
FISCALLY FIT

News from the Controller

July 2012

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OK Corral Announcements

Dell Punch-out:

The OK Corral team is pleased to announce a new feature that is now available for users of the OK Corral. Quotes provided by the Dell sales team can now be ordered through the Dell punch-out by using the quote number and customer number.

Instructions on how to access non-catalog Dell quotes from a punch-out session are as follows:

1. Punch-out to your Dell catalog
2. Click **My Premier**
3. On the E-quotes tab click **Detailed View** (for E-quotes, enter the number and click **Search**)
4. Enter the **Sales-created Quote** and the **Customer Number** and click **Search**
5. Check the box to select the quote and click **Purchase**
6. Click **Checkout**,
7. Complete the **Shipping and Handling Method** and select "I WILL NOT export..." under **Trade Compliance** and click **Continue**, and
8. Verify the requisition details and click **Submit Order Requisition**.

OK Corral Reminders

Punch-out / Hosted:

Whenever possible, please use the punch-out suppliers to place your orders. Using punch-out suppliers will increase spend to that supplier which, in turn, reduces our costs. It also creates efficiencies internally that reduces our cost to do business. If an item is not available through the punch-out, use the non-catalog form to process your order.

Associate Vice President & Controller - 207 Whitehurst, Stillwater, Oklahoma 74078 - (405) 744-4188

If you have questions, please contact the OK Corral Help Desk, 405-744-5985.

OK Corral Invoices

Invoice Number and Invoice Date:

When creating a manual invoice in OK Corral, please be sure to enter the invoice number shown on the paper invoice in the 'Supplier Invoice No.' field. If the paper invoice does not contain an invoice number, please type 'NONE' followed by the invoice date in the 'Supplier Invoice No.' field. (Ex. 'NONE 7/10/12')

Also, it is very important that the 'Invoice Date' field be changed to reflect the actual date listed on the paper invoice. The OK Corral invoice will initially default to the current date that the invoice was created, but it must be manually changed to reflect the correct invoice date.

OK Corral Training:

- August 20, 2012, 2:00 - 4:00 pm, 407 Classroom Building
- September 17, 2012 - 2:00 - 4:00 pm, 407 Classroom Building

To sign up, please email Training Services at osurtrng@okstate.edu. You will need to provide your campus wide ID when signing up.

PURCHASING

Important Dates

Board Dates:

- Requisitions requiring Board of Regents approval (greater than \$150,000) were due in Purchasing, July 3, 2012, 5:00 pm, for the July 27, 2012, Board Meeting.
- Requisitions requiring Board of Regents approval (greater than \$150,000) are due in Purchasing, August 22, 2012, 5:00 pm, for the September 14, 2012, Board Meeting.

Purchasing can be contacted at:

Phone: 405-744-5984

Fax: 405-744-5187

Email: purchase@okstate.edu

Website: www.purchasing.okstate.edu

AVP&C

Guidelines for Updating Policies and Procedures

Most departments have policies and procedures that need to be updated. Current policies and procedures are located on the following website:

<https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Forms/AllItems.aspx>

To update a policy or initiate a new policy, please use the following guidelines. Note: Using a Google search may not give you the most current version.

To update a policy or compose a new policy:

- Request the current policy/new policy template and summary form from Nancy Horner (nancy.horner@okstate.edu or 405-744-5624)
- Make any changes using "Track Changes" or compose a new policy using the template
- Gather input from the various departments affected by the policy/update
- Complete the summary form
- Return the updated policy/new policy and summary form to Nancy Horner
- Following review and approval, the policy will be sent to the E-Team Policy Committee for approval
- Upon E-Team Policy Committee approval, the policy may require Board approval
- Once approved by all appropriate groups, the updated/new policy will be posted to SharePoint

FINANCIAL INFORMATION MANAGEMENT

Payment Card Industry Compliance- Restricting Access

Oklahoma State University takes credit card security very seriously. All departments that accept credit cards must comply with the Payment Card Industry Data Security Standard and OSU Policy, even though it may be inconvenient at times. According to Section 7 of the PCI DSS, we must restrict access to cardholder data by business need to know. Only employees that need credit card data to perform their jobs should have access to it. In an effort to better monitor access to the centralized online payment solution, we are now using access forms. Every employee needing access must submit the form before access is granted. The forms can be found on the following website under forms: www.ecommerce.okstate.edu.

It is extremely important that as a department, we remember to follow the procedures and keep every credit card number secure.