Fiscally Fit

Office of the AVPAF
August/September 2018

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Meet our new Associate Vice President for Administration and Finance

TAMMY ECK
Stop by and introduce yourself to Tammy! She is located in 207 Whitehurst.

Responsibilities:
• Associate Vice President for Administration & Finance

Previous Experience:
• GASB Financial Manager, OSU
• Accounting Manager, The Williams Companies
• Audit Director, Grant Thornton, LLP

Education:
• Graduate of Oklahoma State University
• Masters of Science in Accounting
• Bachelors of Science in Accounting

Other Interesting Facts:
• Married to Brad for 16 years
• Mom of Madison (11) and Zander (9)
• Live in Edmond
• Active at Life Church. Serves weekly in LifeKids and spends Wednesday evenings with their Life group.
• Loves to read, work on puzzles, watch Marvel movies and go on family vacations, especially to the Disney parks!

Each month one person will be randomly selected to spotlight as our WILAM Spotlight Employee. If you haven’t turned your form in yet, please submit it to Lynette Rhea, lynette.rhea@okstate.edu. Forms can be found here.
Taxpayers Should Find Out if They Need to Make Estimated or Additional Tax Payments
IR-2018-142, September 12, 2018

The U.S. tax system operates on a pay-as-you-go basis. This means that taxpayers need to pay most of their tax during the year, as the income is earned or received. Taxpayers must generally pay at least 90 percent of their taxes throughout the year through withholding, estimated or additional tax payments or a combination of the two. If they don’t, they may owe an estimated tax penalty when they file.

Taxpayers can pay their taxes throughout the year anytime. They must select the tax year and tax type or form when paying electronically. Filers paying by check should make it out to the “United States Treasury” and indicate the tax year and type of taxes they are paying.

Taxpayers who pay taxes through a combination of withholding and estimated tax payments should do a Paycheck Checkup. They can do a checkup using the Withholding Calculator on IRS.gov. Doing so now can help the taxpayer avoid an unexpected tax bill and possibly a penalty when the taxpayer’s 2018 tax return is filed next year.

Here are some examples of people who may need to make estimated tax payments:

Individuals – including sole proprietors, partners and S corporation shareholders – may need to pay quarterly installments of estimated tax if:
• they expect to owe at least $1,000 when they file their tax return
• they owed additional tax when they filed their tax return last year
Taxpayers Should Find Out if They Need to Make Estimated or Additional Tax Payments (continued)

Other taxpayers who may need to make estimated payments include those who:

- have more than one job, but don’t have each employer withhold taxes
- are self-employed
- are independent contractors
- are representatives of a direct-sales or in-home-sales company
- participate in sharing economy activities where they are not working as employees

For tax year 2018, the remaining estimated tax payment due date is Jan. 15, 2019.
GSA Federal Per Diem Rate Changes

The Government Services Administration (GSA) has posted revisions to the per diem rates for travel effective October 1, 2018.

The Fiscal Year 2019 per diem rates are now available on the website www.gsa.gov. These rates are for trips that take place on or after October 1, 2018.

Please note the Standard Max Lodging Rate has increased from $93 per night to $94 per night while the Oklahoma City Max Lodging rate has remained the same at $95 per night.

Also the Standard Meals & Incidental Expense rate has increased from $51 per day to $55 per day while the Oklahoma City Meals & Incidental Expense rate has increased from $59 per day to $61 per day.
Business Track Reporting

In a recent change, merchant departments now have access to the Business Track website provided by our acquiring bank.

Business Track contains two applications: ClientLine Reporting and Dispute Manager. ClientLine Reporting contains reports showing all the transactions for your credit card merchant. This is the application where you will now obtain your monthly statements showing the processing fees.

Dispute Manager is the application where you will respond to any chargebacks. When a chargeback is received, the merchant department will be responsible for logging into Dispute Manager and responding.

Each merchant department should have at least one person enrolled on the Business Track website. If you need help enrolling or unsure whether you should enroll, please contact the University’s eCommerce/PCI coordinator, Andrea Hendricks at pci@okstate.edu or 744-4102.
Effort Reporting Data

Individuals who are responsible for reviews and sign-off for grants or contracts requiring effort reporting/confirmation, can find report PZREFRM in Banner Eprint repository Finance 1.

Effort Confirmation Reports for July 2018 and August 2018 are available in PDF and Text versions.

The reports are searchable by Organization Codes or Principal Investigation.
OK CORRAL SUPPLIER SPOTLIGHT

-System Wide As-Needed Ergonomic Solutions for the Workplace
In an effort to establish a standard for ergonomic solutions, a bid solicitation was conducted by OSU Purchasing in partnership with Long Range Facilities Planning. The bid established three categories of products and multiple supplier awards were made in each category. For a detailed breakdown by category and ordering instructions, please use the Contracts/OSHOP tile in OK Corral and select the link for Ergonomic Solutions for the Workplace or click the below link:

http://airs.okstate.edu/okcorral/oshop/ergonomic-solutions.html

-Hotel and Conference Services - System Wide
Hotel and conference services has been competitively bid (OSUA&M-RFP-000331-2018) and has been awarded to 41 hotel and conference facilities that cover Stillwater, Tulsa, and Oklahoma City locations.

There is a new contract for each supplier. As you move forward with your hotel and conference service plans you may choose the location and property that offers the best value for your venue and simply reference the contract number on your requisition. Departments may also request quotes from more than one contracted supplier in an effort to establish the most competitive price.

Contract Period: Current through June 30, 2019 with an option to renew annually for four (4) additional one-year periods.

Please view the user guide at https://purchasing.okstate.edu/contracts/hotel-conference-services for the list of contracted suppliers.

If you need additional information regarding hotel and conference services, please contact Brandon Cook at brandon.w.cook@okstate.edu or (405)744-6657.
Contact Information on OK Corral Requisitions

Contact information added to a requisition should provide university contact information such as department telephone numbers and university email addresses. This information may be needed by a supplier to contact the department in regard to a delivery or information about an order.

When student workers use their contact information, it is pulled from the OSU directory and may contain personal telephone numbers and email addresses, which can make it difficult for a supplier to contact the appropriate department or end user. Please ensure the requisition contains departmental contact information.

2018 OK Corral Supplier Round-Up – OCTOBER 11, 2018

The OK Corral Supplier Round-Up is a “vendor fair” hosted by The OSU and A&M Systems Purchasing Department for the benefit of all faculty, staff, and researchers of OSU/A&M.

The Round-Up will be a “come and go” style gathering providing everyone the opportunity to meet and become better acquainted with supplier’s account representatives while allowing you the opportunity to ask in-depth questions about products and services.

Please mark your calendar and plan on attending this exciting event. OVER 40 suppliers will be present, OVER $2,000 in door prizes, FREE refreshments, and Pistol Pete will be present 10:30 – 11:30 AM. See link for additional information, Round-Up.

Board Dates

Requisitions requiring Board of Regents approval (greater than $250,000) are due in Purchasing by October 3, 2018, 5:00pm, for the October 26, 2018 Board Meeting.
SUPPLIER REGISTRATION CHANGE

The Total Supplier Manager module of OK Corral went live on July 5, 2018. As an end user we are letting you know that there has been a change in the process of setting up new suppliers.

New suppliers will now receive an invitation to register rather than the purchasing office manually entering the data on behalf of the supplier.

The supplier will be responsible for entering their own information. The completed information will then be reviewed by the purchasing department prior to approval.

Please note that this process may increase the set up time depending on how long it takes the vendor to complete the set up process. You should inform all new suppliers of this process.

This WILL NOT change the department’s process for requesting a new vendor. You will still fill out a “new vendor request” form as usual.

Please note: Honorarium vendors, stipend vendors, one-time use vendors, etc. will be set up manually as per past practice.

For emergency requests please place a comment on the vendor set-up form that the request is urgent.

Purchasing Training Opportunities

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<tr>
<th>Date</th>
<th>Time</th>
<th>Course</th>
<th>Location</th>
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<tbody>
<tr>
<td>October 16, 2018</td>
<td>1:30 PM – 4:30 PM</td>
<td>Building a Better Bid</td>
<td>126 ITLE</td>
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<tr>
<td>November 19, 2018</td>
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<td>OK Corral New User Training</td>
<td>403 CLB</td>
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<td>November 20, 2018</td>
<td>9:00 AM – 12:00 PM</td>
<td>Procurement Basics</td>
<td>126 ITLE</td>
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<td>December 18, 2018</td>
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<td>Building a Better Bid</td>
<td>126 ITLE</td>
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Grants & Contracts
Oklahoma State University
401 Whitehurst
Stillwater, OK 74078

Phone: 405-744-8239
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