March 9, 2009) *Removing Barriers to Responsible Scientific Research Involving Human Stem Cells*.
- Executive Order 13435 (August 9, 2001) *Expanding Approved Stem Cell Lines in Ethically Responsible Ways*.
- National Institutes of Health
 Department of Health and Human Services

Stimulus Funding

As additional federal money becomes available for the economic recovery and state government, schools, and municipalities begin spending on infrastructure, improvements, and other projects, the Federal Government is putting more and more inspectors, auditors, and oversight specialists on the job. Earl Devaney was named to head the Recovery Act Transparency and Accountability (RATA) Board.

Devaney, the former inspector general of the Interior Department, realizes that such an influx of dollars will create multi-tiered programs to receive and spend those federal dollars. Preventing waste is his number one goal since a 1% loss of funding for waste, fraud, and abuse equates to nearly \$8 million.

It is important for those individuals at Oklahoma State University responsible for stimulus package funding to maintain the highest level of oversight and due-diligence while handling these funds because the RATA will, more than likely, audit all appropriations offered in the stimulus package.

References:

Recovery Act Transparency and Accountability Board
Martha Minow *The Boston Globe*

ENVIRONMENTAL HEALTH & SAFETY

Tornado Shelters



Now is the time to decide the best course of action to take in case tornado warning sirens sound while you are in class, on the job, or at home (on or off campus). Remember—you are responsible for finding shelter in the event of a tornado.

There are no officially designated shelters on campus for students, faculty, and staff. From 8 to 5, on days the University is open for business, most buildings are open and available to anyone seeking refuge from a storm. Afterhours and on weekends, campus police will open three buildings: Ag Hall, Engineering South, and the Student Union for anyone on or off campus who needs someplace to go. (If you decide to use one of these buildings, go there when it begins to get stormy—don't wait until a tornado warning has been declared. That is also when OSUPD will open the buildings.)

The 4-H Building will no longer be opened as a storm refuge for the general public. Over the years, the large basement space has been split up into offices, shops, and other areas, leaving very little room for large numbers of people. As yet, no other building has been chosen to take its place.

Follow these rules when looking for shelter:

- In a building, go to the lowest floor (basement is best), in the smallest, most interior room (put as many walls between you and the outside as possible). Cover yourself with anything that could protect you from flying debris (even the smallest pieces of wood or glass can cause serious injury if they hit you at more than 100 mph). Mattresses, heavy blankets, sleeping bags, heavy coats, and football helmets are all good choices. Stay away from windows, glass walls, and skylights, even if they are located in the interior part of the building. This rule applies whether you are in your home, campus housing, a classroom, office, store, or theater.
- If you are driving, pull over and go to the nearest building, in the lowest level, smallest interior room, etc. If there is no building nearby, get out of your vehicle and get in a ditch, culvert, or other low level area, lie face down and protect your head (even if it's only with your arms). Do NOT look for shelter under an overpass. The overpass does nothing to diminish the winds—it creates a wind tunnel that can increase the damage from flying debris. (Read this account of the [Shields Overpass](#) on I-35 during the May 3, 1999 tornado. It is part of a [larger report](#) from the National Weather Service on the use of overpasses as tornado shelter.)

Get into the habit of checking the weather forecast and being aware of the possibility of severe weather. Get a flashlight and a weather radio (don't forget extra batteries). Put necessary medications and a first-aid kit with bandages in a handy place.

Remember—the storm sirens will never give an all-clear signal. If you hear a second alarm, it means there is another tornado warning. All Clear will be announced by Stillwater Emergency Management over local FM radio stations and most cable TV channels.

Go to the [EHS website](#) for more information.

Office of the Bursar

Oklahoma State University
113 Student Union
Stillwater, OK 74078

Phone: 405.744.5993
Fax: 405.744.8098

Website: <http://bursar.okstate.edu/>
Email: bursar@okstate.edu

Environmental Health & Safety

Oklahoma State University
120 Physical Plant Services Bldg.
Stillwater, OK 74078

Phone: 405.744.7241
Fax: 405.744.7148

Website: <http://ehs.okstate.edu/>

Financial Information Management

Oklahoma State University
334 & 335 Student Union
Stillwater, OK 74078

Phone: 405.744.7457
Fax: 405.744.7872

Website: <http://www.vpaf.okstate.edu/fim/>
Email: fim@okstate.edu

Fraud Deterrence & Compliance Program

Oklahoma State University
207 Whitehurst
Stillwater, OK 74078

Phone: 405.744.2296
Fax: 405.744.6404

Email: fraud.deterrence@okstate.edu

Grants & Contracts

Oklahoma State University
401 Whitehurst
Stillwater, OK 74078

Phone: 405.744.8239
Fax: 405.744.7487

Website: <http://vpaf.okstate.edu/gcfa/>

Payroll Services

Oklahoma State University
409 Whitehurst
Stillwater, OK 74078

Phone: 405.744.6372
Fax: 405.744.4149

Website: <http://vpaf.okstate.edu/payrollservices/index.htm>
Email: payroll.services@okstate.edu

Purchasing

Oklahoma State University
1224 North Boomer Road
Stillwater, OK 74078

Phone: 405.744.5984
Fax: 405.744.5187

Website: www.purchasing.okstate.edu
Email: purchase@okstate.edu

Risk & Property Management

Oklahoma State University
C070A Bennett Hall
Stillwater, OK 74078

Phone: 405.744.7337
Fax: 405.744.7888

Website: <http://vpaf.okstate.edu/rpm/index.htm>

University Accounting

Oklahoma State University
304 Whitehurst
Stillwater, OK 74078

Phone: 405.744.5865
Fax: 405.744.1832

Website: <http://www.vpaf.okstate.edu/ua/>