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Section I: ACCOUNTS PAYABLE
A. Match purchase orders, packing slips, and invoices for payment

BACKUP
See the desk manual in the appropriate business center for backup personnel assignments.

PURPOSE
This task ensures that purchase receipts match vendor invoices and Banner encumbrances are removed.

BACKGROUND INFORMATION
The task ensures that a vendor has correctly invoiced OSU for goods ordered and received.

TASK
If a purchase order was issued, compare it to the invoice. If no purchase order or packing slip is available, email a copy of the invoice to the Budget Authority, principal investigator/professor to confirm receipt of the items listed on the invoice before proceeding with payment. When confirmation is received, attach it to the invoice.

SIGNATURES/APPROVALS – N/A

SECONDARY INFORMATION
1. Permissions: A user may need access to Appworx/Banner to view purchase orders.
2. Forms and samples: N/A
3. Documentation and recordkeeping: N/A
4. Checklist or guide: N/A
5. Information sources:
   a. Communication links: N/A
   b. Position/department links: N/A
   c. Departmental support: N/A
   d. Web links: N/A
6. System supports: Banner or Appworx
7. Process map: N/A
8. Timeline: N/A
9. Compliance: N/A
10. Task maintenance: N/A
11. Exceptions: N/A

B. Enter, submit, and cancel invoices

BACKUP
See the desk manual in the appropriate business center for backup personnel assignments.

PURPOSE
This task ensures that invoices are charged to the proper index and that the individual responsible for the purchase has identified the item(s) with a clearly defined OSU business purpose.

BACKGROUND INFORMATION
It is important to report accurate FOAPAL (fund, organization, account, program, activity, and location) information to ensure that expenditures are authorized and distributions are allocated to the correct department.

TASK
1. Prepare and input vendor payments:
a. The department assembles the invoice packet verifying goods or services have been received and checks to make sure the required information is on invoice, as follows:
   1) Departments provide an OSU index, which is a short-cut reference that consists of the fund, organization, and program.
   2) If the department does not provide an account code, the business center identifies the account code that best describes the purchased item or service. If the department provides the account code, the business center reviews for accuracy.
   3) Before payment is made, the business center must verify that the invoice has been signed by someone with budget authority. If not, the business center must obtain budget authority.
   4) A clearly defined business purpose must be stated on the invoice.
   5) Once the invoice has been received at the business center with the index and budget authority, the invoice is date stamped by the business center (not done by all BCs) and submitted to correct person for input into Banner for payment.
   6) Upon completion of the invoice, it is scanned into Nolij.

b. Alternately, a vendor payment request form is submitted. Vendor payment requests are used when departments are making payments from documents that do not have a formal invoice or invoice number. A clearly defined business purpose is required on the vendor payment request form. Examples of situations requiring a vendor payment request are: Personal/Professional Services Contracts, conference registrations, conference facility rentals or lodging, trademark registrations, gift certificate purchases, and refunds for overpayment or cancellations. In addition, a vendor payment request form is used when:
   1) Making a payment when the vendor requires attachments to accompany the check for identifying the payment. (CTA-Check to Accompany) Examples are memberships and subscriptions, which require the return of a document with the payment.
   2) The check must be picked up by the department and hand-delivered to the vendor. The most common situation, honorarium checks for speakers on campus. (P/UP-Check Pickup)

2. Prepare and input personal/employee reimbursements:
The departmental procurement card or one of OSU’s auto pay vendors is preferred over a personal reimbursement, but occasionally employees need to use personal funds for OSU business purposes. Receipts must be submitted by employee within 60 days of incurring the cost, and processed within the applicable fiscal year. The unit/department completes a personal reimbursement form with the following information:
   a. Clearly defined business purpose
   b. List receipts/documents, in date order, showing proof of payment
   c. For web purchases: a screen-print of the Internet order showing the confirmation number, full description of item(s) purchased and proof of payment
   d. The vendor’s name
   e. An index and activity code from which payment should be made (an account number is assigned by business center or submitted by unit and verified by the BC).
   f. Signature of the employee claiming the reimbursement and date
   g. Signature of the person with budget authority and date

3. Prepare and input invoices for hosting:
   a. Ensure that the following required information/documentation appears on the invoice:
      1) Who, what, when, where, and why (e.g., dates/timeframe, names of individuals hosted, location, and purpose of the event) are required for each request. Names are not required when
hosting large informal group gatherings, but the announcement or agenda of the group gathering indicating its purpose must be attached to the request for reimbursement or invoice payment.

2) The index number and/or activity code from which payment should be made (an account number is assigned by business center or provided by the unit and verified by the BC).

3) Receipts must be itemized, listing meals, gratuities, alcoholic beverages, delivery charges, and room rentals. (Reimbursement of alcoholic beverages using institutional funds is not allowed.)

4) Proof of payment (e.g., credit card charge slip, cancelled check copy-front & back, or credit card statement)

5) Signature of employee claiming the reimbursement and the dated

6) Signature of the person with budget authority and dated

4. Once completed, all invoice types are submitted to the business center by:
   a. Campus mail,
   b. Scanning into the Nolij system,
   c. Scanning and sending via email to a business center mailbox, or
   d. Handling according to the instructions for direct pay invoices (refer to FAAINVE instructions on how to create a direct pay invoice).

5. Cancel an invoice in Banner:
   At times, an invoice entered in Banner and identified with an IDoc number must be cancelled. An invoice can be cancelled before or after it has been approved.
   a. If the invoice has been completed but not approved, it must be disapproved or denied before continuing as listed in 5.b.
   b. If the invoice is incomplete in Banner:
      1) Log in to Banner: [http://banner.oregonstate.edu/](http://banner.oregonstate.edu/)
      2) Go to form FAAINVE.
      3) Enter the IDoc number in the “Document” field.
      4) Press Control + PageDown.
      5) Choose “Record” located at the top of the Banner page.
      6) Click on “Remove.”
      7) At the bottom of the Banner page on the left hand side a message will read, click on “Remove” again (this confirmation allows the process to be stopped if cancellation was a mistake).
      8) Click on “Remove.”
      9) A message will pop up stating everything about document will be deleted.
   c. If the invoice has been approved, but not paid:
      1) Log in to Banner: [http://banner.oregonstate.edu/](http://banner.oregonstate.edu/)
      2) Go to form FAAINVD.
      3) Enter the IDoc number in the Invoice box.
      4) Enter Control + PageDown twice.
      5) Confirm “Cancel Date” for the current day (watch this date closely at year end).
      6) Click on the button next to “Make Cancellation Permanent.”
      7) Banner will return this message at the bottom of the page: “Cancellation Successful. Cancelled Invoice awaiting posting to Ledgers.”

SIGNATURES/APPROVALS
   A signature by the person with budget authority is needed on all types of invoices to ensure (varies by business center):
1. An appropriate expenditure has occurred,
2. The correct funding source has been indicated, and
3. Receipt of goods or completion of services has occurred.

SECONDARY INFORMATION
1. Permissions: To input invoices into Banner, employees must have access to Banner FIS.
2. Forms and samples: http://oregonstate.edu/is/services/enterprise-computing/admin-systems/request-for-access
3. Documentation and recordkeeping: Original invoices, scanned and indexed into NOLIJ, should be kept for one year in the unit- or business center.
4. Checklist or guide:
   a. Subject-specific Banner training: http://oregonstate.edu/is/training/admin-systems-training/basic-training/banner-basics
   b. Employee reimbursements, complete policy: http://oregonstate.edu/fa/manuals/fis/407
   c. Hosting groups and official guests (hosting of non-employees):
      1) General information: http://oregonstate.edu/fa/manuals/fis/410-05
      2) Refreshments or meals at unit functions: http://oregonstate.edu/fa/manuals/fis/410-07
      3) Meals on one-day trip (no overnight stay): http://oregonstate.edu/fa/manuals/fis/410-29
5. Information sources: N/A
   a. Communication links: N/A
   b. Position/department links: N/A
   c. Departmental support: N/A
   d. Web links: N/A
6. System supports: N/A
7. Process map: N/A
8. Timeline: Invoices must be input in a timely manner to ensure prompt payment to the vendor, employee, or non-employee.
9. Compliance: http://oregonstate.edu/fa/manuals/fis/400
   http://oregonstate.edu/fa/manuals/fis/1100
10. Task maintenance: N/A
11. Exceptions: N/A

C. File copies, scan into/upload into Nolij

BACKUP
See the desk manual in the business center for backup personnel assignments.

PURPOSE
The purpose of this task is to place documentation into Nolij, which is OSU’s electronic repository/database for documentation.

BACKGROUND INFORMATION
This task is performed to ensure documentation is available as required. Nolij is the official repository for document storage.

TASK
Index by document type in Nolij.

SIGNATURES/APPROVALS
No signatures or approvals are required for indexing.
SECONDARY INFORMATION

1. **Permissions:** Employee must have Nolij credentials for the type of record they are working with: FIS, HR, or SIS.
2. **Forms and samples:** N/A
3. **Documentation and recordkeeping:** Source documents scanned and indexed in Nolij should be kept for one year. Records in Nolij will be kept in accordance with the Oregon University System record retention schedule.
4. **Checklist or guide:** See the documentation in the appropriate business center.
5. **Information sources:**
   a. **Communication links:** An email from Aaron Howell with the subject line “Document Scanning – March 31 Deadline,” dated January 21, 2011. (This will be updated to a link to the Business Affairs finance and administration policy when that is in place.)
   b. **Position/department links:** N/A
   c. **Departmental support:** N/A
   d. **Web links:** N/A
6. **System supports:** Nolij
7. **Process map:** N/A
8. **Timeline:** Documentation for transactions must be in Nolij before the approval is complete, because the documentation provides the basis for the approval when the transaction is not based on an available referenced document in Banner. Documentation to support transactions that do not require approval should be indexed within a week of the transaction entry.
9. **Compliance:** N/A
10. **Task maintenance:** N/A
11. **Exceptions:** As of October 2011, the procurement and contracts department is not required to index documentation in Nolij for purchase orders or contracts.

D. **Approve all invoices, including travel, purchase orders, and journal vouchers**

**BACKUP**

See the desk manual in the business center for backup personnel assignments.

**PURPOSE**

This task approves various transactions to ensure invoices can proceed to payment, purchase orders can move to the next step to initiate a purchase, and journal voucher transactions can be completed.

**BACKGROUND INFORMATION**

Approvals must be executed in a timely manner. Delay may result in late payments, late purchase order placement, or cause transactions to occur in a later fiscal period.

**TASK**

Approvals are accomplished in Banner Self Service or the FOAUAPP Banner screen. Part of the approval process is to verify documentation in Nolij is complete and readable, making Banner Self Service efficient (i.e., documents can be accessed without logging into Nolij). When documents are completed in Banner, they are routed to approval queues. Once final approval is complete, transactions are finished through the posting of entries, making payments, or issuing purchase orders.

**SIGNATURES/APPROVALS**

The signature of the person with budget authority must be on invoices and purchase orders.
SECONDARY INFORMATION

1. Permissions: To approve these documents, employees must have the appropriate Banner approval credentials. Employees must complete subject-specific training before they will be given approval queue access.

2. Forms and samples: N/A

3. Documentation and recordkeeping: Any additional documents required to support approval must be indexed in Nolij. Follow the record retention process for Nolij documents.

4. Checklist or guide: Refer to documentation in the appropriate business center.

5. Information sources: N/A
   a. Communication links:
      1) For approval requirements based on dollar thresholds, see http://oregonstate.edu/fa/manuals/fis/1108-02
      2) For payments greater than $300,000, see information in the FIS Manual: http://oregonstate.edu/fa/manuals/fis/406
      3) Accounts Payable and Travel sections at: http://oregonstate.edu/fa/businessaffairs/staff/ap
   b. Position/department links: N/A
   c. Departmental support: N/A
   d. Web links: Subject-specific training: http://oregonstate.edu/is/training/admin-systems-training

6. System supports: N/A

7. Process map: N/A

8. Timeline: Invoice approvals must be completed before the payment due date. Purchase orders and journal vouchers must be completed within 48 hours. During monthly close, all documents with a current month transaction date must be approved before the close is completed or disapproved with instructions to change the transaction date to the current month.

9. Compliance: N/A

10. Task maintenance: N/A

11. Exceptions: No exceptions are allowed. All approvals must be performed through the Banner approval queues.

E. Prepare wire transfer documents for vendor payment

BACKUP

See the desk manual in the business center for backup personnel assignments.

PURPOSE

This task sends funds from one financial institution to another through the Federal Reserve Wire Network, facilitating payments to vendors.

BACKGROUND INFORMATION

This process facilitates prompt payment to vendors. Also, this form of payment is used when international payment are made in different currency types.

TASK

Complete the wire transfer non-recurring request form found in OSCAR (see Forms/Payment Request): https://oscar.oregonstate.edu/.

SIGNATURES/APPROVALS

The request must be approved by the departmental person with budget authority and the OSU Business Office.
SECONDARY INFORMATION
1. Permissions: Access to OSCAR
2. Forms and samples: Available at https://oscar.oregonstate.edu/
3. Documentation and recordkeeping: Documentation is kept in the Business Affairs cashiers office. The retention period is 6 years.
4. Checklist or guide:
   a. OSU FIS 1106-08 “Payment in Foreign Currency”
   b. http://oregonstate.edu/fa/businessaffairs/staff/cashiers#Outgoing
5. Information sources:
   b. Position/department links: N/A
   c. Departmental support: N/A
   d. Web links: http://oregonstate.edu/fa/manuals/fis
6. System supports: Adobe PDF
7. Process map: N/A
8. Timeline: It normally takes one week to process payments.
9. Compliance: N/A
10. Task maintenance: N/A
11. Exceptions: N/A

F. Resolving vendor disputes and inquiries, cancelling checks

BACKUP
See the desk manual in the business center for backup personnel assignments.

PURPOSE
The purpose of this task is to maintain good relationships with vendors.

BACKGROUND INFORMATION
Vendors may inquire about an outstanding balance or business center need to request information from a vendor currently not in database (e.g., substitute W-9 form).

TASK
To cancel a check, contact Business Affairs. To request a replacement check, refer to the Business Affairs Financial Accounting and Analysis web page and FIS Policy #406-12 Lost or Stolen Checks.

SIGNATURES/APPROVALS
N/A

SECONDARY INFORMATION
1. Permissions: Access to Banner to see vendor history; access to Transaction Document Look-up under Employee Online Services at http://infosu.oregonstate.edu/.
2. Forms and samples:
   a. A substitute W-9 can be obtained from OSCAR at: https://oscar.oregonstate.edu. See Vendor Information.
   b. Replacement check request: https://oscar.oregonstate.edu. See Payment Request.
3. Documentation and recordkeeping: Record and retain documentation (e.g., hand written notes summarizing telephone conversations and/or emails) for future reference for possible reference if an inquiry leads to complications. Keep documentation at least until the dispute is resolved.
4. **Checklist or guide:** The Business Affair’s Post Payment Remediation Alert & Response Document (where is this posted – need a document link) lists the actions required by Business Affairs and the business centers for the various reasons for canceling a check.

5. **Information sources:**
   a. *Communication links:* N/A
   b. *Position/department links:* N/A
   c. *Departmental support:* N/A
   d. *Web links:* Business Affairs Financial Accounting and Analysis:
      - http://oregonstate.edu/fa/businessaffairs/staff/faa
      - Lost or Stolen Checks: http://oregonstate.edu/fa/manuals/fis/406-12
      - InfOSU: http://infosu.oregonstate.edu/

6. **System supports:** Banner; business center finance and accounting manager, Business Affairs, vendor maintenance, OSU’s legal department (in extreme cases).

7. **Process map:** N/A

8. **Timeline:** Answer or resolve as soon as possible.

9. **Compliance:** N/A

10. **Task maintenance:** N/A

11. **Exceptions:** N/A

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**G. Monitor incomplete documents**

**BACKUP**

See the desk manual in the appropriate business center for backup personnel assignments.

**PURPOSE**

This task ensures that incomplete documents are not left in the Banner system.

**BACKGROUND INFORMATION**

The completion of this task is important because when an invoice has been disapproved, it reverts to an incomplete document and the invoice must be completed again in Banner to route it through the approval queue. These documents can be viewed through Banner (FOADOCU) or a report can be generated in Appworx (FGRIDOC).

**SIGNATURES/APPROVALS**

No approvals are necessary for this task.

**SECONDARY INFORMATION**

1. **Permissions:** N/A
2. **Forms and samples:** N/A
3. **Documentation and recordkeeping:** N/A
4. **Checklist or guide:** N/A
5. **Information sources:**
   a. *Communication links:* N/A
   b. *Position/department links:* N/A
   c. *Departmental support:* N/A
   d. *Web links:* N/A
6. **System supports:** N/A
7. **Process map:** N/A
8. **Timeline:** A report should be run at least monthly to ensure invoices are paid promptly.
9. **Compliance:** N/A
10. **Task maintenance:** N/A
11. **Exceptions:** N/A
Section II:
TRAVEL
A. Processing travel reimbursements

BACKUP
Multiple people in each business center have the capability to provide backup on this task. Direct backups are assigned at the business center level.

PURPOSE
Timely reimbursement of OSU business-related travel.

BACKGROUND INFORMATION
The timely completion of this task is essential for reimbursement to employees who charged business expenses to their personal accounts.

TASK
1. Pre-travel authorizations vary by college/department/unit. Types of authorization include blanket approval, college- or department-specific forms, and email approval for one-time expenditures. If travel authorization information is not already on file with the business center, forms and/or email approval(s) must be submitted with the reimbursement request. The traveler is responsible for obtaining preauthorization through the process specific to their department or college.
2. Processing grant-funded international travel through Risk Management and the Office of Post Award Administration (OPAA) occurs at the department level by submitting the proper form (Foreign Travel Authorization/OPAA) to OPAA for authorization. It is returned to the department and is expected to accompany the reimbursement request. Registration with Risk Management, while encouraged, is not required at this time. Registration through Risk Management automatically registers the traveler with the Department of State, and provides additional insurance certifications.
3. Authorization of airfare, shuttle service, and rental cars from OSU-contracted agencies can occur at multiple points. A list of approvers is maintained by Business Affairs and is updated as needed. Access to this list is provided to the agencies via the Business Affairs website, and the agency typically contacts the proper approver from that list. A departmental employee or appropriate business center employee will approve the request (approvers are assigned by alphabetic listing in the department’s directory).
4. Collection of all required receipts, brochures, and so forth, for reimbursement occurs most typically at the departmental level. The traveler either submits such documentation to the business center directly or routes it through departmental staff for forwarding to the business center after review at the department level.
5. Meeting with the traveler to inform/resolve questions about either policies or issues occurs at the business center level with the appropriate staff member, and typically prior to completion of the Travel Reimbursement Entry System (TRES) form, because issues about documentation or of a fiduciary nature may need to be worked through prior to obtaining the traveler’s signature on the reimbursement request. Such a meeting can be in person, via email, and/or by phone. (Exception: Travel administrators perform this function in the Agricultural Sciences and Marine Sciences Business Center (AMBC).)
6. The preparation of the TRES forms begins in one of three ways:
   a. The traveler may log into InfOSU and begin the form, which is then sent to the appropriate travel processor.
   b. The traveler’s departmental administrative staff may begin this form on behalf of the traveler and submit it to the appropriate travel processor.
   c. The form may be started by appropriate staff member in the business center using receipts and other documentation received directly from the traveler.
In all three cases, after all information has been entered and the receipts, amounts, account codes, and indexes have been verified, the form is typically sent in digital form directly to the traveler for signature. After the form has been signed and received back in the business center, the resulting “T-Document” is processed to completion as an “Invoice Document,” which routes into Banner for review, completion, and approval to pay.

SIGNATURES/APPROVALS
Signatures are generally required by the traveler and the budget authority in unit/department/school. Business centers, in some instances, may have authority to sign for budgetary approval.

SECONDARY INFORMATION
1. Permissions: Preapproval in some form (e.g., blanket approval, specific-instance approval) is generally required.
2. Forms and samples: Travel Pre-Approval Form, TRES Travel Document
3. Documentation and recordkeeping: The traveler is required to present all original receipts for reimbursement. A TRES form is completed and scanned into NOLIJ; the paper document is maintained for one year.
4. Checklist or guide:
   a. Oregon University System (OUS) per diem rates: [http://www.ous.edu/cont-div/fpm/trav.95.100.php#.710](http://www.ous.edu/cont-div/fpm/trav.95.100.php#.710)
   b. TRES: [http://oregonstate.edu/fa/businessaffairs/bcr/training/faa/tres](http://oregonstate.edu/fa/businessaffairs/bcr/training/faa/tres)
   c. TRES per diem rates: [http://oregonstate.edu/fa/businessaffairs/travel/tres/per_diem_foreign](http://oregonstate.edu/fa/businessaffairs/travel/tres/per_diem_foreign)
   d. Authorized approver list: [http://oregonstate.edu/fa/businessaffairs/sites/default/files/faa/masterairfareapproversnov222011posting.xlsx](http://oregonstate.edu/fa/businessaffairs/sites/default/files/faa/masterairfareapproversnov222011posting.xlsx)
   e. Contracted agencies: [http://oregonstate.edu/fa/businessaffairs/node/89651](http://oregonstate.edu/fa/businessaffairs/node/89651)
5. Information sources:
   a. Communication links: Changes in the travel policy are communicated by Business Affairs.
   b. Position/department links: Business center-specific web sites list personnel support.
   c. Departmental support: Individual traveler, departmental administration, the person with departmental budget authority
   d. Web links: FIS travel policy: [http://oregonstate.edu/fa/manuals/fis/411](http://oregonstate.edu/fa/manuals/fis/411)
6. System supports: TRES, Banner, Nolij
7. Process map: This is a general and ongoing task.
8. Timeline: Timely completion (within two weeks) of this task is essential. The traveler must first initiate the reimbursement process and provide receipts and signatures.
9. Compliance: All per diem rates referred to herein; all policy referred to herein; any updates to Oregon Administrative Rules; OSU policy; and OUS policy
10. Task maintenance: Annual review by Business Affairs; per diems are updated upon announcements from the federal government
11. Exceptions: Specific to the AMBC, travel certifiers are resident in the units to assist departmental personnel with their travel reimbursements, thus the majority of these tasks are performed in the department and final approval from the AMBC.
B. Processing moving/relocation expense reimbursements

BACKUP
Departmental, business center, and Business Affairs staff are involved in this task; backup staff assigned at the unit level.

PURPOSE
Reimbursement of moving expenses for new employees.

BACKGROUND INFORMATION
Employees relocate at their own expense. Reimbursement of moving expenses for newly hired faculty is based on departmental allocations for this expense. Expense maximums are to be detailed in the Letter of Offer, which is the source for business center’s authorization to reimburse such expenses.

TASKS
1. The following approvals must be obtained before the move:
   a. After receiving the signed offer letter and before any expense is incurred, a Relocation Agreement form must be signed and submitted to the Business Affairs, Financial Accounting & Analysis (FA&A) office. The Relocation Agreement becomes part of the employee’s hiring package and is confidential.
   b. Expense to be paid through OPAA requires prior approval.
   c. If moving expenses include services of a commercial moving company and total $5,000 or more, a copy of the approved request must process through the business center purchasing department using the Purchase Requisition form.
2. Expenses cannot be reimbursed until the employee has a joint relationship with OSU, which means the an active employee record is on file with the Office of Human Resources and the Payroll Office. To obtain employee reimbursement after the move:
   a. The employee must submit a request for reimbursement within six months of the employee’s start date (use the TRES form, the Travel Reimbursement form found in OSCAR, or the OUS form). When the request is received:
      1) The business center inputs expenses into TRES:
         • Create the TRES document to detail the relocation process and appropriately categorize each of the expenses incurred (e.g., house-hunting, temporary living quarters, moving from the old to the new location).
         • Transfer the completed document to the “Accounts Payable” inbox in the TRES system.
         • Forward the applicable receipts, the signed TRES/reimbursement form, and a copy of the Relocation Agreement to Business Affairs/FA&A.
      2) Business Affairs/FA&A will:
         • Review for appropriateness and account code use, categorize the expenses as taxable or non-taxable, and return the TRES document with notes and approval.
         • Scan all documents related to the move into Nolij as “Confidential” documents.
         • Submit taxable expenses for reimbursement on the employee’s next payroll check.
         • Create a payroll submission form for processing with the employee’s paycheck to indicate what was paid as taxable and/or nontaxable.
      3) After the approved TRES document is returned to the business center, submit the TRES document to create a Banner invoice for the non-taxable portion of the reimbursement (as noted by FA&A when returned to the submitter in TRES). The invoice will route through the approval channels, including the Payroll Office and FA&A. The business center may scan the
3. Typically, outside vendor payments are allowable only for direct moving company expenses paid via a purchase order or invoice addressed directly to OSU. Outside vendor payments, other than those to moving companies, are allowable only in extenuating circumstances with prior approval by Business Affairs. Outside vendor payments cannot be paid until the employee has a joint relationship with OSU, which means an active employee record is on file with the Office of Human Resources and the Payroll Office. To pay vendor:
   a. Determine whether the expense is taxable or non-taxable using the OUS Moving Expense Summary Table.
   b. Enter the invoice in Banner; if possible, use the Vendor/Check Vendor fields for tracking the expense.
      1) If the expense is taxable, use account code 10780.
      2) If the expense is non-taxable, use account code 10790.
   c. Scan the invoice document into Nolij for approval.
   d. Forward a copy of the invoice and Relocation Agreement to Business Affairs/FA&A for final approval.

SIGNATURES/APPROVALS
Signatures from the person with departmental budget authority and the relocating employee are required.

SECONDARY INFORMATION
1. Permissions: Moving expenses are invalid unless authorized in the Letter of Offer.
2. Forms and samples: Relocation Agreement, Purchase Requisition, Travel Reimbursement Form, OUS Moving Expense Summary Table
3. Documentation and recordkeeping: Hard copies of travel reimbursement documents are maintained for one year; Nolij is the supporting audit record. Payroll documentation is kept per the required retention ranges.
4. Checklist or guide: N/A
5. Information sources:
   a. Communication links: Business Affairs http://oregonstate.edu/fa/businessaffairs/
   c. Departmental support: Departmental support staff and business center personnel
   d. Web links: OUS Moving Expense Summary Table
6. System supports: Typically a spreadsheet is used to track expense categories and is provided after completion by Business Affairs for official publication.
7. Process map: This is a general processing task that may incur significant time to complete due to its complexities and the multiple departments involved.
8. Timeline: Each step of the reimbursement should be performed in a timely manner (as soon as the reimbursement is requested).
9. Compliance: Relocation Agreement, OUS Moving Expense Summary Table
10. Task Maintenance: Changes to OUS policies may make it necessary for OSU to modify supporting policies and forms.
11. Exceptions: N/A
C. Processing travel advances

BACKUP
The task is completed by a variety of business center personnel in conjunction with the requestor; backup staff identified in business center.

PURPOSE
Advancement of funds to an individual or department for the purpose of travel or testing incentive.

BACKGROUND INFORMATION
Individuals or departments may sometimes need funds in advance to cover travel expenses associated with OSU business-related travel.

TASK
1. The traveler or departmental support personnel logs in to OSCAR and completes the Travel Advance form, gains the necessary signatures, and forwards the request to the business center.
2. The business center verifies the advance meets the qualifying criteria and enters the document into Banner as an invoice, using care to ensure if a deposit is to be made by ACH (Automated Clearing House), at least three business days are allowed for the deposit to occur prior to travel.
3. Standard FOATEXT is entered and the accounting string is directed to the appropriate general ledger fund and clearing account.
4. When the check is picked up or prior to the release of the ACH, the traveler must sign the Travel Advance form acknowledging receipt of the travel advance and agreement to the terms.
5. Upon completion of travel, the traveler submits a travel reimbursement along with the travel advance form to the business center. When the expense for travel is greater than funds advanced, the traveler will receive a reimbursement. When the travel expense is less than the funds advanced, the traveler will be required to reimburse OSU. In rare cases when the expenses exactly match the advance no exchange of funds is necessary.
6. The travel reimbursement is processed like an invoice using the accounting lines to post incurred expense to the proper index/account code and a negative offset to post against the appropriate clearing fund.

SIGNATURES/APPROVALS
The individual traveler and the person with departmental/business unit budget authority must sign appropriately.

SECONDARY INFORMATION
1. Permissions: All previous advances settled in full and the budget authority has authorized travel. OPAA must authorize travel using grant funds. A minimum of $250 that cannot be pre-paid by other means; Request is at least five working days prior to travel; Out of State or International lasting five days or more.
2. Forms and samples: TRES Travel Document, Journal Voucher, Request for Payment
3. Documentation and recordkeeping: Hard copies of the original advance documents and travel reimbursement/reconciliation documents are maintained for one year; NOLIJ is the supporting audit record.
4. Checklist or guide:
   a. OSU Travel Policy: http://oregonstate.edu/fa/manuals/fis/411
   b. OSU Travel Advances: http://oregonstate.edu/fa/manuals/fis/407-08
   c. OSU Departmental/Non Travel Advances: http://oregonstate.edu/fa/manuals/fis/407-07
d. Business Affairs – AP/Travel Area: http://oregonstate.edu/fa/businessaffairs/staff/ap

5. **Information sources:**
   a. *Communication links:* Business Affairs – AP/Travel Area
      http://oregonstate.edu/fa/businessaffairs/staff/ap
   b. *Position/department links:* Business center-specific websites list the personnel involved.
   c. *Departmental support:* The traveling individual and the person with departmental budget authority
   d. *Web links:*
      1) OSU Travel Policy: http://oregonstate.edu/fa/manuals/fis/411
      2) OSU Travel Advances: http://oregonstate.edu/fa/manuals/fis/407-08
      3) OSU Departmental/Non Travel Advances: http://oregonstate.edu/fa/manuals/fis/407-07
      4) Business Affairs – AP/Travel Area http://oregonstate.edu/fa/businessaffairs/staff/ap

6. **System supports:** Banner, TRES, Nolij

7. **Process map:** Advances should be used as a last resource for a traveler or group, with the understanding that more than one advance for any one person at a time can be authorized and that reconciliation of the advance should occur as soon as possible after the completion of the travel.

8. **Timeline:** Advance should be settled in full within 45 days of the completion of the trip.

9. **Compliance:**
   a. OSU Travel Policy: http://oregonstate.edu/fa/manuals/fis/411
   b. OSU Travel Advances: http://oregonstate.edu/fa/manuals/fis/407-08
   c. OSU Departmental/Non Travel Advances: http://oregonstate.edu/fa/manuals/fis/407-07

10. **Task Maintenance:** N/A

11. **Exceptions:** N/A
Section III:
PURCHASING
A. Purchase goods and services

BACKUP
Backup staff is identified and cross-trained in the business center.

PURPOSE
This task enables business center personnel to assist, advise, and guide clients in the purchase of goods and services to meet their operational, instructional, and research needs. Knowledge of applicable federal and state laws in addition to the Oregon University System and Oregon State University policies are applied to ensure compliance.

BACKGROUND INFORMATION
The purchasing task addresses and responds to the procurement needs of clients in accordance with the applicable Oregon Revised Statutes (ORS), Oregon Administrative Rules (OAR), and Oregon State University Procurement and Contract Services (PaCS) policies.

Purchasing tasks executed are based on delegated purchasing authority per PaCS policy:
1. PaCS process purchases subject to Bureau of Labor and Industries Prevailing Wage Rates (BOLI PWR) at any dollar level.
2. Direct purchases under $5,000 are allowed with or without a purchase order.
3. Purchases between $5,000 and $24,999.99 are within business center purchasing authority. A purchase order is required and processed by the business center.
4. Purchases for more than $25,000 are outside business center purchasing authority. A purchase order is required and processed by PaCS.

Purchasing tasks with unique circumstances include:
1. Purchase of supplies and minor equipment that are fabricated into one unit requires completion of a Fabricated Equipment Unit Pre-Approval form.
2. Acquisition of goods through a lease requires completion of a Commodity Lease Intake form.
3. Sole source purchases require completion of a Sole Source Request.
4. Requesting PaCS assistance to obtain quotes from vendors requires completion of a Request for Quote.
5. A purchase that includes trade of an asset to reduce the cost of a new asset requires completion of a Personal Disposition Request form.

TASKS
1. Initiate vendor maintenance additions and updates with vendors:
   a. Vendors that provide goods and services to OSU are required to have a Banner vendor number and an OSU Substitute W-9 or W-8 form on file before the business center can process a purchase and payment.
   b. Vendor records must be current to ensure compliance with IRS reporting requirements.
   c. The business center initiates vendor setup/updates via the Vendor Maintenance form.
2. Review purchase orders for allow ability and funding sources, including Banner approval:
   a. All purchase orders are reviewed and executed based on delegated purchasing authority and required action, per PaCS policy.
   b. A purchase requisition with appropriate budget authority approval is received by the business center, which reviews the request to ensure proper funding allocation and assigns an account code.
   c. The purchase order is reviewed and approved by the business center. All relevant documents scanned into Nolij.
3. Assist faculty and staff with all purchase orders; enter and create purchase orders for less than $25,000:
a. The business center provides guidance to clients throughout the purchasing process.
b. As needed, the business center reviews, generates, approves, and forwards signed purchase orders to vendors.
c. All relevant documents are scanned into Nolij.

4. Review, collect, and forward to PaCS all purchase orders/requisitions for more than $25,000:
   a. Act as liaison between the client and PaCS, and assist with additional procurement paperwork.
   b. Submit a Purchase Requisition form and all appropriate documents to PaCS for processing.
   c. Approve purchase orders and sign; PaCS forwards purchase orders to the vendor.
   d. All relevant documents scanned into Nolij.

5. Help client with sole source requirements; submit paperwork to PaCS:
   a. If a client requests a sole source purchase costing $25,000 or more, assist with completion of Sole Source Request Form and submit it to PaCS.
   b. The purchase will require advertisement, so communicate the timeline to the client and the outcome of the advertisement.

6. Monitor and track equipment under construction; after completion, convert the asset to capital equipment:
   a. Identify equipment under construction, and monitor and track fabrication progress with the client.
   b. When construction is complete and the asset is in use, the business center processes a journal voucher to convert the fabrication expense to capital equipment.
   c. The journal voucher is approved by Business Affairs.
   d. The issued asset tag - placed on the equipment.

7. Train new faculty and staff on purchasing requirements and policies:
   a. Training and information dissemination is on an ongoing basis.
   b. Clients are encouraged to contact the business center for assistance and guidance prior to making purchases.

8. Meet with clients to discuss purchasing options:
   a. The business center is available as needed to meet with and discuss purchase options.
   b. Guidance provided to determine the best method to acquire requested goods or services in a timely manner.

SIGNATURES/APPROVALS
Purchases must be approved by a person with budget authority or by an appropriate delegate. Budget authority must be documented and on file with the business center.

SECONDARY INFORMATION
1. Permissions: As authorized by the unit or business center
2. Forms and samples: Purchase Requisition, Sole Source Request, Request for Quote, Commodity Lease Intake, Vendor Maintenance, Fabricated Equipment, Property Disposition Request (Trade-in) (See Appendix B for sample forms.)
3. Documentation and recordkeeping: The business center or PaCS is responsible for maintaining the records for purchases or contracts executed. Original documentation scanned into Nolij and retained for the required retention period. Original documentation may include any of the forms listed above in addition to any correspondence related to the product or service acquisition. A record should be disposed of promptly once the retention period has been satisfied.
4. Checklist or guide: See the flow chart and PaCS quick reference guide in Appendix B.
5. Information sources:
   c. Communication links: PaCS to business center, business center to units
d. **Position/department links:** Business center, PaCS

e. **Departmental support:** Business center staff assist units: [http://oregonstate.edu/fa/bc/](http://oregonstate.edu/fa/bc/)

f. **Web links:**
   1) Procurement and Contract Services: [http://pacs.oregonstate.edu/](http://pacs.oregonstate.edu/)
   2) PaCS – Business center Information: [http://pacs.oregonstate.edu/business-centers](http://pacs.oregonstate.edu/business-centers)
   5) OSCAR: [https://oscar.oregonstate.edu/](https://oscar.oregonstate.edu/)
   6) OSU Records Retention Requirements: [http://oregonstate.edu/fa/manuals/fis/1200#_1201_Record RETENTION](http://oregonstate.edu/fa/manuals/fis/1200#_1201_Record RETENTION)

6. **System Supports:** Oregon State University website, Banner FIS, and FIS Data Warehouse

7. **Process map:** Use expedient and efficient methods for cost-effective purchase of goods and services.

8. **Timeline:** Dependent on the dollar value and complexity of the purchase task

9. **Compliance:** As outlined in the Procurement and Contract Services, Policy & Procedures Manual:
   a. Section 100: Purchasing and Contract Ethics
   b. Section 101: Employee Ethical Conduct
   c. Section 102: Interaction with Vendors
   d. Section 103: Ethics in Purchasing and Contracting
   e. Section 104: Conflict of Interest

10. **Task Maintenance:** At a minimum, tasks should be reviewed and updated annually.

11. **Exceptions:** As authorized by business center managers
Section IV:
Purchasing Card
A. Request or renewal of purchasing cards

BACKUP
N/A

PURPOSE
This task enables the establishment of new purchasing card accounts and annual renewals.

BACKGROUND INFORMATION
The task is required by OSU procedures.

TASK
1. Process a request for a new purchasing card:
   a. Department or business center identifies purchasing card needed for a unit.
   b. Department or business center completes the Purchasing Card Application, Department Agreement, and User Agreement, which provide:
      1) Name and OSU identification number of the person with budget authority,
      2) Name and OSU identification number of the card custodian,
      3) Names of authorized users for the purchasing card,
      4) Default index for the charges, and
      5) Business center or departmental personnel serving as account manager and business manager for the purchasing card.
   c. After the forms are completed and signed by appropriate individuals, forms are forwarded to the purchasing card administrator in Business Affairs.
   d. The department and business center must ensure the person with budget authority, the custodian, and users successfully complete the requisite purchasing card training.
   e. After Business Affairs verifies all training complete, the purchasing card(s) are issued to the requesting unit.

2. Processing annual renewal of purchasing cards:
   a. In December of each year, the Business Affairs purchasing card administrator initiates the annual purchasing card review and renewal, providing information, requirements, and timelines to all the departmental and business center purchasing card contacts.
   b. The department or business center may complete a Departmental Agreement and/or User Agreement, usually at the end of the calendar year.
   c. After the forms are completed and signed by all of the appropriate individuals, forms are forwarded to the purchasing card administrator in Business Affairs.

SIGNATURES/APPROVALS
Signatures are required by the person with budget authority, the card custodian, the purchasing card users, the account manager, and the business manager.

SECONDARY INFORMATION
1. Permissions: N/A
2. Forms and samples: Application Form, Department Agreement, User Agreement
3. Documentation and recordkeeping: Copies of the application, the Department Agreement, and the User Agreement should be held by the department or business center. Original documentation is held by Business Affairs.
4. Checklist or guide: N/A
5. Information sources:
   a. Communication links: N/A
b. Position/department links: Program technician in Business Affairs

c. Departmental support: Business center or departmental personnel

d. Web links:
   1) OSU Policy 1402-12: http://oregonstate.edu/fa/manuals/fis/1402-12
   2) OUS Policy 70-100: http://www.ous.edu/dept/cont-div/fpm/proc-70-100

System supports: Banner purchasing card module

Process map: N/A

Timeline: N/A

Compliance: See Web links above

Task maintenance: Review annually.

Exceptions: N/A

B. Process purchasing card transactions

BACKUP

N/A

PURPOSE

This task tracks purchasing card charges and distributes the expense in Banner.

BACKGROUND INFORMATION

The task ensures purchases made using the purchasing card are authorized and allocated to the correct funding source and account code.

TASK

1. Each month after the 26th day, the department or business center downloads the monthly credit card statement from the current purchasing card vendor.

2. The department or business center reviews all charges appearing on the statement and verifies each charge was authorized, the goods or services were received, and charges documented by an invoice.

3. If any charge is identified as not authorized or is being disputed, the card custodian must resolve the dispute within 60 days. Any refund obtained is credited back to the funding index.

4. After all purchases are verified as received and supporting documentation confirmed, the downloaded bank statement is signed by the purchasing card’s budget authority.

5. Depending on the internal processes for each business center, the purchasing card log, bank statement, and supporting documentation for each charge are used to distribute the charges in the Banner PCARD Module (FAAINVT) by either departmental or business center personnel.

6. Departmental or business center personnel verify all charges have been distributed and run the following Banner reports each month:
   a. FAR0450-PCard Undistributed Trans Report
   b. FAR0470-PCard Reconciliation Report

7. After each transaction on the monthly statement has been distributed, the signed bank statement must be scanned into Nolij Module BA_Payables_PCards-Accounts Payable.

8. Source documents such Visa logs, bank statements, and supporting documentation for statement transactions will be held by either the department or the business center.

SIGNATURES/APPROVALS

The person with budget authority for the purchasing card must authorize transactions.
SECONDARY INFORMATION

1. **Permissions:** N/A
2. **Forms and samples:** Visa card log
3. **Documentation and recordkeeping:** Source documents are held by either the department or business center, according to internal procedures.
4. **Checklist or guide:** N/A
5. **Information sources:**
   a. **Communication links:** N/A
   b. **Position/department links:** Business center personnel
   c. **Departmental support:** N/A
   d. **Web links:**
      1) OSU Policy 1402-12: [http://oregonstate.edu/fa/manuals/fis/1402-12](http://oregonstate.edu/fa/manuals/fis/1402-12)
      2) OUS Policy 70-100: [http://www.ous.edu/dept/cont-div/fpm/proc-70-100](http://www.ous.edu/dept/cont-div/fpm/proc-70-100)
6. **System supports:** Banner PCard module (FAAINVT) and NOLIJ module BA_Payables_PCards-Accounts Payable
7. **Process map:** N/A
8. **Timeline:** Transactions should be distributed within 30 days of receipt of bank statement.
9. **Compliance:**
   a. OSU Policy 1402-12: [http://oregonstate.edu/fa/manuals/fis/1402-12](http://oregonstate.edu/fa/manuals/fis/1402-12)
   b. OUS Policy 70-100 [http://www.ous.edu/dept/cont-div/fpm/proc-70-100](http://www.ous.edu/dept/cont-div/fpm/proc-70-100)
10. **Task maintenance:** Review annually.
11. ** Exceptions:** N/A
Section V:
RECEIVABLES
A. Receive checks and cash

BACKUP
The business center retains an updated list of backup personnel for services provided.

PURPOSE
This task enables the collection, custody, and reporting of received monies, including cash.

BACKGROUND INFORMATION
Incoming monies are received for a variety of reasons throughout campus. Business centers may serve in the role of custodian for these monies for any of their departments or units. With this role comes responsibility for proper cash handling and preserving the integrity of the cash fund. Business center employees should understand their accountability for all monies received, as these funds are property of the State of Oregon.

Business centers are encouraged to authorize specific personnel for handling of incoming cash and checks. Business center staff should take appropriate measures to restrict access of incoming monies.

TASK
1. When monies (cash or checks) are received by mail (i.e., departmental mail, campus mail, or the U.S. Postal Service):
   a. Authorized business center staff member immediately identifies and routes monies to the staff member responsible for receiving and receipting monies. A temporary safe and secure location inaccessible to the public or unauthorized personnel may be established to hold monies until the applicable personnel are available to take physical custody.
   b. Upon receipt of monies, the appropriate business center staff member immediately identifies and prepares receipt documentation. Checks are inspected for appropriate payment information and immediately restrictively endorsed. Any accompanying documentation is date stamped. Cash is organized by denomination and any combination of cash and/or checks are counted with a tape-enabled calculator. The tape is attached to the monies received prior to preparing the deposit documentation.
2. When monies are received from walk-in customers:
   a. All monies are immediately receipted on sequentially pre-numbered cash receipts or through a cash register. Currency is counted in the presence of the person making payment. A copy of the receipt is given to a walk-in customer. No international currency is ever accepted.
   b. Every check or money order must be reviewed for completeness, as follows:
      1) Verify the account holder's name, address, and phone number are included on the check. A daytime phone number is preferred.
      2) Verify bank name is on the check and the routing number, customer’s bank account number, and check number are encoded on the bottom edge of the check.
      3) Note the date. Do not accept a post-dated check (a check with a date in the future), or agree to hold the check for future deposit.
      4) Verify the amount written in numbers matches amount written in words. If different, make special note on the cash receipt so the cashier’s office can handle the check appropriately. In general, banks will honor the written amount over the numerical amount.

SIGNATURES/APPROVALS
The authorized business center staff and the outside party bringing cash into the business center office must verify the amount of cash or check by physically counting monies received.
SECONDARY INFORMATION

1. **Permissions:** Business center staff authorized to handle cash and checks, as determined by each individual business center
2. **Forms and samples:** N/A
3. **Documentation and recordkeeping:** All documentation related to task should be kept in accordance with the Oregon University System (OUS) records retention schedule (see http://www.ous.edu/about/records/retention-schedule).
4. **Checklist or guide:** Business center staff should be familiar with or have access to the list of specific conditions for acceptance of checks found on the OSU Business Affairs cashiers website: http://oregonstate.edu/fa/businessaffairs/cashiers/cash_handling_handbook#monies-payments
5. **Information sources:**
   a. **Communication links:** N/A
   b. **Position/department links:** OSU Business Affairs cashiers office staff http://oregonstate.edu/fa/businessaffairs/staff/cashiers
   c. **Departmental support:** Department or shop cashiers, office specialists, or administrators who handle incoming monies
   d. **Web links:** OSU Business Affairs cashiers office http://oregonstate.edu/fa/businessaffairs/node/89609
6. **System supports:** Campus mail
7. **Process map:** As a result of certain revenue transactions, business centers may receive cash and checks as payment.
8. **Timeline:** Daily
9. **Compliance:** It is the policy of Oregon State University departments handling cash shall comply with standards established in the State Accounting Manual, the Financial Accounting Standard Operating Manual (FASOM), and Oregon Revised Statutes (ORS). Oregon State Accounting Manual:
   - http://egov.oregon.gov/DAS/SCD/SARS/policies/oam/10.20.00.PR.pdf
10. **Task maintenance:** N/A
11. **Exceptions:** N/A

**B. Deposit checks and cash**

**BACKUP**
The business center retains an updated list of backup personnel for services provided.

**PURPOSE**
This task enables the coding and entry of monies received into the Banner accounting system and making deposits.

**BACKGROUND INFORMATION**
Incoming monies may be received throughout campus for a variety of reasons. Business centers may serve as custodians of these monies for any of their departments or units. In addition to following proper cash handling procedures, the business centers must ensure a timely and accurate deposit process is in place. The deposit process must ensure monies are documented, safely routed to the cashiers office or bank, and accurately accounted for in the Banner system.

**TASK**
1. Business centers receiving monies are responsible for their safekeeping and making timely deposits. Upon receipt of monies business center staff will:
a. Use a Cash Receipts Record to record the deposit. These forms are obtained from the cashier’s office at 100 Kerr Administration Building. Please see the example and instructions at: http://oregonstate.edu/fa/businessaffairs/cashiers/carecex
b. Immediately stamp checks with a restrictive endorsement.
c. Handle currency and coin in the following manner:
   1) Bills should be “faced” (all facing front and rightside up). This allows for more accurate recounting.
   2) Bills should be sorted by denomination and, if enough bills are available in each denomination, clipped or banded into the following bundle amounts:
      - Ones = 25 ($25)
      - Fives = 20 ($100)
      - Tens = 20 ($200)
      - Twenties = 25 ($500)
      - Fifties = 20 ($1,000)
      - Hundreds = 10 ($1,000)
   3) Coin accepted rolled if in “shot gun” type rollers ensuring the exact count of the coin. (Hand-pinched rolls must be recounted by the cashier’s office.) Please bundle tightly, or place in an envelope, any bills and paperwork sent in the same bag as coin.
   4) If sending multiple bags as one deposit, the Cash Receipts Record must list the bags separately, indicating the dollar amount included in each bag. If using numbered bags, please note the number on the Cash Receipts Record, ensuring all cash can be accounted for with each deposit.
d. Deposit all monies with the cashier’s office within one business day of receipt or more frequently if the department lacks secure safekeeping for funds.
e. All monies held overnight must be in a secure area.
f. If the business center finds isolated events where it is unable to comply with the next business-day deposit requirement due to unusual circumstances beyond its control, document the reasons for the occurrence and retain the documentation in the business center file (this may prove beneficial to the department in the event of an audit).

2. Monies received as income may be deposited to:
   a. An operating fund by using an index and account code. The account code should be from the 0xxxxx series.
   b. A general ledger fund. The general ledger account code should be from the Axxx (Asset) or Bxxxx (Liability) series.
   c. See the OUS Fiscal Policy Manual for more information.

3. Gift or donations to the OSU Foundation (OSUF) and the Agriculture Research Foundation (ARF) are handled as follows:
   a. Checks issued by OSUF to OSU must be recorded in specified funds (FSxxxx, FExxxx, 438xxx, 8xxxxx or 9xxxxx).
   b. Research Accounting (only) deposits funds to FAxxxx.
   c. Deposits from ARF to OSU must be recorded in FAxxxx funds.
   d. Checks made out to OSU intended for OSUF or ARF.
   e. Deposits to OSUF and ARF are restricted to true gifts or proceeds from fund-raising events in which the donor intends that the gift go to the foundation(s).
f. Gifts deposited into foundations must be payable to the foundations. If checks are made payable to OSU, they must be deposited directly with OSU. If there is evidence from the donor that the intent was to gift the monies to the OSUF or ARF, please contact those foundations for instructions.

g. For more information, see the Grant, Contract, Gift Accounting Policy & Procedure Manual (@http://oregonstate.edu/fa/manuals/gcg)

4. Deposits that result in credits (i.e., expense reduction) to account codes beginning with 2xxxx through 4xxxx should:
   a. Be credited to the fund and account code to which the original purchase was charged.
   b. Show the invoice number and/or check number of the original payment or the accounts payable approval for a refund, rebate, or overpayment.
   c. If the refund is received prior to recording of the original payment in Banner, use account code 08001 or 08008.
   d. Include in the description the reason the credit is being applied (e.g., “refund” or “overpayment”).
   e. Refunds of workshop/conference registrations should be recorded using a 2xxxx account code. Include a copy of the original payment documentation as noted above.

SIGNATURES/APPROVALS
N/A

SECONDARY INFORMATION

1. Permissions: N/A
2. Forms and samples: Business Affairs office Cash Receipts Record form
3. Documentation and recordkeeping: All documentation related to this task should be kept in accordance with the OUS records retention schedule (see http://www.ous.edu/about/records/retention-schedule)
4. Checklist or guide: N/A
5. Information sources:
   a. Communication links: N/A
   b. Position/department links: OSU cashiers office staff: http://oregonstate.edu/fa/businessaffairs/staff/cashiers
   c. Departmental support: Department or shop cashiers, office specialists, or administrators who handle incoming cash
   d. Web links: OSU Business Affairs Cashiers office: http://oregonstate.edu/fa/businessaffairs/node/89609
6. System supports: N/A
7. Process map: N/A
8. Timeline: Daily
9. Compliance: It is the policy of Oregon State University that departments handling cash shall comply with standards established in the State Accounting Manual, the OUS Fiscal Policy Manual, and Oregon Revised Statutes (ORS). Oregon State Accounting Manual:
   http://egov.oregon.gov/DAS/SCD/SARS/policies/oam/10.20.00.PO.pdf
   http://egov.oregon.gov/DAS/SCD/SARS/policies/oam/10.20.00.PR.pdf
   http://egov.oregon.gov/DAS/SCD/SARS/policies/oam/10.30.00.PO.pdf
   http://egov.oregon.gov/DAS/SCD/SARS/policies/oam/10.30.00.PR.pdf
10. Task maintenance: N/A
11. Exceptions: N/A
C. Process internal and external billings; transfer funds from external parties by wire

**RESPONSIBLE PERSON**
The unit providing the goods or services designates a responsible person to handle the task.

**BACKUP**
Backup staff is identified and cross-trained in internal and external billing.

**PURPOSE**
This task achieves compliance with government regulations and OUS policy for fairly assessing and recovering the costs of goods and services provided to other OUS units, sponsored projects, or external entities. It ensures consistency in the accounting and application of recharge activities and conformance to generally accepted accounting principles. Recharge activities require approval and annual posting of the fee in the appropriate fee book.

**TASK**
1. Internal fee book billing is handled as follows:
   a. The unit that provides the goods or services submits the appropriate documentation to the business center. Documentation includes:
      1) A description of the service or goods provided,
      2) A description of how the charges were calculated,
      3) A record of all customers/users of the service or goods (even if there is no charge),
      4) The index (activity code) to be charged,
      5) The name of the person authorizing the charge, and
      6) The index (activity code) to be credited.
   b. Business center personnel verify in the internal fee book:
      1) The goods or services are approved,
      2) The rate charged is correct per the internal fee book,
      3) The rate charged is consistent for all customers, unless a subsidy has been approved by a college dean or appropriate vice president
      4) The fee does not include charges for OSU buildings, land, or infrastructure, unless those facilities are owned/operated by a self-supporting auxiliary enterprise and the charge is from that auxiliary, and
      5) The person authorizing the charge is appropriate for the funding source.
   c. The business center prepares either a journal voucher (OUS units) or an inter-institutional journal voucher (OUS units) to record the internal sale debiting the appropriate expense code and crediting the appropriate revenue account code. The journal voucher or inter-institutional journal voucher should include:
      1) The name and phone number of person preparing the journal voucher,
      2) A description of the goods or services provided,
      3) The rate calculation,
      4) The fee book reference number(s), and
      5) The name of the unit/person responsible for maintaining the documentation and the person who made the purchase.
   d. The business center scans documentation into Nolij.
   e. Commonly used account codes for internal journal voucher income credit include:
      1) 09xxx for internal sales (use on 05xxxx Designated Operation, 09xxxx Service Center, and 1xxxxx Auxiliary Funds)
      2) 79xxx for internal reimbursement (use on E&G and SWPS funds)
f. Commonly used account codes for internal journal voucher expense debits include:
   1) 24503 for Data Processing Services,
   2) 24602 for Photocopies, and
   3) 24617 for Lab Testing Services.

2. External fee book billing is handled as follows:
   a. The unit that provides the goods or services submits a request for invoice to the business center that includes:
      1) The name and address (email address when electronic invoicing is requested) for the entity being invoiced,
      2) A description of the service or goods provided,
      3) The amount to be charged,
      4) The index (activity code) to be credited, and
      5) Any contract number, customer order number, or testing agreement to be referenced or included with the invoice.
   b. Business center personnel verify in the external fee book the goods or services are approved, the rate charged is correct per the external fee book, and an approved testing service agreement or contract exists, if required.
   c. The business center:
      1) Adds invoice information to the accounts receivable ledger using the next available number;
      2) Prepares an invoice that includes payment instructions, business center contact information, and an OSU tax identification number; and
      3) Saves the invoice as a PDF document under the invoice number.
   d. If the invoice is mailed, three copies are printed, two are mailed, and one is attached to backup documentation and maintained in the business center until payment is received.
   e. The business center provides wire transfer and W-9 information upon request.
   f. Commonly used account codes for external income credit include:
      1) 06936 for Computing Center, Other;
      2) 06938 for Technical Services; and
      3) 06410 for Workshop: Non-credit income lab testing services.

RELATED TASKS

1. Expenses are redistributed when all or part of an original expense paid to an outside entity is moved from the purchasing index to another index. The purchases of goods or services may be made in bulk to obtain buying advantages or prepayments later allocated to the appropriate index. The document code for the original transaction referenced on the journal voucher and the original account code is used for both the debit and credit. Since this is a redistribution of an actual expense, no fee is listed in the internal fee book. This method is also used to move an original expense transaction out of a sponsored project index to a non-sponsored project index if reimbursement of expense has been received from an outside source.

2. Departmental allocation of operating expenses occurs to recover departmental costs for items such as copiers and fax machines. These expenses are processed via a journal voucher that debits the index (activity code) provided by the individual who used the goods or services and credits the index (activity code) where all costs associated with the expenses being recovered have been recorded, such as paper and toner supplies. These fees need not be recorded in the university fee book and are approved at the college or vice president level. The fee must be reasonable and intended to recover the costs of supplies.
SIGNATURES/APPROVALS
N/A

SECONDARY INFORMATION
1. Forms and samples:
   b. Wire transfer instructions (see Appendix C).
   c. Testing agreement forms: http://pacs.oregonstate.edu/forms
2. Documentation and recordkeeping:
   a. Internal billing documentation retained for eight years.
   b. External billing documentation retained for three years.
   c. Allocation of departmental operating expense documentation, which includes a record of all users and charges, retained for five years.
3. Checklist or guide: Contract type characteristics:
   http://oregonstate.edu/research/osp/submission/Contract%20Type%20Characteristics.pdf
4. Information sources:
   a. Communication links: Business center accounting office
   b. Position/department links: Business center accounting office
   c. Departmental support: Business center accounting office
   d. Web links:
      1) OSU Fees Online: https://fees.oregonstate.edu/
      2) OMB Circular A-21: http://www.whitehouse.gov/omb/circulars_a021_2004
5. System supports: N/A
6. Process map: N/A
7. Timeline:
   a. Internal billing processed monthly (or quarterly, at minimum) in the appropriate fiscal year.
   b. External billing processed in timely manner in the appropriate fiscal year.
8. Compliance: N/A
9. Task maintenance: Revise when a change affects the task.
10. Exceptions: None

D. Monitor receivables and follow-up communications

BACKUP
The business center retains an updated list of backup personnel for services provided.

PURPOSE
This task ensures business center’s accounts receivable transactions are regularly reviewed and remain in a “current” payment status. In addition, this task helps reduce past-due balances and accounts receivable write-offs.

BACKGROUND INFORMATION
During the fiscal year, business centers will generate billings to external parties for their various departments creating accounts receivable transactions. These transactions are booked into the accounts receivable ledger. To ensure these receivables are paid within a reasonable time period and do not become written off as bad debt, business center staff should regularly review unpaid receivables. During these
periodic reviews, business center staff will be able to identify and communicate with customers who have past due payments.

**TASK**

1. On a monthly basis, business center staff will run a report of all open receivable balances for each of the funds, organizations, or indexes for which they are responsible.
   a. Reports can be generated in FGIGLAC by fund and account number (A3XXX).
   b. Business center staff may also choose to maintain an offline spreadsheet to track each receivable booked and reconciled with Banner on a monthly basis.
   c. Any unpaid accounts receivable transactions (without a corresponding credit to account number A3XXX in Banner) that are more than 30 days old should be added to a list and the following information should be compiled for each transaction:
      1) Customer name
      2) Customer contact information
      3) Invoice information (i.e., number, date, amount, brief description)
   d. Depending on the size of this list, business center staff should attempt to call or email each of their customer contacts to inform them an invoice remains unpaid. Messages should require a response as to when the customer expects to provide payment.
   e. Past-due balances that remain unpaid and unaddressed by the customer after an initial message or call may warrant any of following actions or combination of actions:
      4) Confirm the correct customer contact information (conduct research on the Internet and make inquiries). Contact the OSU department receiving services or products provided, gathering more information about the customer. Determine if the customer is continuing to receive services or products.
      5) Contact the customer by phone regarding the past-due status of the account. Refer to the Oregon Accounting Manual (35.30.40.PO&PR) for additional guidelines and policies regarding telephone collections.
      6) Contact the customer with a letter regarding the past-due status of the account. Refer to the Oregon Accounting Manual (35.30.50.PO&PR).
      7) If necessary, develop a payment plan with the customer. Refer to the Oregon Accounting Manual (35.30.60.PO).
      8) If determined necessary by the appropriate business center personnel, as a last resort, account assignment or private collection firms may be considered. Contact the Business Affairs office for assistance with overdue receivables.
   f. Business center staff should document any correspondence with customers on a list saved in a business center file for future reference, review and correspondence.

**SIGNATURES/APPROVALS**

N/A

**SECONDARY INFORMATION**

1. **Permissions:** Access to accounts receivable in Banner
2. **Forms and samples:** N/A
3. **Documentation and recordkeeping:** All documentation related to this task should be kept in accordance with the OUS records retention schedule: [http://www.ous.edu/about/records/retention-schedule](http://www.ous.edu/about/records/retention-schedule)
4. **Checklist or guide:**
   a. Oregon Accounting Manual:
3) Payment plans: [http://oregon.gov/DAS/SCD/SARS/policies/oam/35.30.60.PO.pdf](http://oregon.gov/DAS/SCD/SARS/policies/oam/35.30.60.PO.pdf)

5. **Information sources:**
   a. *Communication links:* N/A
   b. *Position/department links:* OSU cashiers office: [http://oregonstate.edu/fa/businessaffairs/staff/cashiers](http://oregonstate.edu/fa/businessaffairs/staff/cashiers)
   c. *Departmental support:* Department staff providing the services or products that are billed.
   d. *Web links:* OSU Business Affairs cashiers office: [http://oregonstate.edu/fa/businessaffairs/node/89609](http://oregonstate.edu/fa/businessaffairs/node/89609)

6. **System supports:** Banner/DataWarehouse, Microsoft Excel, business center shared drive

7. **Process map:** This task aids in the efficiency and effectiveness of the collections process for accounts receivable balances recorded in the accounting system. In addition, this task can also prevent delinquency of accounts and loss of payments to the university.

8. **Timeline:** Depending on the volume of accounts and past-due balances, this task should be performed at least once each month.

9. **Compliance:** Oregon State Accounting Manual:
   - [http://egov.oregon.gov/DAS/SCD/SARS/oam_toc.shtml#Chapter_35_Accounts_Receivable_Management](http://egov.oregon.gov/DAS/SCD/SARS/oam_toc.shtml#Chapter_35_Accounts_Receivable_Management)

10. **Task maintenance:** N/A

11. **Exceptions:** N/A

**E. Receive batch/payment through MerchantConnect and send settlement to OSU cashiers with deposit information**

**BACKUP**

The business centers will provide backup personnel for this task.

**PURPOSE**

This task enables the collection and processing of MerchantConnect batches and payments.

**BACKGROUND INFORMATION**

MerchantConnect batches and payments may be received from a variety of departments and units within OSU. Business centers are responsible for collecting and processing this receivable for their departments or units.

**TASK**

1. Receive batches or payments through MerchantConnect:
   - The department or unit sends credit card summaries to the business center, or assigned business center staff downloads a summary report from the MerchantConnect Site.
2. Send credit card settlements or MerchantConnect reports to the OSU cashiers:
a. Make copies of source documents for business center records.
b. Affix any credit card batch tape to paper (to prevent loss).
c. Complete an OSU Cash Receipts Record, using the correct index, account, and activity code.
d. Retain the pink copy of the Cash Receipt Record with the copies of source document for reconciling.
e. Send the Cash Receipt Record and the original source document to the cashier’s office.

SIGNATURES/APPROVALS
The department or unit submitting credit card batches or MerchantConnect for processing provides approvals.

SECONDARY INFORMATION
1. Permissions: As determined by each individual business center
2. Forms and samples: Original source document(s) and OSU Cash Receipts Record
3. Documentation and recordkeeping: MerchantConnect batch payments retained for a minimum of seven years.
4. Checklist or guide: Original source document(s) and OSU Cash Receipts Record
5. Information sources:
   a. Communication links: Departments or units and cashiers office, as needed
   b. Position/department links:
      OSU Business Affairs Cashiers office Staff
      http://oregonstate.edu/fa/businessaffairs/staff/cashiers
   c. Departmental support: Determined within the department or unit
   d. Web links:
      1) OSU Business Affairs cashiers office:
         http://oregonstate.edu/fa/businessaffairs/node/89609
      2) eCommerce Policy:
         http://oregonstate.edu/fa/businessaffairs/oregon-state-university-ecommerce-policy
      3) Fiscal Operations (FIS) Policy & Procedures Manual:
         http://oregonstate.edu/fa/businessaffairs/staff/PCICompliance
6. System supports: Campus mail, business center courier
7. Process map: As a result of certain revenue transactions a business center may receive, it is vital these transactions be processed in a timely manner.
8. Timeline: Daily or weekly (depending on volume)
9. Compliance: It is the policy of Oregon State University that departments or units comply with Fiscal Operations (FIS) Policy & Procedures Manual on eCommerce:
   http://oregonstate.edu/fa/businessaffairs/staff/PCICompliance
10. Task maintenance: N/A
11. Exceptions: N/A

F. Reconciling deposit monthly log

BACKUP
The business centers will provide backup personnel.

PURPOSE
This task reconciles deposits.
BACKGROUND INFORMATION

Business centers are responsible for collecting and processing of this receivable for the department or unit.

TASK

1. Reconcile deposit monthly log:
   a. Match the log entry with the Cash Receipt Record as only it is returned from the Cashiers Office.
   b. Verify that the information (e.g., index, account, activity code) on the Cash Receipt Record matches the in information in DataWarehouse.
   c. Write the F-doc number on the log and Cash Receipt Record.
   d. If needed, correct any errors.
   e. Send the cash receipt to the department or unit.
   f. File the log or deposit with original source documents.

SIGNATURES/APPROVALS

Business center personnel who process the deposit(s) provide approvals.

SECONDARY INFORMATION

1. Permissions: As determined by each individual business center
2. Forms and samples: Original source document(s) and OSU Cash Receipts Record
3. Documentation and recordkeeping: The deposit source documents are retained for a minimum of seven years.
4. Checklist or guide: Original source document(s), OSU Cash Receipts Record or Log.
5. Information sources:
   a. Communication links: Cashiers office
   b. Position/department links: OSU Business Affairs cashiers office staff:
      http://oregonstate.edu/fa/businessaffairs/staff/cashiers
   c. Departmental support: Determined within the department
   d. Web links: OSU Business Affairs cashiers office:
      http://oregonstate.edu/fa/businessaffairs/node/89609
6. System supports: The department(s) or unit(s), the cashiers office, and DataWarehouse
7. Process map: As a result of certain revenue transactions business centers may receive, it is vital deposits are reconciled in a timely manner.
8. Timeline: Daily, weekly, or monthly (depending on volume)
9. Compliance: http://oregonstate.edu/fa/businessaffairs/staff/PCICompliance
10. Task maintenance: N/A
11. Exceptions: N/A
Section VI:
PERSONAL SERVICE INVOICES
AND CONTRACTS
A. Complete a Personal Service Invoice (PSI)

BACKUP

See the desk manual in the appropriate business center for backup personnel assignments.

PURPOSE

A Personal Service Invoice (PSI) is a contract used for personal or professional services with a single payment of no more than $4,999.99 and with certain limitations. PSIs are to pay individuals or firms with specialized skills for tasks that cannot be accomplished within the department.

BACKGROUND INFORMATION

The PSI provides a way to track individual payments to vendors and enables evaluation of their service level. It establishes a relationship between OSU and an independent contractor, ensures compliance with applicable laws, and relinquishes indemnity and responsibility for damages to the independent contractor. A PSI can never be used for services provided by non-resident aliens (i.e., non-U.S. citizens).

TASK

1. The requestor initiates the PSI paperwork by:
   a. Filling in the contractor information,
   b. Obtaining the contractor’s signature, and
   c. Completing the Employee vs. Independent Contractor Determination form (to be completed by the contractor and the department).

2. Upon receipt of the PSI form, the business center:
   a. Assigns a contract number from the log (optional).
   b. Checks for the vendor’s status as a contractor.
   c. If the contractor is not an active vendor in Banner, asks the contractor to fill out and submit a Substitute W-9.
   d. Ensures that the contractor’s pricing is within acceptable parameters.
   e. Adds accounting information.
   f. Obtains a signature from the appropriate person with budget authority.
   g. Processes invoices and supporting documents using normal procedures.

SIGNATURES/APPROVALS

1. The contractor is required to sign to show acceptance of terms.
2. A budget authority or their delegate must approve the PSI.

SECONDARY INFORMATION

1. Permissions/limitations:
   a. No more than five individual projects, or a cumulative total of more than $4,999.99, can be billed by the same contractor per department per calendar year.
   b. PSIs cannot be used for non-U.S. citizen contractors.
   c. PSIs cannot be used when contractors require use of their contract.
   d. PSIs cannot be used for architectural or engineering services.
   e. No individual payment of more than $4,999.99 may be billed on a PSI.

2. Forms and samples:
   PSI and Employee vs. Independent Contractor Determination:
   http://pacs.oregonstate.edu/forms#PPSC_forms

3. Documentation and recordkeeping: Invoices scanned into Nolij; hard copies are filed in business center archives.

4. Checklist or guide:
http://pacs.oregonstate.edu/procurement/personal-and-professional

5. Information sources:
http://pacs.oregonstate.edu/procurement/personal-and-professional
http://oregonstate.edu/fa/manuals/fis/410-25
http://oregonstate.edu/fa/bc/businessengineering/directory/task

6. Timeline: Should be completed in one to five days, depending on whether vendor is established and signers are readily available.

7. Compliance: PSI attachment

8. Task Maintenance: Each vendor’s status should be reviewed when a PSI is processed to ensure payment parameters will not be exceeded. If an overage is anticipated, a Personal/Professional Services Contract (PPSC) should be initiated immediately.

9. Exceptions: N/A

B. Complete a Personal/Professional Service Contract (PPSC)

BACKUP
See the desk manual in the appropriate business center for backup personnel assignments.

PURPOSE
Personal/Professional Services Contracts (PPSCs) are used to contract for infrequent, technical, or unique services performed by contractors with specialized, technical, or scientific expertise of a professional nature. PPSCs must be issued when the dollar threshold will exceed $5,000 cumulatively in one academic year for a department. However, PPSCs may be used at any dollar level, and are highly recommended when detailed expectations or obligations are necessary. The PPSC must be used at any dollar level for non-resident aliens (see TASK C below).

BACKGROUND INFORMATION
OSU establishes contractual arrangements in good faith. It is our obligation to ensure OSU contracts are enforceable, legal, fair, and represent terms and conditions under which OSU can agree. The Oregon Revised Statutes, Oregon Administrative Rules, and the Oregon Constitution contain certain restrictions that can obstruct or limit our ability to enter into agreements. A contract must accurately represent the obligations, expectations, and the timeframe in which the contract is valid. It will provide parameters for the expectations and obligations of both parties. It establishes a relationship between OSU and an independent contractor, ensures compliance with applicable laws, and relinquishes indemnity for damages to the independent contractor.

TASK
1. The department constructs the PPSC in a manner appropriate to the selected contractor, using the Microsoft Word form located on the Procurement and Contract Services (PaCS) web page. The document must be accompanied with Attachment A—Employee vs. Independent Contractor Determination Form and, if the amount of the contract is more than $25,000 and it is applicable, a Sole Source Request Form.
2. The department submits a drafted PPSC to the appropriate business center for review.
3. The business center reviews the document and works with the department to create an acceptable draft.
4. The resulting draft is submitted to the general PaCS email box at pacs@oregonstate.edu.
5. A PaCS purchasing analyst is assigned to review and, if necessary, modify the PPSC to create an acceptable final document.
6. PaCS releases the approved PPSC to the business center for signature gathering.
6. The business center checks in Banner (FTIIDEN) to determine whether the contractor is an active vendor; if not, the business center asks the contractor to complete an OSU Substitute W-9.
7. Contractor and department head signatures are obtained.
8. The business center returns the fully signed document to the PaCS-assigned purchasing analyst.
9. PaCS conducts a final review, assigns a contract/tracking number, and signs the PPSC to execute the contractual arrangement.
10. PaCS returns the executed PPSC to the business center for routing of the final document to the contractor, the department, and the appropriate business center employee for payment process backup.
11. Payments on the PPSC are generated using normal invoicing procedures.

SIGNATURES/APPROVALS
The contract must be signed by these people, in priority order:
1. The contractor,
2. An OSU department head or delegate,
3. An OSU contract officer, and
4. The Department of Justice (for contracts totaling $100,000 or more).

SECONDARY INFORMATION
1. Permissions:
   a. Signatures: Contractor, OSU employees (see above)
   b. Independent contractor status: Must be clearly defined (used the Employee vs. Independent Contractor Determination form)
   c. Sole source: When the PPSC is $25,000 or more and it has been determined, due to special needs or qualifications, only a single seller is available to provide goods or services, use the Sole Source Request form.
2. Forms and samples:
   a. Procurement and Contract Services (PaCS) forms page:
      http://pacs.oregonstate.edu/forms
      Oregon State Central Administrative Resource (OSCAR) downloadable forms
3. Documentation and recordkeeping: PaCS retains the original document.
4. Checklist or guide: N/A
5. Information sources: PaCS business center information:
   http://pacs.oregonstate.edu/business-centers
6. Timeline:
   See procurement and contracts estimated timelines:
7. Compliance:
   a. OSU Procurement and Contract Services Policies and Procedures Manual:
      http://oregonstate.edu/fa/manuals/pacs
   b. State of Oregon Administrative Rules, Oregon Revised Statutes:
      http://pacs.oregonstate.edu/oar
8. Task Maintenance: Annual review
9. Exceptions: N/A
C. Complete a Personal/Professional Services Contract—Non-Resident Alien

BACKUP
See the desk manual in the appropriate business center for backup personnel assignments.

PURPOSE
Personal/Professional Services Contracts (PPSCs) are used to contract for infrequent, technical, or unique services performed by contractors with specialized, technical, or scientific expertise of a professional nature. PPSCs must be issued when the dollar threshold will exceed $5,000 cumulatively in one academic year for a department. However, PPSCs may be used at any dollar level, and are highly recommended when detailed expectations or obligations are necessary. The PPSC must be used at any dollar level for non-resident aliens.

BACKGROUND INFORMATION
OSU establishes contractual arrangements in good faith. to ensure OSU contracts are enforceable, legal, fair, and represent terms and conditions under which OSU can agree. The Oregon Revised Statutes, Oregon Administrative Rules, and the Oregon Constitution contain certain restrictions that can obstruct or limit our ability to enter into agreements. A contract must accurately represent the obligations, expectations, and the timeframe in which the contract is valid. It will provide parameters for the expectations and obligations of both parties. It establishes a relationship between OSU and an independent contractor, ensures compliance with applicable laws, and relinquishes indemnity for damages to the independent contractor.

TASK
1. The department constructs the PPSC in a manner appropriate to the selected contractor using the Microsoft Word form located on the Procurement and Contract Services (PaCS) web page. The document must be accompanied with Attachment A—Employee vs. Independent Contractor Determination Form and, if the amount of the contract is more than $25,000 and it is applicable, a Sole Source Request Form. (This step may be done in the business center with departmental assistance).
2. The department submits a draft PPSC to appropriate business center for review.
3. The business center reviews the document and works with the department to create an acceptable draft.
4. The business center collects the following information from the non-resident alien contractor if work is to be completed in the United States:
   a. A permission letter and form DS2019;
   b. An International Visitor Payment Data Sheet (new OPAA form – not available 11.2012)
   c. Form 8233 for non-resident aliens claiming tax treaty benefits (the IRS requires a 10-day waiting period before any payment can be made; the waiting period starts the day the form is mailed to the IRS) (see http://www.irs.gov/pub/irs-pdf/f8233.pdf);
   d. Form W-8, if the non-resident alien is not claiming tax treaty benefits (see https://oscar.oregonstate.edu/Resources/SubNav.aspx?NavPage=14&submenu=T14);
   e. A copy of the non-resident alien’s passport identity page;
   f. A copy of the stamped I-94 from the non-resident alien’s passport (both front and back); and
   g. For Canadians, a copy of their drivers license and social insurance card or a copy of the passport identity page.
5. The resulting PPSC draft and scanned copy of the non-resident alien’s paperwork (if required) are submitted to the general PaCS email box at pacs@oregonstate.edu.
6. A PaCS purchasing analyst assigned to review and, if necessary, modify PPSC to create an acceptable final document.
7. PaCS releases the approved PPSC to the business center for signature gathering.
8. The business center checks Banner (FTIIDEN) to see if the contractor is an active vendor; if not, the contractor information is added according to the determined tax treaty status.
9. Contractor and department head signatures are obtained.
10. The business center returns the signed document to the PaCS-assigned purchasing analyst.
11. PaCS conducts a final review, assigns a contract/tracking number, and signs the PPSC to execute the contractual arrangement.
12. PaCS returns the executed PPSC to the business center for routing of the final document to the contractor, the department, and the appropriate business center employee for payment process backup.
13. Payments on the PPSC are generated using normal invoicing procedures.

SIGNATURES/APPROVALS
The contract must be signed, in priority order:
1. The contractor,
2. An OSU department head or delegate,
3. An OSU contract officer, and
4. The Department of Justice (for contracts totaling $100,000 or more).

SECONDARY INFORMATION
1. Permissions:
   a. Signatures: Contractor, OSU employees (see above)
   b. Independent contractor status: Must be clearly defined (used the Employee vs. Independent Contractor Determination form)
   c. Sole source: When the PPSC is $25,000 or more and it has been determined that, due to special needs or qualifications, only a single seller is available to provide goods or services (use the Sole Source Request form)
2. Forms and samples:
   a. Procurement and Contract Services (PaCS) forms page: http://pacs.oregonstate.edu/forms
   d. Form W-8: https://oscar.oregonstate.edu/Resources/SubNav.aspx?NavPage=14&submenu=T14
3. Documentation and recordkeeping: PaCS retains the original document.
4. Checklist or guide: N/A
5. Information sources: PaCS business center information: http://pacs.oregonstate.edu/business-centers
7. Compliance:
8. Task Maintenance: Annual review
9. Exceptions: N/A
Section VII: PAYROLL
A. Enter timesheet information

**BACKUP**

The business center retains an updated list of backup personnel for services provided.

**PURPOSE**

This task involves entering payroll and leave information in Banner to determine end-of-month pay.

**BACKGROUND INFORMATION**

This procedure is required for students to receive pay and for the entering used paid time off for salaried personnel.

**TASK**

1. Collect and audit timesheets to ensure the accuracy of hours worked, overtime, leave taken, and other pay.

2. Navigate to the PYAHOUR screen in Banner and:
   a. Enter year the pay is due.
   b. Enter **MO** for payroll identification.
   c. Enter the month in the pay number.
   d. Press **Enter**, type in the employee’s identification number, and click **OK**.
   e. **Arrow down** until the correct position is listed.
   f. In “History Earnings,” type in the earn code (**RWS** for work study), the number of hours, rate of pay (if applicable); enter **Save** following each line entry.
   g. Verify that the index, account number, activity code, and percentage are correct in the labor distribution for each line entry. **Ctrl + Page Down** to correct the labor distribution, if necessary, and **Save** the entry.
   h. Follow the previous two steps for each additional line entry.
   i. To correct an entry, navigate back to the person and position, select the applicable pay code, and click **Remove**. Re-enter the correct information.

3. Another business center staff member must audit all timesheets after the information has been entered.

**SIGNATURES/APPROVALS**

All timesheets must be signed by both the employee and employee’s supervisor.

**SECONDARY INFORMATION**

1. **Permissions**: The business center employee must have access to the HR/Payroll menu in Banner.
2. **Forms and samples**: N/A
3. **Documentation and recordkeeping**: Timesheets are filed with the applicable organization’s audit printouts in the finance and accounting manager’s office.
4. **Checklist or guide**: See the business center’s payroll training binder or payroll reference materials.
5. **Information sources**:
   b. Position/department links: OSU Central Payroll Office
   c. Departmental support: Payroll training binders or payroll reference materials
   d. Web links: [http://oregonstate.edu/fa/manuals/pay](http://oregonstate.edu/fa/manuals/pay)
6. **System supports**: Banner, Appworx
7. **Process map**: N/A
8. **Timeline**: PYAHOUR is open for two days.
9. **Compliance**: OSU Policy & Procedure Manuals PPM
10. **Task maintenance**: Review at least annually; revise and review when a change affects the task.
11. Exceptions: N/A

B. Complete employee pay request

BACKUP
The business center retains an updated list of backup personnel for services provided.

PURPOSE
This task is completed for any employee who is entitled to receive pay.

BACKGROUND INFORMATION
This task ensures that employees are paid in a timely manner.

TASK
Complete manual check requests for unclassified, classified, or graduate students.

SIGNATURES/APPROVALS
The manual check request is approved through central payroll.

SECONDARY INFORMATION
1. Permissions: To accurately complete a manual check request, business center personnel must have payroll access.
2. Forms and samples: Manual check spreadsheet
3. Documentation and recordkeeping: An electronic copy is kept on a secure drive that only payroll personnel can access.
4. Checklist or guide: Payroll manual
5. Information sources:
   a. Communication links: N/A
   b. Position/department links: N/A
   c. Departmental support: N/A
   d. Web links: http://oregonstate.edu/fa/manuals/pay http://oregonstate.edu/fa/businessaffairs/business center#payroll
6. System supports: Nolij
7. Process map: N/A
8. Timeline: As soon as a job form is completed in NBAJOBS, a pay request must be completed as soon as possible.
9. Compliance: Payroll manual
10. Task maintenance: Review semi-annually, annually, or when conditions arise that necessitate review.
11. Exceptions: Pay requests for undergraduate students and temporary employees are processed through individual departments and sent directly to central payroll.

C. Establish tax and employee deduction type

BACKUP
The business center retains an updated list of backup personnel for services provided.

PURPOSE
This task ensures that employees are taxed correctly according to applicable laws.

BACKGROUND INFORMATION
Reference should be made to federal, state, and local laws on taxation.
TASK
See the procedure outlined in the payroll manual.

SIGNATURES/APPROVALS
A signed W-4 must be on file for each employee.

SECONDARY INFORMATION
1. Permissions: Business Center employee must have the appropriate Banner access in order to enter deductions.
2. Forms and samples: A Form W-4 and personal demographic for the employee’s job location are required.
3. Documentation and recordkeeping: All records are kept in Nolij.
4. Checklist or guide: N/A
5. Information sources:
   a. Communication links: N/A
   b. Position/department links: N/A
   c. Departmental support: N/A
   d. Web links: N/A
6. System supports: Nolij and Banner
7. Process map: N/A
8. Timeline: All tax setups are due by the 15th day of the month.
9. Compliance: Federal, state, and local laws
10. Task maintenance: N/A
11. Exceptions: N/A

D. Process Labor Distributions

BACKUP
THE BUSINESS CENTER RETAINS AN UPDATED LIST OF BACKUP PERSONNEL FOR SERVICES PROVIDED.

PURPOSE
This task is completed for any employee whose labor funding/index (i.e., job duties) have changed.

BACKGROUND INFORMATION
This task is important in order to correctly reflect labor distribution for each employee based on assigned duties (i.e., funding).

TASK
Labor distribution is processed through either PYAREDS or NBAJOBS via a Labor Distribution form or as an EPAF.

SIGNATURES/APPROVALS
Approval by the departmental accountant, chair, or supervisor is required. In some cases, approval by the Office of Post Award Administration (OPAA) accountant is also required.

SECONDARY INFORMATION
1. Permissions: Business center personnel must have payroll access to accurately complete Labor Distribution form.
2. Forms and samples: EPAF, Labor Distribution form through OSCAR
3. Documentation and recordkeeping: The Labor Distribution form is kept for one year if a paper copy is received and stored in a secure location.
4. Checklist or guide: See the payroll manual.
5. Information sources:
   a. Communication links: N/A
   b. Position/department links: N/A
   c. Departmental support: N/A
   d. Web links: http://oregonstate.edu/fa/manuals/pay
      http://oregonstate.edu/fa/businessaffairs/bcr#payroll

6. System supports: Nolij, OSCAR – Task or Labor Distribution form

7. Process map: N/A

8. Timeline: As soon as possible; PYAREDS access is limited to a specific time frame each month.

9. Compliance: Payroll manual

10. Task maintenance: N/A

11. Exceptions: If a Labor Distribution form is submitted in which redistribution is more than 90 days in the past and does not cross fiscal years, and any indexes are related to grants, approval is required through the OPAA.

E. Set up NBAJOBS employee payroll

BACKUP
The business center retains an updated list of backup personnel for services provided.

PURPOSE
To get paid, employees must work in a job defined in Banner.

BACKGROUND INFORMATION
This task enables employees to get paid.

TASK
See the procedure outlined in the payroll manual.

SIGNATURES/APPROVALS
A signature by HRC2 and/or the associate director of employee relations is required.

SECONDARY INFORMATION
1. Permissions: N/A
2. Forms and samples: See the payroll manual.
3. Documentation and recordkeeping: All records are scanned into Nolij.
4. Checklist or guide: N/A
5. Information sources:
   a. Communication links: N/A
   b. Position/department links: N/A
   c. Departmental support: N/A
   d. Web links: N/A
6. System supports: Nolij
7. Process map: N/A
8. Timeline: 15th day of every month
9. Compliance: BOLI and Oregon University System procedures
10. Task maintenance: N/A
11. Exceptions: N/A
F. **Enter and track overload compensation**

**BACKUP**

The business center retains an updated list of backup personnel for services provided.

**PURPOSE**

The purpose of this task is to ensure that employees eligible for overload compensation are paid the proper amounts and paid during the proper periods.

**BACKGROUND INFORMATION**

This task is required to meet the obligations of OSU to provide timely payment of salaries and wages to employees. The completion of this task may differ between business centers, therefore the process outlined herein provides only general steps to track and enter overload compensation. Entering overload compensation is the responsibility of the business center in which the funds are being paid.

**TASK**

Business center personnel will:

1. Receive the completed Overload Compensation Request form.
2. Determine the amount to be paid each period based on the total appearing in the “Amount to Be Paid” field divided by the values indicated on the “Term Dates of Overload Service” field on the Overload Compensation Request.
3. Track entry of the appropriate amounts in the appropriate time-entry periods using spreadsheets, notations, or another system.
4. Enter the overload compensation during the open time-entry period on a monthly basis using the these codes:
   a. Instructional: Earn Code-OVX Acct Code 10201

**SIGNATURES/APPROVALS**

The completed Overload Compensation Request form must be approved.

**SECONDARY INFORMATION**

1. **Permissions:** Time entry access
2. **Forms and samples:** Overload Compensation Request form
3. **Documentation and recordkeeping:** Completed Overload Compensation Requests are retained in Nolij in the employee’s record. Time entry documents are kept on file with the entering business center.
4. **Checklist or guide:** N/A
5. **Information sources:**
   a. **Communication links:** N/A
   b. **Position/department links:** Business center human resource managers
   c. **Departmental support:** Business center payroll employees
   d. **Web links:** OSU Payroll Manual - 406 Overload
      http://oregonstate.edu/admin/hr/ — See Overload Compensation Policy.
6. **System supports:** N/A
7. **Process map:** N/A
8. **Timeline:** Overload compensation entered during monthly time entry.
9. **Compliance:** N/A
10. **Task maintenance:** N/A
11. **Exceptions:** N/A
G. Handle and distribute paychecks

BACKUP
The business center retains an updated list of backup personnel for services provided.

PURPOSE
The purpose of this task is to ensure that employees receive their paychecks/earnings statements in a timely manner. This process relates to regular payday and other events requiring manual paycheck distribution.

BACKGROUND INFORMATION
This task is required to meet OSU’s obligations to provide timely payment of salaries and wages to employees. The completion of this task may differ between the business center and departmental personnel. Regular payday checks are sent via OSU Printing & Mailing Services directly to departmental personnel based on the check delivery mechanism indicated on the payroll record for each employee. Manual paychecks are picked up by authorized business center personnel at central payroll and are for pay events outside of the normal payday cycle.

TASK
1. Regular payday paychecks are distributed as follows:
   a. A paycheck distribution list (PYRCDDST) is provided to the departmental personnel.
   b. Paychecks/earnings statements are delivered to the responsible departmental personnel.
   c. Departmental personnel verify that the paychecks/earnings statements delivered are on the list received.
   d. Departmental personnel distribute paychecks/earnings statements solely to the employee named on the paycheck/earning statement, and only as follows:
      1) In a departmental mailbox specific to the employee;
      2) In person with presentation of a valid picture identification (OSU or valid governmental identification);
      3) Via the U.S. Postal Service upon request of the employee in writing (email is fine) and to an employee-verified address; or
      4) To an agent of the employee, if the employee has authorized the person to pick up the paycheck/earnings statement and the person presents the appropriate identification as noted in item 2 above.
   e. Departmental personnel document the delivery of the paycheck/earning statement by noting how they delivered it (e.g., “mailed via USPS on mm/dd/yy,” “employee department mailbox”) or by signature of the employee/agent.
   f. Departmental personnel secure all undelivered paychecks/earnings statements in a secure location until all paychecks/earnings statements have been delivered.

2. Manual paychecks are processed as follows:
   a. Authorized business center personnel pick up manual checks at central payroll.
   b. Business center personnel record receipt of the manual checks.
   c. Business center personnel notify the payee that the paycheck is available.
   d. Business center personnel distribute the paycheck only to the employee named on the paycheck, in the following manner:
      1) In person with presentation of valid picture identification (OSU or valid governmental identification);
      2) Via the U.S. Postal Service upon request of the employee in writing (email is fine) and to an employee-verified address; or
3) To an agent of the employee, if the employee has authorized the person to pick up the paycheck and the person presents appropriate identification as noted in item 2 above.

e. Business center personnel document the delivery of the paycheck by noting how it was delivered (e.g., “mailed via USPS on mm/dd/yy”) or by signature of the employee/agent.

f. If the employee does not pick up the check within 30 days of notification, the check will be mailed to the address on the check.

SIGNATURES/APPROVALS
Approval is needed for a delivery method other than physical delivery to the employee named on the check.

SECONDARY INFORMATION
1. Permissions: The employee named on the check must provide permission for delivery other than physical delivery to employee.

2. Forms and samples: Forms are determined at the individual business centers.

3. Documentation and recordkeeping: Completed check delivery lists are maintained by departmental personnel for regular paycheck deliveries. Completed manual check delivery lists are maintained in the business center in accordance with Oregon University System record and retention schedules.

4. Checklist or guide: N/A

5. Information sources:
   a. Communication links: N/A
   b. Position/department links: OSU Central Payroll Office
   c. Departmental support: Departmental personnel contacts and business center personnel
   d. Web links: OUS General Retention Schedule — See OAR 166-475-0090(9)

6. System supports: Departments and business centers use any means to accomplish the tasks.

7. Process map: N/A

8. Timeline: Regular payday and manual check days, until all checks are delivered.

9. Compliance: OUS General Retention Schedule — See OAR 166-475-0090(9)

10. Task maintenance: Review and revise when a change affects the task.

11. Exceptions: None

H. Handle payroll discrepancies

BACKUP
The business center retains an updated list of backup personnel for services provided.

PURPOSE
The purpose of this task is to ensure that employees receive accurate paychecks in a timely manner.

BACKGROUND INFORMATION
This task is required to meet OSU’s obligations to provide timely payment of salaries and wages to employees and to ensure that the employees receive all monies due to them. Paycheck errors can be caused by a number of factors, including but not limited to: late or missing timesheet, incorrect pay rates, incorrect time calculations, incorrect FTEs, or lack of an employment record. Completion of this task may require payroll corrections or may require human resources to intervene prior to correction of the pay. The completion process below concerns only those for errors relating to underpayments or overpayments. Based on the employee’s request for review and the information provided, business center payroll personnel will review the documentation relating to the pay amount.
TASK
1. In the event of underpayment of salaries and wages (e.g., not related to employment status, such as incorrect FTE, no open position), business center payroll personnel will:
   a. Determine that an error has been made.
   b. Determine how to correct the issue, gather the necessary documentation, and secure the proper approvals to complete the correction.
   c. Complete the required forms to initiate payment to the employee for the underpayment.
   d. Forward pay correction requests to central payroll for processing and payment.
2. In the event of overpayment of salaries and wages (e.g., not related to employment status, such as incorrect FTE, no open position), business center personnel will:
   a. Determine that an error has been made.
   b. Determine how to correct the issue, gather the necessary documentation, and secure the proper approvals to complete the correction.
   c. Complete the required forms to initiate collection of the overpayment from the employee.
   d. Forward overpayment notification to central payroll for processing and collection.

SIGNATURES/APPROVALS
Approvals are needed from employee supervisors and budget authorities.

SECONDARY INFORMATION
1. Permissions: Business center personnel must be able to access Banner, Nolij, and OSCAR.
2. Forms and samples: Employee Pay in OSCAR, Overpayment Notification in OSCAR
3. Documentation and recordkeeping: Documentation is kept in the business center and central payroll per Oregon University System records and retention guidelines.
4. Checklist or guide: N/A
5. Information sources:
   a. Communication links: N/A
   b. Position/department links: Business center payroll personnel, business center human resources personnel, central payroll personnel, individual employees, the employee’s supervisor
   c. Departmental support: N/A
   d. Web links: OSU Payroll Policy - 701 Payroll Errors
6. System supports: N/A
7. Process map: N/A
8. Timeline: As soon as possible after employee notification
9. Compliance: N/A
10. Task maintenance: N/A
11. Exceptions: N/A

I. Review student timesheets

BACKUP
THE BUSINESS CENTER RETAINS AN UPDATED LIST OF BACKUP PERSONNEL FOR SERVICES PROVIDED.
PURPOSE
This task ensures that student employee pay is attributed to the correct job and index.

BACKGROUND INFORMATION
This task ensures accuracy of payment to employees.

TASK
N/A
SIGNATURES/APPROVALS
Students and supervisors must sign all timesheets submitted.

SECONDARY INFORMATION
1. Permissions: N/A
2. Forms and samples: Student timesheets
3. Documentation and recordkeeping: Documents are kept and filed either by groups or in individual student files.
4. Checklist or guide: Check each timesheet as follows:
   a. Make sure that no whiteout was used on the timesheet.
   b. Compare the timesheet to the records on file for the employee.
   c. Check for overtime:
      1) The easiest way to check for overtime is to check the weekly totals.
      2) Flag (using a sticky note) for overtime only if the weekly hours exceed 40. Be sure to:
         • Put the sticky note on top of the page and write “OTP” or “OTM” on it
           (OTP = 16-31 of previous month; OTM = 1-15 of the current month)
         • Compute OTP/OTM on the timesheet. For example, if an employee worked 41.3 hours in
           week 1, write on the timesheet “OTP = 1.3, (Index) RST (students) or OAP (temps) = 40.
           Note which index pays the overtime. See the sample document included herein.
         • Write the computed OTP and RST amount on the timesheet.
   d. Check the timesheet to make sure that students are not working more than 20 hours per week when
      classes are in session. If the student has worked more than 20 hours in a week, flag the timesheet
      on the top by writing “over 20 hours.”
   e. If the timesheet is missing signatures flag it on right side, writing the person’s name on the edge of
      the sticky note. This step makes it easier when organizing the sheets later.
5. Information sources:
   a. Communication links: N/A
   b. Position/department links: Supervisor of the employee or human resources department/central payroll
   c. Departmental support: Payroll staff, human resources staff
   d. Web links: N/A
6. System supports: Nolij, Banner, Timeclock
7. Process map: N/A
8. Timeline: 15th day of every month
9. Compliance: Oregon University System procedures
10. Task maintenance: N/A
11. Exceptions: The Auxiliaries and Activities Business Center uses a computer-based program that
    uploads and keeps track of employee’s hours, rates, indexes, and jobs. Most departments still use paper
    timesheets.
Section VIII:
FOUNDATIONS
A. Deposit checks and cash into OSU Foundation (OSUF) accounts

PURPOSE
This task deposits cash and checks into OSUF accounts.

BACKGROUND INFORMATION
Individuals or companies can provide funds to a specific foundation equity account for various uses.

TASK
1. Complete the OSUF Cash/Check Deposit Form.
2. Attach the check or cash.
3. Attach backup documents and the postmarked envelope, if available.
4. Send checks through campus mail to the OSUF.
5. Deliver cash directly to the OSUF.

SIGNATURES/APPROVALS
No signatures are required for this action.

SECONDARY INFORMATION
1. Forms and samples: A sample of the form is included in Appendix D.
2. Documentation and recordkeeping:
   a. The original form, cash/checks, backup documents, and postmarked envelope sent to the foundation.
   b. Copies of all the original forms, cash/checks, and documents kept in the business center.
3. Information sources:
   OSUF Cash/Check Deposit Form: http://osufoundation.org/staffresources/campus/deposit.pdf
4. Timeline: Deposits should be made as soon as possible.

B. Reconcile scholarships

PURPOSE
OSU provides numerous scholarship payments to students each term. The reconciliation process ensures the scholarship awards processed through the Scholarship Management System are disbursed to the appropriate students and the OSU FS Index is properly reimbursed by the OSUF. Reconciliation can identify when an award may be in arrears or needs deletion from the Scholarship Management System.

BACKGROUND INFORMATION
Students may not receive payment if an insufficient balance exists in the OSUF scholarship account, student is not registered for sufficient credits, or student is not enrolled the term for which the award was authorized. In addition, the scholarship may be detained in Banner for various reasons and remain unprocessed.

TASKS
1. Reconcile the Scholarship Reconciliation Report:
   a. Review for discrepancies between authorized and disbursed scholarships.
   b. Contact the financial aid office to determine whether action is necessary.
   c. Contact the scholarship plan initiator to make corrections in the plan, as necessary, to match the disbursement, or ask the financial aid office to disburse the authorized amount.
2. Reconcile the Scholarship Reconciliation Report with Scholarship Plans:
   a. Review for discrepancies between disbursed funds and the Scholarship Plans.
b. Review student accounts receivable to determine whether students included in the scholarship plan, but are missing from the reconciliation report, are enrolled.

c. Contact the financial aid office to disburse the scholarship if a missing student is enrolled for sufficient credit hours and meets the other scholarship requirements (e.g., major).

d. Contact the initiator if a student is enrolled but is not registered for sufficient credit hours to either authorize disbursement at fewer credit hours or delete the student from the scholarship plan. If the initiator authorizes the disbursement at fewer hours, ask the financial aid office to disburse the scholarship.

3. Reconcile the Scholarship Reconciliation Report with OSUF Project IDs Account 50100:

   a. Compare the Scholarship Reconciliation Report to the OSUF Project Activity by Account Report. Be sure to include all scholarship detail codes that correlate with the OSUF Project ID. Some project identification codes (Project IDs) are associated with several scholarship detail codes.

   b. If discrepancies are found, wait a week or two before taking action. The OSUF may process a late payment to the FS Account. If discrepancies still exist, contact the OSUF scholarship contact and determine what action is necessary to achieve the reconciliation.

SECONDARY INFORMATION

1. Permissions: Access to the Scholarship Management System, OSUF Report Manager, and DataWarehouse Student Information System accounts receivable are required to perform the reconciliation.

2. Information sources:
   
   Web links:

   a. Office of Budget and Fiscal Planning Scholarship Management System: [https://bfpsystems.oregonstate.edu/switchboard2/login.aspx](https://bfpsystems.oregonstate.edu/switchboard2/login.aspx)

   b. OSUF Report Manager Link (load in Internet Explorer): [https://reports.osuf.oregonstate.edu/Reports/Pages/Folder.aspx](https://reports.osuf.oregonstate.edu/Reports/Pages/Folder.aspx)

   c. DataWarehouse query to SIS AR Account Detail for Student ID Report

3. Timeline: Reconcile the fifth week of the term after student add/drops are completed.

C. Distribute scholarships and awards

PURPOSE

This task submits a request to pay scholarships and awards to students via their student accounts.

BACKGROUND INFORMATION

Scholarships and awards are paid from the Foundation Project to the FS index and disbursed by the financial aid office to the student account. The payment originates in the Scholarship Payment System.

Scholarships are awarded by the scholarship initiator, based on the estimated availability of funds provided by the business center and the scholarship donor agreement. The initiator should notify the students of their awards. The initiator also advises the scholarship originator about the awards that must be entered into the scholarship payment system for processing.

The scholarship originator can begin the payment process for scholarships and awards after receiving notification of awardees and amounts. The originator processes the scholarships through the Office of Budget and Fiscal Planning online system via the Foundation Suite Scholarship Management System (click on Scholarship Authorization/Scholarship Plan/Manage Scholarship Plan).
Scholarship Plans (new or awarded) can be sorted by index or detail code. The awards are listed by fiscal year. To process a new award, click the “New Award” icon for the correct year. To edit an existing award, click the “Edit” icon for the award.

**TASK**

1. To enter the award for a detail code:
   a. Click on the “New” or “Edit” icon.
   b. Select the preferred signer from the pull-down menu.
   c. Verify the enrollment level required for the scholarship (coordinate with the initiator as needed).
   d. Enter awards by student identification number. Awards paid by term; enter the appropriate amount for each term.
   e. Pre-validate the awards.
   f. Click “Next” to forward payment authorization to the approver.

2. When editing an existing plan, add a comment to the note section to assist the approver, the OSUF, and the financial aid office with identifying the changes.

**SIGNATURES/APPROVALS**

The authorized signer for the project approves the awards. After authorized signer approval, the award is processed by the financial aid office and the OSUF.

**SECONDARY INFORMATION**

1. **Permissions:** The originator and authorized signer must have access to the appropriate FS Index in the scholarship payment system.

2. **Forms and samples:** All scholarships and awards are processed in the OSU Scholarship Payment Plan Management System. The awards can be printed from the “PDF” icon.

3. **Documentation and recordkeeping:** The information is stored in the Scholarship Management System for prior, current, and future year awards.

4. **Information sources:**
   - **Web links:** Office of Budget and Fiscal Planning:
     [https://bfpsystems.oregonstate.edu/switchboard2/login.aspx](https://bfpsystems.oregonstate.edu/switchboard2/login.aspx)

5. **Timeline:** Scholarships for the upcoming fiscal year are preferably processed by spring of the current year. Scholarships also can be paid and processed as identified, providing adequate time for awards to cycle through the OSUF and the financial aid office.

6. **Compliance:** Requirements sometimes must be met to qualify a student for certain scholarship awards. Verify the scholarship requirements for the Project ID in the OSUF’s FE System Project ID documents.

7. **Task Maintenance:** Revise when changes occur in the scholarship awards.

8. **Exceptions:** No exceptions allowed. All scholarships and student cash awards must process through the scholarship system. If a prior year award is necessary for a student who has graduated, contact the appropriate people responsible for the budget office Scholarship Management System, OSUF scholarship processing, and financial aid scholarship administration so the award will go through the system.
D. Create/change scholarship detail codes

PURPOSE
This task enables Scholarship Detail Codes be created or changed.

BACKGROUND INFORMATION
A Scholarship Detail Code is necessary to process scholarships through the Scholarship Management System and Banner. Detail codes provide information to the student accounts receivables to identify the scholarship. The detail code is assigned through a correlation with the appropriate OSUF Equity Account (Project ID), which enables the OSUF to provide funds from the correct equity fund to the Scholarship FS Index.

TASK
1. To access the Scholarship Detail Code Create/Change form:
   a. Log in to the Grant Reporting and Foundation Reimbursement Systems with GAP (see link below).
   b. In the Foundation Suite, click on “Scholarship Authorization.”
   c. Click on “Scholarship.”
   d. Click on “Create Detail Code Request.”
   e. Complete the Complete the Detail Request form by following the instructions on the form and then save.
2. To determine the status of the Scholarship Detail Code Request/Change Request:
   a. Log in to the Grant Reporting and Foundation Reimbursement Systems with ONID (see link below).
   b. In the Foundation Suite, click on “Scholarship Authorization.”
   c. Click on “Scholarship.”
   d. Click on “Search Detail Code Request.”
   e. Input search criteria and check status.

SIGNATURES/APPROVALS
The financial aid office will approve and set up approvals in Banner. No signatures needed on the form.

SECONDARY INFORMATION
1. Permissions: Employee must be authorized to use the Grant Reporting and Reimbursement Systems (GRRS) to prepare the form.
2. Forms and samples: Equity Scholarship Detail Code Request (see attachment.)
3. Documentation and recordkeeping: The documentation is maintained in the Scholarship Management System.
4. Information sources: Grant Reporting and Reimbursement Systems login:
   https://bfpsystems.oregonstate.edu/switchboard2/login.aspx
5. Timeline: This task should be completed when a new Scholarship Detail Code is needed.
6. Task maintenance: Review annually at year-end. If a Scholarship Detail Code is no longer used, contact the financial aid office to have it deleted at the beginning of a new fiscal year.

E. OSUF FS Index reimbursements

PURPOSE
The OSUF reimburses approved OSU business-related expenses through the OSU FS Index Reimbursement System. OSU business-related expenses are generally all expenses reflected on OSU financial statements. This includes all expenses related, but not limited to, instruction, research, administration, extension, outreach programs, and campus infrastructure.
BACKGROUND INFORMATION

FS Index is a pass-through to OSUF. The expense paid by OSU is subsequently reimbursed by the OSUF.

TASK

1. Make reimbursement requests:
   a. Log in to the Grant Reporting and Foundation Reimbursement Systems with ONID (see link below).
   b. In the Foundation Suite; click on “Create Reimbursement Request.”
   c. On left side of screen, click on “Reimbursement.”
   d. Click on “Create Reimbursement.”
   e. At the top of the suite, input the FS#### and press Enter.
   g. Click on the green cross in OSU DW Transactions.
   h. In OSUF Reimbursements, input the Project ID and Preferred Signer.
   i. Click “Next.”
   j. Review all inputs.
   k. Click “Submit.”
   l. A document identification code is generated.
   m. The document goes to the Signatures/Approvals “Reimbursement Requests Pending Your Approval” queue for OSU approval.
   n. After approval, the document goes to the OSUF queue.

2. Make changes after request disapproval:
   a. The OSUF will notify the initiator that a request has been disapproved.
   b. In the Foundation Suite, click on “Create Reimbursement Request.”
   c. Under Reimbursement Request Originated By You (in process), the disapproved document status will be flagged in red as “Disapproved.”
   d. Click on “Doc ID” to open the document.
   e. A message from the foundation will be on the document explaining why it was disapproved.
   f. Click “Revise” to make corrections.
   g. Click “Next.”
   h. Review all inputs.
   i. Click “Submit.”
   j. The document goes to the Signatures/Approvals “Reimbursement Requests Pending Your Approval” queue for OSU approval.
   k. After approval, the document goes to the OSUF queue.

SECONDARY INFORMATION

1. Log in: https://bfpsystems.oregonstate.edu/switchboard2/login.aspx#login
2. Permissions: Employees must be authorized to use the Grant Reporting and Reimbursement System (GRRS).
3. Documents and recordkeeping: The documentation is maintained by OSU. OSU employees can search the status of documents in the Foundation Suite, click on “Search Reimbursement Request.”
4. Information sources: In the Foundation Suite, click on “Create Reimbursement Request.”
5. Timeline: This task should be completed shortly after a document posts to FS Index.
6. Task maintenance: Reconcile periodically with the OSUF Project Activity Reports.
F. Request direct payment to the OSUF

PURPOSE
This task processes requests to the OSUF to directly reimburse or process invoice payments for other OSU non-business expenses, which include expenses primarily related to OSU public relations and fundraising.

BACKGROUND INFORMATION
Certain expenses, primarily public relations, fund-raising, and alcohol cannot be processed through OSU’s accounting system due to state or federal regulations. Payments of this type are processed as direct payments from the OSUF. Other types of direct OSUF reimbursable expenses are listed in the OSUF Distribution Policy (see link below).

TASK
Completion of an OSUF Direct Payment Request Form is required after receipt of a reimbursement request, accompanied by original receipts and necessary backup documentation, from a department. The form is found on the OSUF’s website (see link below) and instructions for completing the form are on page 2.

SIGNATURES/APPROVALS
The request form must be signed using a color ink (non-black) pen by an authorized signer. The list of authorized signers for each Project ID is located in the OSU Reimbursement System.

SECONDARY INFORMATION
1. Permissions: No systems permissions needed to complete the Direct Payment Request.
2. Forms and samples: See the sample form in Appendix D.
3. Documentation and recordkeeping: The original form, receipt(s), and backup documentation (e.g., announcement of event, itinerary for hosted candidate) are sent to the OSUF. Copies of the documents retained by the business center.
4. Checklist or guide: Instructions for completing the Direct Payment Request form are found on page 2.
5. Web links: OSUF Direct Payment Request form:
   http://osufoundation.org/staffresources/campus/Direct%20Payment%20Request.pdf
6. Timeline: Requests completed as received and sent to the OSUF through campus mail.
7. Compliance: OSUF Reimbursable Expense Policy:
   http://osufoundation.org/staffresources/campus/distribution/index.php#3
8. Task maintenance: Check in the OSUF Report Manager
   https://reports.osuf.oregonstate.edu/Reports/Pages/Folder.aspx to confirm payment completed.

G. Obtain budget authority for new/changed equity accounts (Project IDs)

PURPOSE
An Equity Account (Project ID) Signature Form must be completed for all new equity accounts (project IDs) and for all changes to the authorized signers to ensure proper budget authority authorizes expenditures.

BACKGROUND INFORMATION
The Equity Account Signature form is necessary to enable the university to use the funds in each OSUF Equity Account (Project ID). An Equity Account Signature form is required for each project number.

TASK
Access the Equity Account Authorized Signer Form:
1. Log in to the Grant Reporting and Reimbursement Systems (GRRS) with ONID (see link below).
   a. In the Foundation Suite, click on “Create Reimbursement Request.”
   b. On left side of screen, click on “Authorized Signer.”
   c. Click on “Create Signer Request.”
   d. Complete the Authorized Signer Request Form by following the instructions on the form. Print the OSUF Equity Account (Project ID) Signature form.
2. Obtain the approver’s signature in colored (non-black) ink.
3. Send the original through campus mail to the OSUF for completion and set up the account in the Grant Reporting and Reimbursement System (GRRS).

SIGNATURES/APPROVALS
Signatures for all OSUF authorized approvers and the holder of the equity account (e.g., dean, director, program head) are required on the signature form. Note that the signers will be in the same order in the reimbursement request drop-down list in the Foundation Reimbursement System.

SECONDARY INFORMATION
1. Permissions: To prepare the form, employees must be authorized to use the Grant Reporting and Reimbursement Systems (GRRS).
2. Forms and samples: Equity Account (Project ID) Signature form (see Appendix D)
3. Documentation and recordkeeping: The documentation maintained by the OSUF. OSU employees can search for the status of forms through the Grant Reporting and Reimbursement System (GRRS) Authorized Signer Tab Search Signer Request. Employees can also search for authorized signers through the Tab Search Authorized Signer.
4. Information sources:
   Web links: Grant Reporting and Reimbursement Systems (GRRS) Login: https://bfpsystems.oregonstate.edu/switchboard2/login.aspx
5. Timeline: This task should be completed shortly after the OSUF notifies the department of a new equity account, when there is a change in authorized signers, removal of signer due to change in position, work assignment or termination, addition of a new or reassigned signer. A list of authorized signers can be requested from the equity account holder.
6. Task maintenance: The task reviews and/or revises when a change of signers occurs.

H. Transfer funds between OSUF equity accounts (project ID)

PURPOSE
This task transfers funds between OSUF project IDs via an approved Foundation Transfer form.

BACKGROUND INFORMATION
Transfers are processed to fund projects with insufficient balances, to reimburse a project (e.g., correct a charged project for an invoice), or to move funds between organizations.

TASK
1. Locate the OSUF Faculty and Staff page (see link below).
2. Click on “Download Fund Transfer Authorization Form.”
3. Enter the date.
4. Prepare the debit entry on the “From” line. Fill in the project number (called “Fund/Org” on the form), project title (labeled “Organization Title”), and the amount you are requesting be charged to the project.
5. Prepare the credit entry on the “To” line. Fill in the project number (called “Fund/Org” on the form), project title (labeled “Organization Title”), and the amount that you are paying or reimbursing to project.


7. Print and send to authorized signer, attach appropriate backup documentation, if necessary.

8. Submit the signed form to the OSUF.

SIGNATURES/APPROVALS

Any authorized signer for the project number on the debited fund can sign the transfer form. Signatures should be in colored (non-black) ink.

SECONDARY INFORMATION

1. Documentation and recordkeeping: The requesting department or business center maintains records for reconciliation.

2. Information sources:
   a. Position/department links: Contact the OSUF regarding transfer status.
   b. Web links: OSUF Transfer Form: http://osufoundation.org/staffresources/forms/

3. Task maintenance: Reconcile the transfer request to the OSUF Project Activity Report.

4. Exceptions: Transfers can be requested via email to the OSUF. Email details (e.g., debit, credit, transaction details) with approval from an authorized signer.

5. Forms and samples: http://osufoundation.org/staffresources/forms/

I. Transfer from an Agricultural Research Foundation (ARF) gift account to an FA gift index

PURPOSE

The purpose of this procedure is to transfer funds from an ARF “gift” account to the departmental “gift” FA Index.

BACKGROUND INFORMATION

Each department has one gift FA Index. It is highly likely that numerous transactions will pass through the gift FA Index from numerous ARF accounts. Activity codes must be used as volume necessitates. Charges made to the FA index, are then reimbursed from the ARF accounts via a Transfer Request form.

TASK

1. Review transactions in the gift FA index.
2. Determine the appropriate ARF accounts for each transaction.
3. Complete an ARF Transfer Request form (see below).
   a. Enter department and current date.
   b. List ARF accounts to transfer from as indicated under “LIST INDIVIDUAL INVOICES.”
   c. Be sure to include activities codes.
   d. Enter the FA index to transfer to under “CHECK PAYABLE TO:”.
   e. Include backup documentation and any special instructions for the transfer(s).
4. Record expense(s) on reconciliation spreadsheet. This should bring your FA balance back to its established level.
5. Send electronically to ARF.
6. Reconcile to monthly ARF reports.

SIGNATURES/APPROVALS

The project leader or designee’s approval must be clearly evident on Transfer Request form or backup documentation. The department head’s signature is not required for electronic submissions.
SECONDARY INFORMATION
1. Forms and samples: A sample of the Transfer Request form is included in Appendix D.
2. Documentation and recordkeeping: Retain a copy of the transfer request with attachments (hard copy or electronic). Keep records for three years.
3. Information sources: For assistance, contact ARF directly: 100 Strand Hall, (541) 737-3228.

J. Transfers between ARF accounts

PURPOSE
The purpose of this procedure is to transfer funds from one ARF account to another ARF account.

BACKGROUND INFORMATION
Sometimes it is necessary to transfer funds between ARF accounts for certain business purposes, and this procedure accomplishes the task.

TASK
1. Receive a request for transfer from a principal investigator.
2. Complete an ARF Transfer Request form.
   a. Enter the correct department and current date.
   b. Check the appropriate “TRAN CODE(S).”
   c. List ARF accounts to transfer from as indicated under “LIST INDIVIDUAL INVOICES.”
   d. Enter ARF account to transfer to under “CHECK PAYABLE TO:.”
   e. Include a business purpose for the transfer(s), and any special instructions.
   f. Include project leader or designee’s signature on the Transfer Request form or attach sufficient documentation to show intent.
3. Record the transfer(s) on the reconciliation spreadsheet.
4. Send the form electronically to the ARF.
5. Reconcile to monthly ARF reports.

SIGNATURES/APPROVALS
The project leader or designee’s approval must be clearly evident on the Transfer Request form or backup documentation. The department head’s signature is not required for electronic submissions.

SECONDARY INFORMATION
1. Forms and samples: A sample of the Transfer Request form is included in Appendix D.
2. Documentation and recordkeeping: Retain copy of the Transfer Request form with backup documentation (hard copy or electronic). Keep records for three years.
3. Information sources: For assistance, contact ARF directly: 100 Strand Hall, (541) 737-3228.

K. Pay vendors from ARF accounts

PURPOSE
This procedure pays vendors directly through ARF as timely and accurately as possible.

BACKGROUND INFORMATION
Per FIS 509-04, ARF expenses processed as direct payments from ARF, except for:
1. Salary and other payroll expenses of all OSU employees, including students;
2. Tax-reportable personnel-related expenses, such as moving expenses;
3. Employee awards equal to or greater than $400, including gift certificates;
4. OSU internal fees (which are processed through journal vouchers);
5. Employee travel reimbursements;
6. Capital equipment purchases equal or greater than $5,000 per item, including vehicles;
7. Building or grounds maintenance expenses, building remodels or construction; and
8. Operations or maintenance cost of OSU-owned or operated facilities, such as communications, custodial, utilities, and so forth.

**TASK**

1. Receive invoice for payment.
2. Complete an ARF Payment Request form.
   a. Enter department and current date.
   b. Check the appropriate “TRAN CODE(S).”
   c. List individual invoices, as indicated.
   d. Enter vendor name and address.
   e. Include a business purpose for the expense(s), and any special instructions.
   f. Include the project leader or designee’s signature on the Payment Request form or invoice, or attach sufficient documentation to show intent.
3. Record the expense on the reconciliation spreadsheet.
4. Send electronically to the ARF.
5. Reconcile to monthly ARF reports.

**SIGNATURES/APPROVALS**

The project leader or designee’s signature must be on either the Payment Request form or the invoice, or sufficient documentation attached to show intent. The department head’s signature is not required for electronic submissions.

**SECONDARY INFORMATION**

1. **Forms and samples:** A sample of the Payment Request form is included in Appendix D.
2. **Documentation and recordkeeping:** Retain copy of payment request, invoice and all other attachments (hard copy or electronic). Keep records for three years.
3. **Information sources:** For assistance, contact ARF directly: 100 Strand Hall, (541) 737-3228.

**L. Make deposits to ARF accounts**

**PURPOSE**

This procedure accurately deposits checks into the correct ARF account and triggers a “Thank You” notification, if appropriate.

**BACKGROUND INFORMATION**

See FIS 509-01 regarding appropriate use of ARF accounts. Revenue received from an OSU activity, or through use of OSU facilities, cannot be deposited into an ARF account.

**TASK**

1. Receive a check payable to the ARF. If check is payable to OSU or OSUF, but has clear documentation that it should be deposited into an ARF account, include documentation with the deposit form and check.
2. Verify the correct account by communicating with the principal investigator.
3. Complete the ARF deposit form, including:
   a. OSU department, account number, account name, project leader, and amount of check.
   b. Check the income box.
c. If the check is a gift, insert the donor name.
   1) This will trigger ARF to send a “Thank You” note to individual donors.
   2) Notes are not sent to businesses unless specifically requested.
   3) If the check is not a gift, leave the box blank.

4. Print the deposit form on green paper.
5. Retain a copy of the deposit form, check, and all other attachments.
6. Record the income on the reconciliation spreadsheet.
7. Walk the check and the deposit form to ARF. Do not send checks through campus mail.
8. Reconcile to monthly ARF reports.

SIGNATURES/APPROVALS

No signatures are necessary for deposits.

SECONDARY INFORMATION

1. Forms and samples: A sample of the deposit form is included in Appendix D.
2. Documentation and recordkeeping: Retain copy of the deposit form, check, and all other attachments (hard copy or electronic). Keep records for three years.
3. Information sources: For assistance, contact ARF directly: 100 Strand Hall, (541) 737-3228.
Section IX:
GRANTS AND CONTRACTS
A. Receive proposals, check budgets, submit proposals to the Office of Sponsored Programs (OSP)

BACKUP
The business center retains an updated list of backup personnel for services provided.

PURPOSE
This task ensures principal investigators have created their proposal budgets following OSU guidelines and rates, and all required documents are included before submitting proposals to the OSP.

BACKGROUND INFORMATION
Funding proposals is paramount to the success of Oregon State University. Principal investigators have varying levels of salary support and many are required to raise funds from external sources. Business center staff assists principal investigators in proposal preparation to help minimize impedances and reduce review and processing time within the OSP. Business center staff interacts directly with the OSP regarding any budget-related issues, which lessens the burden on the principal investigators.

The Office of Post Award Administration (OPAA) uses a budget allocation to setup an index and establish an initial budget. When the budget submitted with the original proposal does not match the amount awarded OPAA will request a new budget allocation from the PI and/or the Grant Accountant. A timely response is vital as an index cannot be established before receipt of the correct budget allocation and OPAA has a limited window of opportunity to allocate disbursements or risk losing the funding.

TASK
1. A principal investigator electronically submits a proposal budget, budget justification, Request for Proposal (RFP) or Program Announcement (PA).
2. Business center staff:
   a. Review budget details, such as salaries, other payroll expenses (OPE), the facilities & administrative (F&A) rate (also referred to as indirect cost or overhead), calculations, etc., and corrects and updates if necessary.
   b. Ensures the budget justification matches the budget and all relevant areas outlined in the justification.
   c. Sends corrected budget to the principal investigator along with any comments about the written justification.
3. After Once the accountant and principal investigator agree on the updates/changes, the principal investigator routes the completed Cayuse SP form, with attachment of budget, budget justification, statement of work, proposal narrative and any sponsor required documents in a pdf format electronically through Cayuse SP for department head and dean approval. NOTE: Cayuse 424 must be used for proposals requiring submission through grants.gov or Fastlane.
4. The proposal will then route electronically to the Office of Sponsored Programs (OSP). After the proposal has been awarded, an index will be established by OPAA. OPAA will request a budget allocation for the award amount if it does not match the submitted proposal budget.

SIGNATURES/APPROVALS
Proposals submitted through Cayuse are automatically routed to the PI, department head and dean for electronic approval.

SECONDARY INFORMATION
1. Permissions: Banner, Financial Information System Data Warehouse, Human Resources Data Warehouse, Nolij and Cayuse.
2. **Forms and samples:** Principal investigators use Microsoft Excel formats to create budgets. Some agencies have their own specific budget forms. Fastlane and Grants.gov will be automatically populated from Cayuse 424 by the OSP.

3. **Documentation and recordkeeping:** Grant proposal records retention is governed by *Grant Proposal Funded Records*, OAR 166-475-0060(5). A copy is included at the end of this section. Grant documents are also retained in the Nolij and Cayuse systems.

4. **Checklist or guide:** The OSP website has a set of proposal budget guidelines that have all the relevant rates and information regarding the proposal process. Individual departments may have specific pay rates or guidelines for graduate students. Check with departmental grant accountants.

5. **Information sources:**
   b. Position/departments links: OSP, OPAA, Budget Office
   c. Departmental support: Principal investigators, dean, dean’s assistant, business center staff, OPAA, OSP, administrative program assistant

6. **System supports:** Microsoft Excel, Microsoft Word, Cayuse, Adobe Acrobat

7. **Process map:** Proposal review and preparation is a very important aspect of Oregon State University and the university strives to provide principal investigators with full administrative/accounting support when it comes to ensuring their funding sources.

8. **Timeline:**
   a. Proposal review time varies greatly and depends on how new the principal investigators are to the process. Reviews can take 30 minutes to several hours, depending on the size of the proposal and other aspects of the process. OSP requires a proposal to be submitted for review at least three days before sponsor deadline.
   b. Providing budget allocations can range from 30 minutes to several hours, depending on the size and complexity of the award.

9. **Compliance:** OSU internal policies, Office of Management and Budget Circulars, and GAAP.

10. **Task maintenance:** Principal investigators formulate their proposal with assistance of the Business Center staff based on proposal guidelines provided by OSP. The guidelines are updated as needed; typically one major update per year is required, and smaller updates are made when required.

11. **Exceptions:** Proposals cannot be submitted without the prior consent of the department chair or dean. OSP will not accept funding without an officially approved proposal.

**B. Review expenditures for appropriateness; process correcting journal vouchers**

**BACKUP**

The business center retains an updated list of backup personnel for services provided.

**PURPOSE**

This task confirms grant expenditures have been authorized by the principal investigator and are allowable in accordance with the executed grant or contract agreement.

**BACKGROUND INFORMATION**

After a grant or contract is awarded and an index is assigned by the OPAA, related expenditures will follow. These purchase transactions will vary in frequency and volume, ranging from a single transaction for the entire grant period to hundreds of transactions within an accounting period. Each grant or contract
includes specific parameters for allowable costs. It is the responsibility of both the business center and the principal investigator or assigned designee(s) to review transactions for appropriateness.

This procedure will ensure that the principal investigator has approved the grant charges processed through the business center and the appropriate documentation obtained to confirm his or her approval prior to the expenditure processing and approval. In addition, this procedure enables business center staff to verify that the expenditure is allowable according to the grant award document.

**TASK**

1. Ensures principal investigator has authorized expenditures, as follows:
   a. Prior to approving any grant-related expenditures for payment, business center approvers will view all scanned documentation to determine sufficient evidence confirming the principal investigator or the appointed designee has acknowledged and approved of the charge (e.g., verifies signature authorization on a corresponding document such as a purchase order, purchase request form, or a specific email acknowledgement).
   b. In the event a charge does not have appropriate documentation confirming the principal investigator’s approval, business center staff sends an email directly to the principal investigator or their designee describing the specific invoice or expenditure details (i.e., vendor name, date, description of the charge, and the amount of the invoice) or attaches pdf copy of invoice or purchase order information and requests approval for payment using specific grant funds (i.e., the appropriate index number and any applicable activity codes). An affirmative email response from the principal investigator or designee will be included as backup documentation in Nolij for the expense.

2. Identify unallowable costs, as follows:
   a. Prior to approving purchase payment, business center staff will verify it does not fall under one of the unallowable cost categories for the grant. Business center staff must determine that costs are applicable to and in support of the specific research project. It might be helpful for business center staff to maintain a spreadsheet listing of unallowable costs for each grant index to refer to during this review process.
   b. If a potentially unallowable item is extensively reviewed, and is determined to be allowable and appropriate, additional document text should be added to substantiate the purchase. In the event an unallowable expense is discovered, the transaction is disapproved and the principal investigator or designee is notified and asked to provide an alternative source of funding.

3. Process correcting journal vouchers, as follows:
   a. When unallowable or unauthorized transactions have been erroneously processed and approved for payment, a journal voucher log or folder should be maintained, with notes and documentation authorizing any corrections needed to be made in the journal transaction. Prior to month-end close, business center staff will process any correcting journal vouchers. During the final close-out period for a grant, all correcting journal vouchers related to grant must be processed as soon as possible and communicated to the OPAA grant accountant assigned to that particular grant.

**SIGNATURES/APPROVALS**
A signature or other acknowledgement by the principal investigator or designee is required prior to approval for payment by the business center.

**SECONDARY INFORMATION**

1. **Permissions:** Business center approvers must have access to and be authorized to approve payments in Banner. They must also have access to the Nolij OPAA module.
2. **Forms and samples:** Purchase Order, Purchase Request, email authorization.
3. **Documentation and recordkeeping:** All purchase transaction documentation scanned and stored in the Nolij accounts payable and payroll online document systems. All allowable and unallowable costs for all grants stated on the grant award documents in Nolij OPAA. Specific allowable and unallowable parameters tracked and listed in separate offline worksheets specific to each area within the business center.

4. **Checklist or guide:** N/A

5. **Information sources:**
   a. *Communication links:* Microsoft Outlook email, Nolij OPAA module, Banner approval queue, internal purchase authority database or spreadsheet
   b. *Position/departments links:* OPAA staff assigned to each specific grant category: [http://oregonstate.edu/fa/businessaffairs/ba/contact#postawards](http://oregonstate.edu/fa/businessaffairs/ba/contact#postawards)
   c. *Departmental support:* Principal Investigators, purchase authority designees, internal supply shop staff, student assistants, office staff and Business Center staff.
   d. *Web links:*  
      Nolij: [https://nolij.ucsadm.oregonstate.edu/NolijWeb/login](https://nolij.ucsadm.oregonstate.edu/NolijWeb/login)  
      OPAA: [http://oregonstate.edu/fa/businessaffairs/node/89645](http://oregonstate.edu/fa/businessaffairs/node/89645)

6. **System supports:** Internal department purchase order forms, purchase request forms

7. **Process map:** Reviewing expenditures for appropriateness is the next critical process after the pre-award phase of the grant life cycle. This process begins as soon as charges begin occurring and continues into the grant close-out process. This process runs parallel to monitoring over/under-spending of grants.

8. **Timeline:** As soon as possible upon receipt of an invoice in the Banner approval queue.

9. **Compliance:**

10. **Task maintenance:** Review the task at least annually. Also, review when new grants or contracts are added or amended, when certain allowable and unallowable expenses change, and when university, state, and/or federal policies and laws change.

11. **Exceptions:** Purchasing card, auto-pay vendors, and intercampus charges processed by other outside departments by way of a journal voucher should be monitored separately during the monthly reporting process.

C. **Monitor grant funds for over/under-spending and process correcting journal vouchers**

   **BACKUP**
   The business center retains an updated list of backup personnel for services provided.

   **PURPOSE**
   This task ensures grant spending does not exceed or fall short of the approved budget at a grant’s end date.

   **BACKGROUND INFORMATION**
   After a grant is awarded and OPAA assigns an index to the award, the principal investigator may begin spending these funds. Although the approved budget is loaded into the Banner system, spending limits are not regulated or controlled by the accounting system. This task is the responsibility of both the purchaser
(principal investigator or designee) and the business center staff. Therefore, careful review and monitoring of grant spending on a monthly, weekly, and even daily basis becomes critical to maintaining spending levels within the approved grant budget.

TASK

1. Perform daily/weekly reviews, as follows:
   a. Prior to reviewing grant expenditures submitted for payment, the business center staff runs a grant budget report from Banner (FRIGITD), Appworx system (FZRGRNT, FRR0060, or FRR0090), or using another online grant reporting tool (GRRS-Grant Reporting and Reimbursement System). Business center staff will verify the overall grant balance to ensure there is adequate funding available prior to submitting or approving the expenditure for payment. In addition, business center staff should verify budget line item balances are within an allowable variance. Generally, the maximum overage is 10 percent of the line item budget, but this restriction may vary depending on the granting agency (see Office of Management and Budget Circular A-110, subpart C25).
   b. When determining if a grant has an adequate balance remaining to cover the cost submitted for payment, business center staff must consider that the balances reported by Banner may not include the following potential costs that could be charged to the grant for the period:
      1) Monthly salary and wages,
      2) Graduate tuition,
      3) Other payroll expenses,
      4) Pending charges (e.g., intercampus journal vouchers, purchasing card transactions, and auto-payment vendor charges), and
      5) Applicable overhead costs.
   c. After business center staff has calculated an adequate estimated reserve, they can determine if the amount of the expenditure plus this reserve is within the available balance shown on the Appworx (FZRGRNT, FRR0060, FRR0090 reports, Banner form FRIGITD or GRRS-Grant Reporting System). If the total of all anticipated expenditures exceeds the available balance, business center staff must immediately notify the principal investigator and make arrangement to discuss a modified spending plan.

2. Perform monthly reporting and analysis, as follows:
   a. Each month after the accounting period has closed, business center staff will run monthly reports for each grant index for delivery to the principal investigator (see Procedure #D Monthly Grant Reporting).
   b. After monthly grant reports are generated, prior to sending out to each principal investigator, business center staff will review each of the grant balances in relation to the grant ending dates. For grants that end within the next three months, business center staff will perform the following analysis:
      1) Determine planned future costs for the remaining months of the grant period of performance (e.g., salary, wages, tuition, other payroll expenses, planned travel, equipment, contracts, etc.).
      2) Calculate the remaining spendable balance (i.e., the Banner available balance minus planned future costs minus indirect costs equals the remaining spendable balance).
      3) Clearly communicate to the principal investigator what can be spent for the remaining periods before the grant closes.
      4) If there is a negative spendable balance, the accountant will immediately communicate with the principal investigator about the situation and identify any possible options that would prevent overspending on the grant.
5) If large balance remains, ask the principal investigator if the intention is to request a no-cost extension for grants or an amendment for contracts.

c. For grants that do not have an ending date within the next three months, business center staff will perform a higher-level analysis by simply ensuring that the available balance appears reasonable in relation to the number of months remaining on the grant. This might include a simple calculation of monthly spending that would need to occur to reach the total budgeted amount for the grant. If the grant appears to be significantly off the mark, business center staff will note this for the principal investigator via the monthly reporting and inquire about whether or not an adjustment to the spending plan will be required.

3. Processing correcting journal vouchers, as follows:
   a. For transactions discovered during the daily/weekly review or the monthly reporting process that require corrections, a journal voucher log or email folder should be maintained including notes and JV documentation to be entered into Nolij BA Payables module or documentation authorizing any corrections made in the journal voucher transaction.
   b. Prior to month-end close, business center staff will process each correcting journal voucher.
   c. During the final close-out period for a grant, all correcting journal vouchers related to that grant must be processed as soon as possible and communicated to the OPAA grant accountant assigned to that particular grant.

SIGNATURES/APPROVALS

Spending must be approved by the principal investigator or by the designated with budget authority.

SECONDARY INFORMATION


2. Forms and samples: Example monthly reporting packet, sample email of communication to principal investigators

3. Documentation and recordkeeping: Grant reporting packets are filed by business center staff and kept for reference only. Email correspondence with the principal investigators must be saved on a business center share drive for use as backup documentation and attached to any resulting journal vouchers or labor distributions. Backup documentation loaded into Nolij A/P for Journal Vouchers, Nolij Payroll for labor distributions.

4. Checklist or guide: N/A

5. Information sources:
   a. Communication links: Microsoft Outlook email for all grant principal investigators.
   b. Position/departments links: Principal investigators assigned to grants within the department.
   c. Departmental support: Departmental office managers
   d. Web links: Nolij login: https://nolij.ucsadm.oregonstate.edu/NolijWeb/login
      Banner Appworx login: http://banner.oregonstate.edu/, GRRS (MyOSU portal link https://myosu.oregonstate.edu/web/myosu1/)

6. System supports: Business center internal designated reports and budget office grant reports

7. Process map: Monitoring grant over/under-spending occurs after the pre-award phase of the grant life cycle. This process becomes more critical as the grant gets closer to the closing date or a zero balance. This process runs parallel to reviewing expenditures for appropriateness.

8. Timeline: Daily/weekly review occurs prior to any approvals for payment of any grant-related expenditure in the Banner accounting system. Monthly reporting and analysis occurs after the month-
end close and before the payroll time-entry period (i.e., approximately the 16th to the 18th day of the month).

9. **Compliance:** [http://www.whitehouse.gov/omb/circulars_a110](http://www.whitehouse.gov/omb/circulars_a110)  
   [http://oregonstate.edu/fa/manuals/gcg/000]

10. **Task maintenance:** As grants or contracts are added, amended or closed out, this procedure will adjust accordingly. When funding is added or de-obligated, it is critical that business center staff immediately adjust the records to reflect these changes because Banner system reports may be delayed.

11. **Exceptions:** N/A

### D. Provide financial reports to principal investigators; maintain open/closed list of sponsored projects

**BACKUP**

The business center retains an updated list of backup personnel for services provided.

**PURPOSE**

To provide current grant/index operating results to principal investigators and verify expenditures charged to the index are accurate.

**BACKGROUND INFORMATION**

To meet the compliance requirements of Office of Management and Budget circular A-21 Subpart C, and Office of Management and Budget circular A-110 subpart C and D, the principal investigator must monitor the costs charged to sponsored awards on a regular basis and ensure they are reasonable, allocable, and consistent. Grant operating results must be conveyed to the principal investigator on a regular basis so financial decisions can be made.

**TASK**

Review the current financial status of grants by reviewing charges on a regular basis for accuracy, applicability, and conformance to grant specifications, and present results/analysis to the principal investigator, as follows:

1. Maintain, print or save on shared drive, and distribute the open/closed index (grant) list to users.
2. Prepare an index report, detailed labor/other payroll expenses report, and detailed transaction report, and distribute monthly or quarterly to principal investigators for verification and approval.
3. Meet with principal investigators regularly to review charges and financial performance.
4. Utilize web-based GRRS index reports, DataWarehouse reports, and Banner and Appworx reports.
5. Business centers may require the use of web-based interactive index reports. Business center staff should request that principal investigator verify labor and other payroll expenses to ensure they are charged to the correct indices, and meet with principal investigator to review results.

**SIGNATURES/APPROVALS**

Principal investigators must review and verify expenditures charged to a sponsored award.

**SECONDARY INFORMATION**

1. **Permissions:** OPAA staff monitors indexes for appropriate charges, and are authorized to edit OSU policies and procedures on award management.
2. **Forms and samples:** Various reports developed by business center staff, Data Warehouse, Banner, and Appworx reports, and GRRS.
3. **Documentation and recordkeeping:** Reports must be retained for five years from the date of submission of the final report to the sponsoring agency per Oregon Secretary of State Archives Division: [http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_300.html](http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_300.html)
4. **Checklist or guide:** OPAA, Office of Business Affairs Finance & Administration web sites; Oregon University System and OSU policies; Office of Management and Budget Circulars A-21 & A-110

5. **Information sources:**
   a. *Communication links:* Principal investigators, OPAA
   b. *Position/departments links:* The OPAA grant accountant who is assigned to a particular grant
   c. *Departmental support:* Principal investigators
   d. *Web links:*
      - OSU Policy Handbook: [http://oregonstate.edu/fa/manuals/fis](http://oregonstate.edu/fa/manuals/fis)
      - Office of Business Affairs website: [http://oregonstate.edu/fa/businessaffairs/node/89596](http://oregonstate.edu/fa/businessaffairs/node/89596)
      - OPAA website: [http://oregonstate.edu/fa/manuals/gcg](http://oregonstate.edu/fa/manuals/gcg)
      - Office of Sponsored Programs website: [http://oregonstate.edu/research/osp/index.htm](http://oregonstate.edu/research/osp/index.htm)

6. **System supports:** Microsoft Excel spreadsheet reports, Data Warehouse reports, web-based GRRS index reports, Banner and Appworx Grant Reports.

7. **Process map:** Providing reports for principal investigators typically starts within a month, and no later than quarterly after an award start date, and lasts throughout the close-out process.

8. **Timeline:** Monthly or quarterly

9. **Compliance:** Circular A-21 & A-110, Oregon University System and OSU internal policies, Oregon Secretary of State Archives Guidelines, and sponsor requirements

10. **Task maintenance:** Monthly or quarterly

11. **Exceptions:** N/A

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E. **Complete and scan American Recovery and Reinvestment (ARRA) reports**

**BACKUP**

Each business center has a list of personnel who perform and backup the required duties.

**PURPOSE**

OPAA must submit ARRA quarterly reports to the State of Oregon by 3:00 pm, on the 7th day of each month following the close of the quarter. The State of Oregon will submit the reports on behalf of the university.

**BACKGROUND INFORMATION**

The American Recovery and Reinvestment Act of 2009 focused on rebuilding America’s economy. Oregon State University uses competitive ARRA grant funds to strengthen its research enterprise, create jobs, train students, and develop innovative technologies. These funds boost the economy through direct employment, facilities construction, and purchases of supplies and materials. Quarterly reports are required under Section 1512 of the act.

**TASK**

Every Tuesday, a list of weekly expenditures is emailed (as PDF files) to each principal investigator awarded ARRA grants. The email is sent with the option to check the “Accept” button in Microsoft Outlook if all the transactions are correct. If the user uses an email program other than Outlook, an “Approved” response is requested. If changes are necessary, it is the principal investigator’s responsibility to inform business center staff immediately so corrections can be made.

Each financial quarter, business centers provide the principal investigator with a report including the hours worked for each individual on the project. The principal investigator uses this data, plus the information
about quarterly activities/project description, project status, description of jobs funded, and primary place of performance, to complete the standard ARRA template provided by OPAA.

SIGNATURES/APPROVALS
Principal investigators must respond weekly to inquiries from business centers regarding the correctness of charges that have posted to their grant. Principal investigators must submit their monthly ARRA report directly to OPAA via email.

SECONDARY INFORMATION
1. Permissions: The OPAA notifies the business centers about any changes to the policy and procedures for ARRA reporting.
2. Forms and samples: The ARRA reporting form is emailed to principal investigators from OPAA prior to the close of every quarter. An example of how the form is completed can be provided by the business center that supports the principal investigator.
3. Documentation and recordkeeping: Original documentation scanned in Nolij and retained by the unit for one year.
4. Checklist or guide: N/A
5. Information sources:
   a. Communication links: Business centers communicate by email weekly with each principal investigator that has an ARRA account. OPAA also communicates on a quarterly basis to let the principal investigator know that their ARRA report must be submitted.
   b. Position/departments links:
      http://oregonstate.edu/fa/bc/
      http://oregonstate.edu/fa/businessaffairs/staff/postawards
   c. Departmental support: Business center employees http://oregonstate.edu/fa/bc/
   d. Web links: http://oregonstate.edu/fa/businessaffairs/staff/postawards
6. System supports: Banner payroll forms used to pull hours worked by each individual on the project and the information is emailed to the principal investigators.
7. Process map: N/A
8. Timeline: Expenditures monitored and approved weekly. To meet the State of Oregon’s deadline of the 7th day of the month following the close of each quarter, principal investigators are required to submit their reports to ARRA.Reporting@oregonstate.edu (with the index included in the subject line) by the 30th day of the month.
10. Task maintenance: Review annually or as policies, procedures, or laws change.
11. Exceptions: N/A

F. Monitor cost sharing

BACKUP
The business center retains updated list of backup personnel for services provided.

PURPOSE
This task ensures cost-share requirements of sponsored agreements are proposed, accounted for, and reported in a manner consistent with the requirements set forth in federal regulations (i.e., the Office of Management and Budget Circulars A-110 and A-21) and cost accounting standards.
BACKGROUND INFORMATION

Cost share monitoring is necessary to ensure:

1. Expenditures are necessary and reasonable for a project’s objectives.
2. Expenditures are allowable and allocable.
3. Expenditures incurred during the effective dates of the award.
4. If the mandatory cost share not met, an award will be reduced proportionally. The proportional amount of cost share not met will be charged to the department as a cost overrun. The same amount will be returned to the sponsor.
5. University resources are not used beyond the minimum allowed and yet meet the needs of the commitment.

TASK

1. Review cost share commitments for a sponsored award by:
   a. Reviewing Nolij-OPAA documents for the proposal, sponsor award, and index set-up.
   b. Reviewing the cost share budget index set-up in Banner (FGIBDST screen).
   c. Running FIS Data Warehouse queries (i.e., Cost Share Detail for Grant or Index, Cost Share Summary for Grant or Org).

SIGNATURES/APPROVALS

Cost share expenditures must be reviewed and approved by the grant’s principal investigator or designated person with budget authority.

SECONDARY INFORMATION

2. Permissions: OPAA staff authorized to edit OSU policies/procedures for cost share management.
3. Forms and samples: Cost Share from Outside Sources form:  
   http://oregonstate.edu/fa/businessaffairs/sites/default/files/cost_share_outside_sources.pdf
4. Documentation and recordkeeping: Records retention varies among different types of sponsored research documents and agencies. Retention rules under Oregon Secretary of State is typically five years after a final financial report is submitted and an account is closed, unless otherwise specified by the agreement terms. Nolij is the official record retention system for OSU. Paper copies must be retained up to one year.

   Refer to Oregon Secretary of State Archive Rules, section 166-475-0060 Grants and Research Records.  
   http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_300.html
5. Checklist or guide: Business centers will request principal investigator (i.e., budget authority) approval for cost share expenditures (e.g., direct pays, cost transfers (i.e., journal vouchers, labor redistribution), PAR Form certification). Business centers send regular cost share reports to principal investigators for review and approval of expenditures. Business centers generate FIS Data Warehouse cost share reports to monitor all cost share commitments for a unit.
6. Information sources:
   a. Communication links: Business centers communicate cost share commitments to principal investigators. Business centers coordinate with principal investigators to obtain their review and approval of cost share expenditures. Business centers advise and coordinate with principal investigators and OPAA regarding documentation of cost shares from outside sources.
   b. Position/departments links: OPAA:  
      http://oregonstate.edu/fa/businessaffairs/ba/contact#postawards
   c. Departmental support: Business center staff:  
      http://oregonstate.edu/fa/businessaffairs/staff
   d. Web links:  
      http://www.whitehouse.gov/omb/circulars_a110#23  
      http://www.whitehouse.gov/omb/circulars_a021_2004/
7. **System supports:** Send copy of cost share information data warehouse reports to principal investigators monthly (or not less than quarterly) and file reports in cost share folder by the principal investigator’s name.

8. **Process map:** Cost share monitoring is necessary to ensure terms of the sponsored agreement are met. Cost share expenditures should be given the same level of scrutiny as grant/contract expenditures when reviewed and approved. Cost sharing could affect a unit’s level of effort and overall budget.

   OPAA establishes a separate index to track cost sharing in Banner. The cost share fund and index identified with the original award. Cost share fund and index linked to an organizational general fund index. Charges made directly to the cost share index unless documented by an outside source form. Banner FIS automatically makes a transfer from the general fund index to the cost share index to cover the charges.

9. **Timeline:** Expenditures are incurred during the effective dates of the award and the cost shares are monitored monthly (no later than quarterly) during the award period.

10. **Compliance:** Office of Management and Budget Circular A-110 Subpart C-Post-Award Requirements, section 23, and Budget Circular A-21; Cost Accounting Standards for Educational Institutions, Parts 9905.501; 9905.502; 9905.503; 9905.504; 9905.505 and 9905.506

11. **Task maintenance:** Review annually.

**G. Manage Personal Activity Report (PAR) forms**

**BACKUP**

Each business center has a list of personnel who perform and backup the required duties.

**PURPOSE**

This task ensures proper management of Personnel Activity Report (PAR) forms, which are completed quarterly to review labor distributions and to meet Office of Management and Budget Circular A21 regulations.

**BACKGROUND INFORMATION**

PAR forms are required under Office of Management and Budget Circular A21 for universities receiving federal restricted funds, including Hatch, Multi-State, McIntire-Stennis, and Smith Lever funds. Failure to maintain accurate and up-to-date PAR forms can result in the loss of future funding and/or the return of funds already received. PAR forms are reviewed during a sponsored research audit.

**TASK**

PAR instructions, logs, and forms are emailed to the PAR coordinator at the end of each quarter. PAR forms are reviewed and corrected if needed. When a correction is made, a copy of the PHRLRAR Appworx report or Labor Distribution is attached to the corrected PAR form. The original signed PAR form and any backup documents must be scanned into Nolij by the date provided by the OPAA accountant.

**SIGNATURES/APPROVALS**

If no changes are required, or when any necessary changes noted on the PAR form and the appropriate paperwork sent to the payroll office, business center employees should ask the employee, the principal investigator, or a lab manager to sign and date the PAR form. Only those with first-hand knowledge of the effort performed (i.e., employee, principal investigator, or direct supervisor) should sign the PAR form. *In the case of an NSF audit, signatures from anyone else would likely result in an audit finding. Once the form has been signed as correct, no further payroll changes should be made for that quarter.* If new changes are found to be necessary, revised PAR forms for all affected quarters with new original signatures must be completed.
SECONDARY INFORMATION

1. **Permissions:** OPAA notifies the business centers for changes to the policy and procedures for PAR form processing.

2. **Forms and samples:** PAR instructions, logs, and forms provided by OPAA. Appworx (PHRLRAR) and Labor Distribution forms attached to PAR forms that have been corrected.

3. **Documentation and recordkeeping:** The original signed copy of the completed PAR form, along with copies of the backup documents, should be retained by the PAR coordinator for one year. PAR forms scanned into Nolij once they are approved and signed. If a correction is made, the PAR must be rescanned.

4. **Checklist or guide:** Grant, Contract and Gift Accounting Manual: http://oregonstate.edu/fa/manuals/gcg/211

5. **Information sources:**
   a. *Communication links:* PAR form coordinators receive email from OPAA.
   b. *Position/departments links:* http://oregonstate.edu/fa/businessaffairs/staff/postawards
   c. *Departmental support:* OPAA, business center PAR coordinator, principal investigators, lab managers, and employees
   d. *Web links:* http://oregonstate.edu/fa/manuals/gcg/211
      http://www.whitehouse.gov/omb/circulars_a021_2004#j

6. **System supports:** Appworx FRR0260 (PAR forms status report) is an audit report to verify that PAR forms have been scanned in Nolij.

7. **Process map:** PAR forms are time sensitive and a high priority. The business center staff person assigned to the PAR task has the responsibility for scanning all PAR forms in Nolij by the OPAA deadline.

8. **Timeline:** OPAA emails the PAR coordinator approximately two weeks following the end of a quarter. PAR forms must be signed and scanned by the date provided by OPAA (usually two months).

   **Task maintenance:** Review annually or as OSU, State of Oregon, or federal policies, procedures, and laws change.

10. **Exceptions:** N/A

H. Manage fellowships and participant support

**BACKUP**
The business center retains updated list of backup personnel for services provided.

**PURPOSE**
This task enables business center staff to serve as an accounting liaison ensuring the payments made to, or on behalf of, fellows and participants are made according to the terms of the agreement.

**BACKGROUND INFORMATION**
Fellowships and participant support awarded to encourage the academic research experience of the recipient and to enhance the university.

Participant support costs are the direct cost allowances made to or on behalf of an individual who is engaged in training and/or research in a specific field or program. Generally, these costs funded by grants and/or contracts. Participants may include students, visiting scholars, scientists, workshop attendees,
although when attending a training program, a participant must be an individual who is involved as a student. OUS employees cannot be paid as participants.

Fellowships are generally supported by a granting agency and offered to graduates or post-graduate students for the purpose of completing the training necessary in their area of interest without having to take an additional job outside their field. Fellowships awarded to students and post-doctoral faculty are typically paid as stipend payments and are awarded either to the institution or to an individual student or post-doc by a sponsoring agency. Fellowship stipends considered a financial resource by the OSU Office of Financial Aid and Scholarships, and thus may affect the student’s financial aid. Stipends that are paid to students involved in training or a sponsored program and the student/fellow is expected to participate in the training program or research project. This payment is not salary, but is meant to help defray general living expenses. Individuals paid on stipends are not required to complete time/effort documentation (unless required by a sponsoring agency) and do not have an employer-employee relationship with the university. Since no employer-employee relationship exists, fellowship recipients do not qualify for benefits associated with graduate appointments. Recipients of sponsored awards, however, may receive benefits as specified in the award terms.

**TASK**

Depending on the terms of agreement of the award, stipends are initiated and/or processed at either department level or through OPAA, contingent on the number of payments the student/fellow is to receive and the U.S. residential status of the individual. Although OPAA processes recurring, long-term payments; OSU tuition payment; and OSU health insurances reimbursements, the business center is responsible for processing these participant costs:

1. Short-term (three months or less) stipend payments
2. Costs associated with attending a conference
3. Direct costs for research supplies, such as allowable payments made to a vendor or reimbursement of research expenses made to the individual

For the purpose of tracking/auditing participant support costs, payments made must be linked to the participant by referencing the name of the participant (do not include student ID numbers) in the description line and/or document text. Appropriate account codes (i.e., 55xxx, 2863x) should be used to reflect the tax reportable status and must be appropriate to the funding source.

**SIGNATURES/APPROVALS**

Reimbursement request forms must be signed by the participant, supervisor/principal investigator or person with delegated budget authority. Other vendor payments must be signed or otherwise acknowledged by the fellow, principal investigator, designated budget authority prior to approval for payment by the business center.

**SECONDARY INFORMATION**

1. **Permissions:** Access to Banner grant reporting, Data Warehouse Financial, Nolij OPAA module
2. **Forms and samples:** Travel reimbursement request (TRES-accessible through MyOSU portal): [http://oregonstate.edu/fa/businessaffairs/sites/default/files/reimbursement_request.pdf](http://oregonstate.edu/fa/businessaffairs/sites/default/files/reimbursement_request.pdf)
   Direct deposit memo: [http://oregonstate.edu/fa/businessaffairs/sites/default/files/fellowships_dir_deposit_memo.pdf](http://oregonstate.edu/fa/businessaffairs/sites/default/files/fellowships_dir_deposit_memo.pdf)
3. **Documentation and recordkeeping:** N/A
4. **Checklist or guide:** Purchase transaction documentation scanned and stored in Nolij.
5. **Information sources:** OPAA and
   http://oregonstate.edu/fa/businessaffairs/staff/opaa/fellowships
   http://oregonstate.edu/fa/manuals/gcg/208
   FIS 410-32 Participant Support Costs
   OUS Fiscal Policy Manual

6. **System supports:** OPAA

7. **Process map:** In general, monitor grant/fellowship expenditures during the life cycle of the account.

8. **Timeline:** Process vendor payments daily; review occurs prior to any approvals for payment of any grant-related expenditures in the Banner accounting system. Review and report grant status monthly.

9. **Compliance:** Allowable costs should be stated in the award documents that are scanned in Nolij.
   Procedures must comply with Office of Management and Budget Circular A-21, subpart J, section 45,
   Scholarships and student aid costs: http://www.whitehouse.gov/omb/circulars_a021_2004/.

10. **Task maintenance:** Review monthly and again prior to grant closing.

11. **Exceptions:** N/A
Section X:
BUDGETING AND REPORTING
A. Complete budgeting and reporting functions

BACKUP
See specific business center policies/processes regarding who performs budgeting and reporting functions and who serves as backup for the task. The business center retains an updated list of backup personnel for services provided.

PURPOSE
This section provides guidance on how and where to find information on OSU budgeting and financial reporting. This includes, but is not limited to:

1. Preparing general and self-sustaining fund budgets reports (standard and ad hoc);
2. Reporting results of operations on all funds, including presentations and discussions;
3. Preparing projections, historic data, and variance reports upon request;
4. Analyzing financial activity and managing funds;
5. Preparing correcting journal vouchers and budget journal vouchers;
6. Preparing manual encumbrances and adjustments;
7. Collecting information and submitting course/external/internal fee proposals; and
8. Handling meetings with fund managers or designees (e.g., to review projects, discuss purchasing issues, meet with graduate students).

BACKGROUND INFORMATION
Financial budgeting and reporting are critical financial tasks performed by the business centers for their colleges/departments/units-customers. The financial budgeting and reporting functions at OSU vary widely based on the business center performing the function and the college/department/unit/customer involved. Accordingly, this document attempts to identify only common budgeting and reporting practices that are consistent across OSU.

TASK
1. Budgeting: Guidance/instructions from the Office of Budget and Fiscal Planning are found at:
   d. Self-supporting budget preparation: http://oregonstate.edu/budget/self-support-units
2. Reporting: Although some “canned” reports are available through Banner/Appworx/Data Warehouse/BI Query (see Forms & Samples below), most business centers choose to pull data from multiple sources and generate their own business center-specific reports to meet their customers’ needs. Additional reporting resources are available from the Office of Budget & Fiscal Planning Online Systems: http://oregonstate.edu/budget/view/online-systems

SIGNATURES/APPROVALS
Signatures are needed to obtain system access to the various software applications used for budgeting and reporting, but budgeting and reporting functions do not require signatures/approvals.

Although budgets and reports are not explicitly approved or signed, they typically require college/department/unit/committee/customer approval.

Budget journal vouchers require standard Banner approval, as described in the journal voucher documents referenced below:
a. Budget journal voucher “how to” slideshow:
b. Cost transfer journal vouchers:
   http://oregonstate.edu/fa/businessaffairs/sites/default/files/BC_JV_Approvers-OCT_2010_0.pdf

SECONDARY INFORMATION

1. Permissions:
   a. Banner access
      1) Instructions: http://oregonstate.edu/is/services/enterprise-computing/admin-systems/request-for-access
      2) Form: http://oregonstate.edu/dept/computing/banner/univacc.pdf
      3) Login: http://banner.oregonstate.edu/

   b. Data Warehouse (BI Query) access
      1) Instructions: http://oregonstate.edu/is/services/enterprise-computing/admin-systems/request-for-access
      2) Form: http://oregonstate.edu/dept/computing/banner/univacc.pdf
      3) Login: http://oregonstate.edu/is/services/enterprise-computing/business-intelligence/osu-data-warehouse

   c. Document and transaction lookup tool access
      2) Form: http://oregonstate.edu/dept/computing/banner/univacc.pdf

   d. Appworx access
      1) Instructions/tutorial: http://oregonstate.edu/is/training/admin-systems-training/basic-training/appworx
      2) Form: http://oregonstate.edu/dept/computing/banner/univacc.pdf
      3) Login: http://banner.oregonstate.edu/

   e. Grant reporting and reimbursement systems (GRRS)
      1) Public site: https://bfpsystems.oregonstate.edu/OpenReport/IndexLookup.aspx
      2) Restricted site Login:
         https://login.oregonstate.edu/cas/login?service=https%3a%2f%2fbfpsystems.oregonstate.edu%2fbfponline%2fDefault.aspxFinancial Edge accounting software

      1) Financial Edge access policy:
      2) Financial Edge user training manual:

2. Forms and samples:
   a. Budgeting
1) Initial budget worksheets: [http://oregonstate.edu/budget/budget-development](http://oregonstate.edu/budget/budget-development)

2) Quarterly Projections Instructions & Forms - [http://oregonstate.edu/budget/budget-development](http://oregonstate.edu/budget/budget-development)
   - Education and general funds
   - Statewide public services
   - Auxiliary
   - Service centers


b. Reporting (Consult Business Center for specific processes and forms. Some useful “canned” reports are located in the systems indicated below.)
   1) Appworx
      - FRR0060 or FRR0090: General Ledger Summary Report. This report is used by OPAA and sent to funding agencies along with their OSU invoice.
      - FWRVLR: Journal Voucher Listing Report

2) Banner
   - FGIBDSR: View budget, expenses, encumbrances by index
   - FGITBSR/FGITBAL: View beginning and current fund balances
   - FRIGITD: View budget, expenses, encumbrances by grant and index

3) Data Warehouse
   - General Ledger Fund Balance: Displays beginning and current fund balances for a prompted fund
   - Operating Ledger Consolidated Operating Statement: Displays budget, accumulated expenses by type, and encumbrances for a prompted index
   - Operating Ledger (Multi Year) Cost Share Detail for Index: Displays summary of cost share budget and commitment met
   - Various other transaction, payroll, and operating queries are run to create business center-specific and ad hoc reports provided to the different units throughout OSU.

3. Documentation and recordkeeping: Determine methods as the need arises, or see specific business center policies/processes.
   a. FIS Record Retention: [http://oregonstate.edu/fa/manuals/fis/1200](http://oregonstate.edu/fa/manuals/fis/1200)
   b. Archives and records management: [http://archives.library.oregonstate.edu/handbook/index.html](http://archives.library.oregonstate.edu/handbook/index.html)

4. Checklist or guide: See specific business center policies/processes.

5. Information Sources:
   a. Office of Budget and Fiscal Planning
      1) Homepage: [http://oregonstate.edu/budget/](http://oregonstate.edu/budget/)
      2) Budget forms and instructions (i.e., other payroll expense tables, budget calendar, budget journal voucher/change forms and instructions): [http://oregonstate.edu/budget/budget-development](http://oregonstate.edu/budget/budget-development)
      3) Office of Budget and Fiscal Planning staff directory: [http://oregonstate.edu/budget/view/contacts](http://oregonstate.edu/budget/view/contacts)
      4) Management reports: [http://oregonstate.edu/budget/view/management-reports](http://oregonstate.edu/budget/view/management-reports)
         - Monthly: [http://oregonstate.edu/budget/view/management-reports](http://oregonstate.edu/budget/view/management-reports)
5) OUS budget process description document:
   http://oregonstate.edu/budget/sites/default/files/budgetprocesses.pdf

b. Office of Sponsored Programs:
   1) Grant proposal development: http://oregonstate.edu/research/osp/index.htm
   2) Grant budgeting rates and guidelines: http://oregonstate.edu/research/osp/submission/rates.htm

c. Student incidental fees budget guidelines: http://oregonstate.edu/sifc/

6. **System Supports:** See Permissions section above.

7. **Process Map:** See specific business center policies/processes.

8. **Timeline:** See specific business center policies/processes. See OSU budget calendar link above.

9. **Compliance:**
   c. Office of Budget and Fiscal Planning: http://oregonstate.edu/budget/
   e. OUS Banner & Data Warehouse User Access Procedures: http://www.ous.edu/dept/cont-div/policy/cobpp/10-05%20

10. **Task maintenance:** See specific business center policies/processes.

11. **Exceptions:** See specific business center policies/processes.
Section XI:
OTHER TOPICS
A. Scan documents into Nolij

BACKUP

THE BUSINESS CENTER RETAINS AN UPDATED LIST OF BACKUP PERSONNEL FOR SERVICES PROVIDED.

PURPOSE

This task enables the ability to view digital documents for approval and store documents for required retention and auditing purposes.

BACKGROUND INFORMATION

Historically, university departments and units were required to keep paper files in the event of an audit and/or for reference purposes. The Nolij scanning system allows the university to keep digital copies in a central place so anyone, with the appropriate credentials, can access the documents.

TASK

1. Log in to: https://nolij.ucsadm.oregonstate.edu/NolijWeb/login/ using ONID credentials.
2. Choose the appropriate module according to the individual business center’s responsibilities.
3. Scan documents into Nolij under the correct document number or OSU identification number.
   Modules include:
   a. Accounts payable: Invoices, journal vouchers, Z-doc (purchasing card) backup, purchase orders (by Banner document number)
   b. Payroll: Processed labor redistribution forms (by employee identification number)
   c. Office of Post Award Administration (OPAA): Signed Personnel Activity Reporting (PAR) forms (by employee identification number) and American Recovery and Reinvestment Act weekly transaction reports (by index)
   d. PCard: Purchasing card statements only; no backup of individual expenses (by purchasing card number)

SIGNATURES/APPROVALS

N/A

SECONDARY INFORMATION

4. Permissions:
   Request for access to Banner, Data Warehouse, and Nolij: http://oregonstate.edu/dept/computing/banner/univacc.pdf
5. Forms and samples: N/A
6. Documentation and recordkeeping: N/A
7. Checklist or guide: N/A
8. Information sources:
   a. Communication links: N/A
   b. Position/department links: N/A
   c. Departmental support:
      OSU Business Affairs Process Improvement Crew: BusinessAffairsPITCrew@oregonstate.edu
      Nolij support: NolijSupport@oregonstate.edu
   d. Web links:
      Nolij 6 training: http://oregonstate.edu/fa/businessaffairs/training/nolij6
      Nolij System Support: http://oregonstate.edu/is/services/enterprise-computing/admin-systems/nolij
9. System supports:
10. Timeline: Documents should be scanned into Nolij within 24 hours after receipt.
11. **Compliance:** N/A
12. **Task maintenance:** Review annually or when a major version change is implemented.
13. **Exceptions:** None; Nolij is the standard system for document scanning and retention location until the protocol is changed by OSU Business Affairs.

B. **Make FOAPA (Fund, Org, Account, Program, Activity Code) requests**

**BACKUP**
The business center retains an updated list of backup personnel for services provided.

**PURPOSE**
FOAPA requests made to add, change, or delete Banner elements: funds, organizations, indexes, programs, and activity codes.

**BACKGROUND INFORMATION**
OSU uses Banner to record accounting transactions, and Banner uses a number of elements to classify and roll up accounting information. Over time, changes and new elements are needed, or existing elements must be changed or deleted. The FOAPA request method by which additions or changes to funds, organizations, programs, and indexes are made. (An index is a shortcut indicating a combination of fund, organization, and program.) Activity Codes are added or changed through the Online Activity Code Input System (OACIS).

**TASK**
1. Activity codes are added or changed by accessing the OACIS program.
2. Funds, programs, indexes, and organizations are added or changed by completing a FOAPA request form.
3. Grant indexes are initiated by the OPAA using information from the grant award and proposal.
4. Pending indexes for grants not yet initiated can be requested by following the instructions found here: http://oregonstate.edu/fa/businessaffairs/staff/opaa/pendings.
5. OSU Foundation indexes are initiated by sending the required information to the OSU Foundation (see Appendix 11). The OSU Foundation will send a request to OPAA to set up an index, if appropriate. OPAA reviews the request and creates the index as needed.

**SIGNATURES/APPROVALS**
A business center FOAPA chart administrator and the FOAPA committee must approve requests.

**SECONDARY INFORMATION**
1. **Permissions:** Anyone may submit a FOAPA request or initiate an OACIS request. Approvals are routed through finance and accounting managers in the business centers.
2. **Forms and samples:**
   
   a. FOAPA Request form: http://oregonstate.edu/budget/foapa-banner-chart-accounts
   
   b. Access to OACIS: https://fasystems.oregonstate.edu/OACIS/
   
   c. Pending Index form: http://oregonstate.edu/fa/businessaffairs/sites/default/files/opaa/forms/PriorApprovalRequest_PendingIndex.pdf
3. **Documentation and recordkeeping:** The Office of Budget and Fiscal Planning is responsible for keeping records of FOAPA requests.
4. **Checklist or guide:** See FOAPA Request/OACIS Action Tips in Appendix 11.
5. **Information sources:**
   
   a. Communication links: http://oregonstate.edu/budget/foapa-banner-chart-accounts
b. Position/department links: https://fasystems.oregonstate.edu/OACIS/
c. Departmental support: Karen.Meador@oregonstate.edu or by phone at 541-737-0914
d. Web links: http://oregonstate.edu/budget/foapa-banner-chart-accounts

6. System supports: Internet access and a web browser needed to access the FOAPA request form and the OACIS online system. Microsoft Excel needed to open/complete the FOAPA form.

7. Process Map:
   a. A department or business center determines the need for a change in an FOAPA element.
   b. Business center staff prepares an FOAPA request or initiates an OACIS action.
   c. Business center staff forwards the original FOAPA form request to the chart administrator. OACIS actions automatically forwarded.
   d. The business center chart administrator reviews (and corrects, if necessary) the request or action.
   e. The original FOAPA request form or OACIS action forwarded to the Office of Budget and Fiscal Planning for review. The office’s campus mail address is: FOAPA Chart Element Requests, 510 Kerr Administration Bldg.
   f. The request taken to the FOAPA committee for review (the committee meets the second and fourth Thursday of each month).
   g. The committee will approve or deny the request, or may ask for revisions or more information.

8. Timeline: Requests made as needed. An OACIS action usually takes one to three days to complete (including all approvals). FOAPA requests take one to three weeks, depending on when request submitted in relation to the next meeting of the FOAPA committee.

9. Compliance: Office of Budget and Fiscal Planning policies

10. Task maintenance: FOAPA chart elements should be reviewed annually to determine if any chart elements should be deleted or changed. OSU Business Affairs will send an “inactive funds list” at year end for review and action as needed.

11. Exceptions: None; there are no alternatives to the FOAPA request or OACIS process.

C. Request wire transfer of funds

BACKUP

The business center retains an updated list of backup personnel for services provided.

PURPOSE

Completion of a wire transfer request will result in a bank wire transfer in payment for goods or services or deposit funds into Oregon University System (OUS) international bank accounts for OUS Study Abroad program use.

BACKGROUND INFORMATION

Wire transfers are an electronic means for payment. Some vendors require wire transfers for payment. Sometimes wire transfers are required because immediate payment is necessary or because funds must be sent to other countries. Wire transfers are the preferred and safest method of sending money internationally.

TASK

1. Obtain a payment request from vendor (e.g., invoice, purchase receipt).
2. Verify the vendor’s history.
3. Verify the payment index.
4. Verify who has budget authority.
5. Obtain bank routing/account information if not provided.
6. Download a wire transfer request form from OSCAR and complete.
7. Forward the form for review and signature to the person with budget authority.
8. Scan/copy form after it is signed by budget authority; send the original documentation to the cashiers at OSU Business Affairs.
9. Update the scan/copy with a receipt of the transfer and then upload all documentation to the associated F-doc in Nolij.

SIGNATURES/APPROVALS
The person in the department with budget authority must sign the transfer request. Include a contact name and phone number to expedite resolution to any banking issues.

SECONDARY INFORMATION
1. Permissions: Any business center employee may initiate a wire transfer request.
2. Forms and samples: Wire transfer request forms are available in OSCAR at:
   http://oregonstate.edu/fa/businessaffairs/sites/default/files/wire_transfer.pdf
   The University Administration Business Center and the Cashiers use a slightly different form for international currency contracts.
3. Documentation and recordkeeping: A copy of the wire transfer request should be attached to the original invoice or payment request form and filed appropriately. The original documentation retained by the cashiers.
5. Information sources:
   a. Communication links: http://oregonstate.edu/fa/manuals/fis/103#_103-02__Incoming
   b. Position/department links: http://oregonstate.edu/fa/manuals/fis/103
   c. Departmental support: OSU Business Affairs cashiers (541) 737-2597, http://oregonstate.edu/fa/businessaffairs/ba/contact
   d. Web links: http://oregonstate.edu/fa/businessaffairs/staff/cashiers
6. System supports: Internet access and Adobe Acrobat or other PDF (portable document file) reader program needed to view and print the form.
7. Process Map:
   a. Business center personnel complete the Wire Transfer form and obtain a signature from the person with budget authority.
   b. The completed form and a copy of the invoice or payment request form sent to the cashiers. For transfers to OUS international accounts and where no invoice exists, a breakdown of what the wire will be covering and an income spreadsheet must accompany the request.
   c. Cashiers review the form and obtain Office of Financial Accounting and Analysis approval.
   d. Cashiers transfer the information to a State of Oregon Treasurer’s Office form and send it to the State Treasurer.
   e. The State Treasurer transmits the information to the brokerage house that will make the transfer.
   f. After the transfer, scan and index the invoice, the wire transfer request, and the receipt of transfer to Nolij to the associated F-doc.
8. Timeline: Wire transfer requests should be turned into the cashiers in time to meet the payment due dates on the invoice or payment request form. On average, it takes one week for the wire transfer to be sent after form is received by the cashiers’ office.
9. Compliance: All of the standard requirements for expenditures pertain to payments made via wire transfer. Also see:
   http://www.ous.edu/dept/cont-div/fpm/trea-105-200
   http://oregonstate.edu/fa/manuals/fis/103
10. **Task maintenance:** Review annually, or when policy changes are made.

11. **Exceptions:** In the case of a failed wire transfer, payment may be made by an originating department PCard or using standard invoice entry practices.

**D. Reconcile international program funds**

**BACKUP**

The business center retains an updated list of backup personnel for services provided.

**PURPOSE**

This task reconciles international bank accounts for study abroad program management.

**BACKGROUND INFORMATION**

It is necessary to reconcile international accounts with the university Banner system for the purpose of processing and monitoring expenditures at international sites, and for reconciling the receivable accounts at the university level.

**TASK**

1. Before funds are sent to the sites, reconciliation of the international bank account must be completed. This ensures balance in the account does not exceed the insured maximum amount covered by the financial institution.

2. Funds sent to international sites via wire transfers and deposited into the international accounts and the program’s receivable account is a debit at the university.

3. Funds at the international site are used for administration and student program expenses.

4. The program’s resident director monitors and reconciles the accounts at the site and sends monthly reports to the university business center.

5. The business center’s authorized personnel confirm the reconciliation by reviewing the documents and reconciling them with the financial institution’s online account statements.

6. Expenses posted to the university system, crediting the receivable account and debiting the corresponding program index/account.

7. The OUS Chancellor’s Office requires reporting of the international account balances at the end of each calendar year and a reporting of the accounts’ high balances at the end of each fiscal year.

**SIGNATURES/APPROVALS**

N/A

**SECONDARY INFORMATION**

1. **Permissions:** Employees authorized by the director of the OUS Study Abroad programs to have viewing access to the international account information.

2. **Forms and samples:** Online bank account access to view the bank statements and financial reports from the program directors at the program sites are items needed to complete this task. Other needed items are the monthly statements along with attached receipts showing the purpose of each expense (this is provided to the finance unit for reconciling). The authorized finance personnel also has on-line view only access to the accounts for reconciliation purposes.

3. **Documentation and recordkeeping:** All monthly reports, along with receipts and statements, are kept at the business center in accordance with OUS regulations.

4. **Checklist or guide:** N/A

5. **Information sources:**
   a. *Communication links:* N/A
b. **Position/department links:** Resident directors, directors, OUS programs director, OUS Chancellor’s Office

c. **Departmental Support:** Resident directors, directors, OUS Programs director, OUS Chancellor’s Office

d. **Web links:** [http://www.ous.edu/dept/cont-div/fpm/trea-105-200](http://www.ous.edu/dept/cont-div/fpm/trea-105-200)

6. **System supports:** N/A

7. **Process map:** N/A

8. **Timeline:** Reconciliation of international accounts and expenses should be completed monthly.

9. **Compliance:** [http://www.ous.edu/dept/cont-div/fpm/trea-105-200](http://www.ous.edu/dept/cont-div/fpm/trea-105-200)

10. **Task maintenance:** Review annually.

11. **Exceptions:** None.

**E. Manage federal benefits for former Schedule A employees**

**BACKUP**

University Administrative Business Center’s finance manager provides backup for this task.

**PURPOSE**

This task manages federal benefits for former Schedule A employees who are eligible.

**BACKGROUND INFORMATION**

The university is required by federal regulations to manage benefits for former Schedule A employees at OSU. These are employees who previously held federal appointments at OSU and whose federal appointments were terminated. These employees were allowed to maintain their federal health, life, and retirement benefits.

**TASK**

2. Manage health benefits and deductions.

**SIGNATURES/APPROVALS**

Departmental approvals, collaboration with Extension Administration, are required.

**SECONDARY INFORMATION**

1. **Permissions:** Employees must have access to federal online systems to process transactions.
2. **Forms and samples:** Standard forms and Office of Personnel Management forms from the federal government.
3. **Documentation and recordkeeping:** Documents filed in the individual employee’s personnel folder. All individual retirement records and benefits paperwork filed in the personnel folder. Records are kept until the employee retires, after which the records are forwarded to the Office of Personnel Management.
4. **Checklist or guide:** None
5. **Information sources:**
   a. **Communication links:** OES federal employee listserv to former Schedule A employees.
   b. **Position/department links:** The Office of Personnel Management or Sonny Barber with CSREES.
   c. **Departmental support:** Accountant 2 and manager in the University Administration Business Center finance office.
d. **Web links:**

6. **System supports:** The University Extension computing unit supports all web-based systems. The university contracts with GRB Assist to provide software for retirement calculations.

7. **Process map:** Director/administrator of Cooperative Extension is responsible for the management of former Schedule A appointees.

8. **Timeline:** Varies


10. **Task maintenance:** Review annually.

11. **Exceptions:** None
Appendix A:
ACCOUNTS PAYABLE
EXHIBITS
304: Invoices

Procurement and Contract Services Policy & Procedures Manual
Section 300: Purchasing
Effective: 7/01/2010

304-001: Invoice Completion

In most categories, Banner has an automatic audit that disallows completion of an invoice greater than $5,000 entered without being linked to a purchase order. Department staff will call the Business Center to request invoice completion. If a contract has been approved for the item, i.e. conference fees, a purchase order was done but has been closed for some reason or a contract is in place for the goods or services the explanation should be covered in text within the invoice and then it can be completed.

Invoice Approval >=$500,000 must be provided by the Procurement and Contract Manager.

Invoice Approval >=$1,000,000 must be provided by the:

- Director of Business Services or Procurement and Contracts Manager,
- Director of Business Affairs or the Assistant to the Director of Business Affairs,
- Vice President of Finance and Administration or the Associate Vice President of Finance and Administration and;
- The President, Provost or Vice Provost.
EXHIBIT 2: PAYMENT IN EXCESS OF ONE MILLION DOLLARS

Office of Business Affairs

Oregon State University
PO Box 1088, Corvallis, OR 97339-1088
Telephone: 541-737-3031  Fax: 541-737-0625

PAYMENT IN EXCESS OF ONE MILLION DOLLARS
Return completed form with attached original documents to:
OSU Business Affairs, Financial Accounting and Analysis for payment processing

__________________________________________
VENDOR

__________________________________________
PAYMENT AMOUNT

Banner Document Number / INDEX CODE

Unless otherwise notified, OSU Business Affairs will send payment to the above named vendor via US Postal Service - Returned Receipt Requested. Additional mailing expenses will be billed to the cost center initiating the above payment.

My signature verifies that I, or my designees, have reviewed the above request. I confirm that the appropriate documents are in place and attest to the propriety of the transaction.

Brian Thorsness
Executive Director, Campus Operations

or

Kelly Kozisek
Chief Procurement Officer

Date

Aaron Howell
Assistant Vice President and Controller

or

Mark Fryman
Assistant Director of Accounting/ Finance

Date

With my signature I attest that the above named transaction is an appropriate expenditure and that I authorize issuance of payment.

Mark McCambridge,
Vice President Finance and Administration

or

Sherm Bloomer,
Director, Budget and Fiscal Planning

Date

Edward J. Ray, President

or

Sabah Randhawa, Provost, Exec. VP

or

Becky Warner, Vice Provost

Date

Page A–2
EXHIBIT 3: POST PAYMENT REMEDIATION ALERT

Post Payment Remediation Alert

PPRA # ___________________ Business Center ____________ Alert Date: ____________

Payment #: ___________________ Payment Type: □ Check □ ACH Payment Date: ____________

Banner I-doc #: ___________________ Request Type: □ Cancel □ Replace □ Vendor Refund

Cancellation done by: ____________________________________________ Payment Cancelled Date: ____________

Remediation Reason: ____________________________________________ Please follow the Remediation Process listed below for the selected reason.

All remediated items must be logged for tracking and alert documents must be posted to the QAP SharePoint site for BC action.

DUPLICATE PAYMENT

FAA Steps:
□ Determine Reason for Duplicate Payment
□ Cancel check in FOACHKS & Add FOAEXIST to check

INCORRECT AMOUNT

FAA Steps:
□ Cancel check in FOACHKS & Add FOAEXIST to check

PAYMENT NOT NEEDED

FAA Steps:
□ Cancel check in FOACHKS & Add FOAEXIST to check

VENDOR REFUND

FAA Steps:
□ Investigate and determine reason for refund
□ Find I-doc that caused the refund to determine where to deposit
□ Deposit refund check as a reimbursement to original expense
□ Send copy of deposit receipt with F-doc # to BC

WRONG VENDOR

FAA Steps:
□ Cancel check in FOACHKS & Add FOAEXIST to check

LOST / STOLEN / DESTROYED

FAA Steps:
□ Receive Request for Replacement Check form
□ Verify check is outstanding via FOIDOCH/FAICHK review
□ Verify with Vndr Maintenance that check has not been returned as undeliverable mail
□ Perform STOP PAY (check is not received & is over $100)
□ Cancel check in FOACHKS & Add FOAEXIST to check

ACH RETURNED

FAA Steps:
□ Review FAR0730-ACH Error Report for "R" (rejection) error codes
□ Cancel payment in FOACHKS & Add FOAEXIST to payment doc

CREDIT MEMO NOT APPLIED

FAA Steps:
□ Verify there is not enough vendor activity to consume credit (FARNDCH)
□ Cancel check in FOACHKS & Add FOAEXIST to check
### EXHIBIT 4: POST PAYMENT REMEDIATION BUSINESS CENTER ACTIONS

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DUPLICATE PAYMENT</strong></td>
<td>BC Steps:</td>
</tr>
<tr>
<td></td>
<td>□ Investigate cause of error &amp; modify processes accordingly</td>
</tr>
<tr>
<td></td>
<td>□ Add FOATEXT to cancelled l-doc explaining duplicate payment</td>
</tr>
<tr>
<td><strong>PAYMENT NOT NEEDED</strong></td>
<td>BC Steps:</td>
</tr>
<tr>
<td></td>
<td>□ Add FOATEXT to cancelled l-doc explaining reason for cancellation</td>
</tr>
<tr>
<td><strong>WRONG VENDOR</strong></td>
<td>BC Steps:</td>
</tr>
<tr>
<td></td>
<td>□ Investigate cause of error &amp; modify processes accordingly</td>
</tr>
<tr>
<td></td>
<td>□ Add FOATEXT to cancelled l-doc explaining reason for cancellation</td>
</tr>
<tr>
<td></td>
<td>□ REISSUE PAYMENT: Process new l-doc for correct vendor</td>
</tr>
<tr>
<td></td>
<td>□ If using same invoice number, add &quot;REISSUE&quot; at the end of invoice number, truncate if necessary - Ex: INV1234REISS</td>
</tr>
<tr>
<td></td>
<td>□ Add FOATEXT to new l-doc - cross-reference cancelled l-doc and check numbers</td>
</tr>
<tr>
<td><strong>INCORRECT AMOUNT</strong></td>
<td>BC Steps:</td>
</tr>
<tr>
<td></td>
<td>□ Investigate cause of error &amp; modify processes accordingly</td>
</tr>
<tr>
<td></td>
<td>□ Add FOATEXT to cancelled l-doc explaining reason for cancellation</td>
</tr>
<tr>
<td></td>
<td>□ REISSUE PAYMENT: Process new l-doc for correct amount</td>
</tr>
<tr>
<td></td>
<td>□ If using same invoice number, add &quot;REISSUE&quot; at the end of invoice number, truncate if necessary - Ex: INV1234REISS</td>
</tr>
<tr>
<td></td>
<td>□ Add FOATEXT to new l-doc - cross-reference cancelled l-doc and check numbers</td>
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<tr>
<td><strong>LOST / STOLEN / DESTROYED</strong></td>
<td>BC Steps:</td>
</tr>
<tr>
<td></td>
<td>Investigate cause for needing a replacement check</td>
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<td></td>
<td>□ If due to a vendor address error, request Vendor Maintenance by submitting a Substitute W-9 form for updates</td>
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<td></td>
<td>□ Add FOATEXT to cancelled l-doc explaining reason for cancellation</td>
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<tr>
<td><strong>VENDOR REFUND</strong></td>
<td>BC Steps:</td>
</tr>
<tr>
<td></td>
<td>□ Investigate cause of error &amp; modify processes accordingly</td>
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<td></td>
<td>□ Add FOATEXT to l-doc that caused the error</td>
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<td></td>
<td>□ BC must reissue l-doc if original payment was to the wrong vendor</td>
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<tr>
<td><strong>CREDIT MEMO NOT APPLIED</strong></td>
<td>BC Steps:</td>
</tr>
<tr>
<td></td>
<td>□ Add FOATEXT to cancelled l-doc explaining reason for cancellation</td>
</tr>
<tr>
<td></td>
<td>□ REISSUE PAYMENT: Process new l-doc to match Credit Memo; Vendor Address and Banner Payment Due Date must match CM</td>
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<td>□ If using same invoice number, add &quot;REISSUE&quot; at the end of invoice number, truncate if necessary - Ex: INV1234REISS</td>
</tr>
<tr>
<td></td>
<td>□ Add FOATEXT to new l-doc - cross-reference cancelled l-doc and check numbers</td>
</tr>
<tr>
<td><strong>ACH RETURNED</strong></td>
<td>BC Steps:</td>
</tr>
<tr>
<td></td>
<td>□ Add FOATEXT to cancelled l-doc explaining reason for cancellation</td>
</tr>
<tr>
<td></td>
<td>□ REISSUE PAYMENT: Process new l-doc - verify Vendor address is current, &quot;N&quot; errors disable the ACH and a paper check will generate</td>
</tr>
<tr>
<td></td>
<td>□ If using same invoice number, add &quot;REISSUE&quot; at the end of invoice number, truncate if necessary - Ex: INV1234REISS</td>
</tr>
<tr>
<td></td>
<td>□ Add FOATEXT to new l-doc - cross-reference cancelled l-doc and payment document numbers</td>
</tr>
</tbody>
</table>
Appendix B:
PURCHASING EXHIBITS
EXHIBIT 1: PURCHASING FLOW CHART

1. Submitted Document
2. Purchase Requisition
3. $25K and Over
   - BOLI?
     - Yes: Forward To PaCS Construction
     - No: Forward To PaCS
4. Under $25k
   - BOLI?
     - Yes: Forward To PaCS Construction
     - No: Write PO at BC
# EXHIBIT 2: PURCHASE REQUISITION

<table>
<thead>
<tr>
<th>OREGON STATE UNIVERSITY</th>
<th>PURCHASE REQUISITION</th>
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</thead>
<tbody>
<tr>
<td>BANNER PO #:</td>
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<tr>
<td>REQUISITION DATE:</td>
<td>DATE REQUIRED:</td>
</tr>
<tr>
<td>PROPOSED VENDOR INFORMATION:</td>
<td>DEPARTMENT INFORMATION:</td>
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<tr>
<td>COMPANY:</td>
<td>DEPARTMENT:</td>
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<tr>
<td>ADDRESS:</td>
<td>CONTACT NAME:</td>
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<td>CITY, STATE ZIP:</td>
<td>TELEPHONE:</td>
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<td>CONTACT NAME:</td>
<td>FIS APPROVER:</td>
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<td>TELEPHONE:</td>
<td>TELEPHONE:</td>
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<tr>
<td>VENDOR CODE:</td>
<td>BUYER CODE:</td>
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<tr>
<td>ORG CODE:</td>
<td>SHIP TO CODE:</td>
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</table>

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<tr>
<th>ITEM NO.</th>
<th>CATALOG OR MODEL NO. &amp; DETAILED DESCRIPTION</th>
<th>QTY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
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TOTAL

<table>
<thead>
<tr>
<th>INDEX / FUND</th>
<th>ACCOUNT CODE</th>
<th>ACTIVITY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS:  

DEPARTMENT APPROVAL:  

NAME/TITLE:  
SIGNATURE:  

BUSINESS CENTER APPROVAL: Required for purchases subject to BOLJ PWR at any dollar level and for other purchases of goods and services above $25,000:  

NAME/TITLE:  
SIGNATURE:  

DEAN OR VICE PROVOST APPROVAL: Required for purchases above $100,000:  

NAME/TITLE:  
SIGNATURE:
## EXHIBIT 3: DEPARTMENTAL PURCHASE ORDER

**DEPARTMENTAL PURCHASE ORDER**

Only valid for orders of $5000 or less  
**Oregon State University**  
Federal Tax ID # 93-6001786

**PURCHASE ORDER #**  
(Show PO# on all papers/proofs for this order.)  

<table>
<thead>
<tr>
<th>TO:</th>
<th>BILL TO:</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Date of PO:  
FOB: [ ] Destination  [ ] Shipping Point  
Terms: Net 30  
Delivery Required:  

Instructions to vendor: Prepay all transportation charges unless otherwise stated. If transportation is billed as separate item, receipted bill must accompany invoice. State of Oregon is not subject to federal excise tax.

**SPECIAL INSTRUCTIONS:**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>U/M</th>
<th>UNIT PRICE</th>
<th>EXTENDED PRICE</th>
</tr>
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</table>

**TOTAL**

**OSU Contact:**  
Contact Info:  

Authorized Signature
## EXHIBIT 4: SOLE SOURCE REQUEST FORM

<table>
<thead>
<tr>
<th>PROPOSED VENDOR INFORMATION:</th>
<th>DEPARTMENT INFORMATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY:</td>
<td>DEPARTMENT:</td>
</tr>
<tr>
<td>ADDRESS:</td>
<td>CONTACT NAME:</td>
</tr>
<tr>
<td>CITY, STATE ZIP:</td>
<td>TELEPHONE:</td>
</tr>
</tbody>
</table>

### GOODS OR SERVICES:

### ANSWER THE FOLLOWING QUESTIONS:

1. Are the goods or services available from different vendors, but the proposed vendor is preferred? If so, why is this vendor preferred?

2. Was an evaluation conducted between different vendors to select the proposed vendor?

3. Do the specifications for goods or services represent the required specifications or desirable specifications to meet the program's needs?

4. What research was conducted to determine that the proposed vendor is a sole source? Include backup documentation such as internet searches, trade magazine articles, resumes or curriculum vitae, e-mail conversations or other evidence supporting the sole source.

5. If your proposed vendor went out of business, how would the need for these goods or services be met in order to continue the program?

---

**Procurement and Contract Services Internal Use Only**

This sole source was advertised on the OSU website from [from date] to [to date].

Pursuant to OAR 980-002-0020(6), Procurement and Contract Services has found that due to special needs or qualifications only a single seller is available to provide these goods.

[Signature] [Date]

---

OSU Procurement and Contract Services
Revised March 2010

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**Page B–4**

**BUSINESS CENTER FINANCE & ACCOUNTING DESK MANUAL**

Appendix B: PURCHASING EXHIBITS
Commodity Lease Intake Form

This form is to accompany a Purchase Requisition when a department or college is requesting acquisition of goods through a lease.

Third party financing, including leasing, is a tool that the University generally tries not to utilize. Third party financing is generally more expensive than other types of financing and also comes with a number of initial and continuing documentation tasks that are expensive from a resource perspective. The University will always expect that a department or college consider funding purchases from their fund balance before looking to the University for a loan, or to the OSU Internal Bank for a loan. Prior to a complete review of the acquisition, the following must be completed.

Department or College:
Principal Investigator:
Budgetary Approver:
Business Center:
Business Center Contact:

1. Describe why the college or department is considering leasing the item/s rather than purchasing:

2. Describe and provide documentation of the analysis done to determine that a lease vs. a purchase was the most valuable acquisition method for OSU:

3. Purchase cost of the item/s (if not leased): $  
4. Will OSU own the items at the conclusion of the lease term? ☐ Yes ☐ No
5. Is there a purchase option at the end of the lease? ☐ Yes ☐ No
   a. If yes, indicate purchase option amount $  
6. Lease Term: Months: Years:  
7. Expected useful life of the item:  
8. Interest Rate (if applicable):  
9. Base or Initial Payment:  
10. Remaining Payment Amounts: $  
11. Payment Frequency:
12. Entire Lease Value: $  
(Payment amount including finance costs x Frequency)

13. Has the requestor reviewed the acquisition with the department and/or college to consider funding this from within?  
   ☐ Yes ☐ No  
   a. If No, why is departmental or college funding not being utilized?

14. Has the requestor contacted Business Affairs to consider University financing or an OUS Internal Bank loan?  
   ☐ Yes ☐ No  
   a. If Yes, why is a University financing or an OUS Internal Bank loan not being utilized?

If the entire lease value exceeds $100,000 and the lease qualifies as a Capital Lease under OUS policy then it may qualify as a finance lease that must be managed through the Department of Administrative Services (DAS) under ORS 263.085 to 263.092 and OUS policy 05.261.160 B. The requestor must consider that DAS charges fees for these services and allow significant additional time for the DAS process.
**EXHIBIT 6: DIRECT DEPOSIT AUTHORIZATION FORM**

---

**Substitute W-9 & Direct Deposit Authorization Form**

<table>
<thead>
<tr>
<th>Complete form if:</th>
<th>Requesting Department Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. You are a U.S. entity (including a resident alien); AND</td>
<td>Name:</td>
</tr>
<tr>
<td>2. You are a vendor that provides goods or services to Oregon State University; AND</td>
<td>Phone:</td>
</tr>
<tr>
<td>3. You will receive payment from Oregon State University.</td>
<td></td>
</tr>
</tbody>
</table>

- **New Request**
- **Update - Select from the following:**
  - Banner Vendor ID 
  - Vendor Type
  - Address
  - Vendor ID
  - Vendor Identification Number

**Vendor/Company/Entity Legal Name (Must match TIN below):**

**Taxpayer Identification Number (TIN):**

**DBA Name (If Applicable):**

**Vendor Contact Information**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>Fax:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

**Vendor Type - Select all that apply**

<table>
<thead>
<tr>
<th>Sole Proprietorship</th>
<th>Non Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partnership</td>
<td>Local Government</td>
</tr>
<tr>
<td>Incorporated</td>
<td>State of Oregon</td>
</tr>
<tr>
<td>Independent Contractor</td>
<td>Federal Agency</td>
</tr>
<tr>
<td>LLC</td>
<td></td>
</tr>
</tbody>
</table>

**MWESP - Select all that apply**

<table>
<thead>
<tr>
<th>Minority Business Enterprise</th>
<th>Women Business Enterprise</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emerging Small Business</td>
<td>Disadvantaged Business Enterprise</td>
</tr>
<tr>
<td>Not Applicable</td>
<td></td>
</tr>
</tbody>
</table>

**Order Address (VO - For Business Entities Only)**

<table>
<thead>
<tr>
<th>Check if Order Address is same as Payment Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street/PO Box</td>
</tr>
<tr>
<td>Second Line</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>City</td>
</tr>
</tbody>
</table>

**Direct Deposit Setup Information**

In Oregon State University’s commitment to sustainability, and to process your payment faster, we request you to complete the ACH enrollment section below. All fields must be completed for direct deposit setup.

**Bank Name:**

**Email for Direct Deposit Notification:**

**Branch:**

**ABA Routing Number:**

**Account Number:**

**Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), AND
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, AND
3. I am a U.S. citizen or other U.S. person.

**Certification Instructions:** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.

**Signature:**

**Date:**

**Direct Deposit Authorization and Agreement**

I authorize Oregon State University (OSU) to initiate direct deposit of funds to the account and financial institution indicated above, and to receive funds deposited in error if necessary in compliance with Oregon and U.S. law, and the Automatic Clearing House (ACH) rules.

I understand that:

1. It is my responsibility to provide accurate and current banking information. Notification of direct deposits will be by e-mail and it is my responsibility to provide a valid e-mail address.
2. It is my responsibility to verify payment has been credited to my account, and that OSU assumes no liabilities for overdraft for any reason.
3. This authorization will remain in effect until: (a) a written request is received from a vendor officer to change or terminate direct deposit agreement; (b) notification is sent by my bank that the account is no longer valid; or (c) two (2) years after last activity with OSU.

**Signature:**

**Date:**

**Print Name and Title:**

---

**Send completed form to:**

**Mail:** OSU Business Affairs, Vendor Maintenance B306 Kerr Administration Building Corvallis, OR 97331

**Questions? Call 541-737-9623**

**OR Fax: 541-737-2669**

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**Revised 12/17/2010**

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**BUSINESS CENTER FINANCE & ACCOUNTING DESK MANUAL**

Appendix B: PURCHASING EXHIBITS
EXHIBIT 7: FABRICATED EQUIPMENT UNIT PRE-APPROVAL

Name of fabricated unit:

Description of functionality:

Listing of major parts:

Unit to be located at: ___________________________ (Building) ___________________________ (Room)

List all funding sources: ____________________________________________________________________________

List index(es), if available:

Warning: Ownership (Title-to-code) must be the same. Split Funding may cause university ownership issues.

Certification:
I certify this proposed fabricated unit meets the requirements for being (1) complete in itself, (2) movable as a single unit, (3) physically traceable to one location, and that (4) the parts will remain together until the entire asset unit is surplused.

Signed: ___________________________ Date: ___________________________

Printed Name: ___________________________ Phone: ___________________________

Department: ___________________________ BC: ___________________________

*A basic schematic diagram must be attached which demonstrates how the parts work together*

Business Affairs - Property Management use only
This application has been reviewed based on the criteria as outlined in the Property Management Manual, section PRO 210. The following determination is made:

☐ Approved as one unit
☐ Not Approved; Process as individual pieces

Authorized by:

Signed: ___________________________ Date: ___________________________

Printed Name: ___________________________

Approval and basic schematic diagram must be filed with proposal Transmittal Form or RERP Request. After Funding is approved, forward with initial Purchase Request to PoCS.

Revised 04/07/2011
EXHIBIT 8: PROPERTY DISPOSITION REQUEST

STATE OF OREGON
PROPERTY DISPOSITION REQUEST

Submit White, Blue and Yellow to Department Of General Services, Retain Pink Copy. Approved Copy will be returned.

<table>
<thead>
<tr>
<th>Type of Request</th>
<th>Excess or Surplus</th>
<th>Salvage or Scrap</th>
<th>Lost or Stolen</th>
<th>Intra-Agency Transfer</th>
<th>Trade-in</th>
<th>Other</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Prop Tag #</th>
<th>Inventory Number</th>
<th>Quantity and Unit</th>
<th>Description, Location, Present Condition, Make, Serial Number, Statement of Circumstances, etc.</th>
<th>Year Acquired</th>
<th>Acquisition Cost</th>
<th>Estimated or Inventory Value</th>
<th>Resale Price</th>
</tr>
</thead>
</table>

We certify that the above is correct and recommend disposition as follows (Show: trade-in offered and amount if any, and Purchase Request or Contract Release Order Number)

Signature of Accountable Person

Date

Phone No.

Signature of Department Head

Date

1. [ ] Furnish title to Dept. of General Services. State surplus property: send 'PROPERTY TAG' with equipment. The property tag should include the final mileage, list all special equipment such as: (1) three, four or five speed transmission; (2) four, six or eight cylinder engine; (3) four or six wheel drive; (4) warn hubs; (5) special traction rear end (limited slip differential); (6) two speed rear axle; (7) power steering; (8) power brakes; (9) automatic transmission; and (10) other optional equipment. Remove from inventory records when notified that authorized disposal has been completed. Attach vehicle condition report(s) to PDR.

2. [ ] Deliver to

INSTRUCTIONS: Tag each item with a 'PROPERTY TAG' prior to sending with property, per Department of General Services Administrative Rules.

3. 

4. [ ] Make disposition as follows:

STATE SURPLUS PROPERTY MANAGER

Date

Date Registered

I certify that the property listed above has been disposed of in compliance with above instructions.

[ ] Recorded

Receipt No.

Purchase Order No.

Date of Receipt or P O

Signature

Date

ZS-000636
EXHIBIT 9: REQUEST FOR QUOTE

OREGON STATE UNIVERSITY
REQUEST FOR QUOTE (RFQ)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>TOTAL PRICE</th>
</tr>
</thead>
</table>

Delivery is f.o.b. destination, prepaid and allowed. Shipping, freight and handling must be included in quoted prices. Additional costs for such are disallowed. **TOTAL**

DELIVERY TIME AFTER RECEIPT OF ORDER: **PRICES VALID THROUGH:**

**SPECIAL INSTRUCTIONS:**
1. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way.
2. Brand names are for the purpose of describing and establishing the characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by OSU.
3. Quoters must clearly identify all products quoted. Brand name and model or number must be shown.
4. Only documents issued as addenda by OSU serve to change the RFQ in any way.
5. OSU reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of OSU.
6. OSU may reject any Quote not in compliance with the RFQ, attachments, and addenda, or if it is in the best interest of OSU.

This procurement is subject to the indicated Oregon State University Standard Terms and Conditions for: □ Goods □ Services □ Purchase Order Construction □ Software. The indicated terms and conditions may be viewed at [http://pacs.oregonstate.edu/terms-and-conditions](http://pacs.oregonstate.edu/terms-and-conditions)

OSU Procurement and Contract Services
Revised August 2011

---

**VENDOR INFORMATION:**

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>ADDRESS</th>
<th>CITY, STATE, ZIP</th>
<th>CONTACT NAME</th>
<th>E-MAIL</th>
<th>TELEPHONE</th>
<th>FAX</th>
</tr>
</thead>
</table>

**VENDOR SIGNATURE:**

By signature below, the undersigned certifies that they are authorized to act on behalf of the quoted and will comply with all aspects of the quote herein.

**SIGNATURE:**

<table>
<thead>
<tr>
<th>NAME/TITLE</th>
<th></th>
</tr>
</thead>
</table>
Appendix C:
PURCHASING CARD EXHIBITS
### EXHIBIT 1: PCARD DEPARTMENT AGREEMENT

**Oregon State University**

**Accounts Payable Office**

**Purchasing Card Departmental Agreement**

<table>
<thead>
<tr>
<th>Custodian</th>
<th>OSU ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Manager</th>
<th>Banner Log In</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Manager’s Backup / Business Manager</th>
<th>Banner Log In</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Authority (Chair/Director/Dean) / Banner Cardholder</th>
<th>OSU ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bill to Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purchasing Card #:</th>
<th>Name as Embossed on Card</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expiration Date:</th>
<th>Credit Limit $:</th>
<th>Primary Billing Index:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OREGON STATE UNIVERSITY**

**OREGON UNIVERSITY SYSTEM**

**VISA PURCHASING CARD AGREEMENT**

1. **DEPARTMENT BUDGET AUTHORITY (CHAIR/DIRECTOR/DEAN) RESPONSIBILITIES**
   
a. **VISA Card Acknowledgement:**
   
   As the Department’s Budget Authority, I accept responsibility for the VISA Purchasing Card listed above and agree to the stated credit limit. I have access to all associated policies and guidelines including the OUS Financial Administration Standard Operating Manual - FASOM [http://www.ous.edu/cont-div/fpm/](http://www.ous.edu/cont-div/fpm/) and the OSU Purchasing Card Program Policies and Procedures [http://oregonstate.edu/fa/businessaffairs/accountspayable/purchasingcard](http://oregonstate.edu/fa/businessaffairs/accountspayable/purchasingcard). I understand the rules and guidelines for purchasing card use and recognize that inappropriate usage will result in the revocation or suspension of the departmental VISA Purchasing Card.

   b. **Assign Custodian:**
   
   - [ ] 1. As the Departmental Budget Authority, I have assigned the duties of card custodian to someone other than myself and I acknowledge the custodian, listed above as the person who has physical custody of the card.
   - [ ] 2. I will retain physical custody of the Card myself and will ensure that it is kept in a secure location. The Custodian’s duties listed below will be assigned TO SOMEONE OTHER THAN MYSELF. I will ensure that the Campus PCard Program Administrator in Payables is notified in the event of any custodial changes.

   c. **Financial Responsibility:**
   
   As the Department’s Budget Authority I will approve expenditures, review all procurement card charges to determine appropriateness and review the monthly reconciliation of the card activity to the monthly statement. I will personally sign the monthly US Bank statement as approval.

2. **CUSTODIAN RESPONSIBILITIES**
   
a. **Designated Users:**
   
   As Custodian, I may authorize other designated OSU employees as users of the PCard. I will ensure that all card users are aware of user responsibility and that each designated OSU employee has read and signed the PCard Designated User Agreement.

   b. **Billing Disagreement or Adjustment:**
   
   In the case of a billing dispute or adjustment that cannot be resolved with the vendor, the department will work directly with the bank online or by phone for resolution, within 60 days of the statement date. The bank will mail the necessary forms to the cardholder to file a written dispute.
Purchasing Card
Departmental Agreement

c. **Credit Limit:**
Any charge made by the bank for exceeding the limit will be charged to my department.

d. **Accountability and Procedures:**
I will protect and control the VISA Purchasing Card at all times. I will retain physical custody of the card and will ensure that it is kept in a secure location, unless this responsibility has been assumed by the Department Budget Authority.

I may authorize other designated OSU employees within the department as users of the VISA card. I will not give the card number to anyone except authorized OSU employees who have signed the Designated User Agreement. User Agreements will be updated by the Department as users change, and copy forwarded to Business Affairs.

All Departmental and User Agreements will be updated annually in January and submitted to Business Affairs.

I will maintain a log for check out and check in of the card by purchasing card users, and to log transactions made. Logs must contain date of purchase, person who made the purchase, vendor name, what was purchased and the amount. The Custodian may use the Activity Log form available in OSCAR https://oscar.oregonstate.edu/Resources/SubNav.aspx?NavPage=203&submenu=120, as an Excel spreadsheet or other format as long as it contains the above information.

I ensure that proper documentation supporting card charges are obtained and monitor transactions for proper use. I will retain all backup documentation for the PCard for 6 years and when the VISA Purchasing Card is used with a Grant I will retain the backup documentation for 3 years after the ending date of the Grant.

e. **Loss, Theft or Fraud:**
If the card is lost or stolen or has a fraudulent charge I will immediately notify the PCard Program Administrator at 541-737-0650 and US Bank at 1-800-344-5696 press*** to speak directly to a customer representative.

f. **Card Ownership:**
I understand that the VISA Purchasing Card belongs to the Bank and I will surrender it immediately when notified either by the Bank or the OSU Payables Manager.

3 ACCOUNT MANAGERS RESPONSIBILITIES

a. **Monthly Duties:**
Transactions may be reviewed as they occur on the US Bank Online. Receipts are submitted and are reconciled to the monthly electronic online statement or the statement received by mail. Maintain either a paper copy or electronic copy of the monthly statement. If the original receipts should be needed for audit purposes, Business Affairs will coordinate with auditors and obtain documents from the departments.

Distribute charges by Banner PCard Module (FAAINVT).

Submit to Business Affairs on a monthly basis a copy of the monthly bank statement that has been reconciled to the original receipts and signed by the Department Budget Authority.

Signature: ___________________________ Date: ____________
CUSTOMER
Printed Name: ___________________________

Signature: ___________________________ Date: ____________
ACCOUNT MANAGER
Printed Name: ___________________________

Signature: ___________________________ Date: ____________
BUSINESS MANAGER / ACCOUNT MANAGER’S BACKUP
Printed Name: ___________________________

Signature: ___________________________ Date: ____________
BUDGETARY AUTHORITY (CHAIR/DEAN/DIRECTOR)
Printed Name: ___________________________

Page 2
EXHIBIT 2: PCARD USER AGREEMENT

Oregon State University

Accounts Payable Office

Purchasing Card User Agreement

Custodian: ____________________________

Account Manager: ____________________

Banner Log in: ________________________

Business Manager: ____________________

Banner Log in: ________________________

Name as Embossed on Card: ____________

Primary Billing Index: ________________

Purchasing Card Number: ______________

OREGON STATE UNIVERSITY
OREGON UNIVERSITY SYSTEM
VISA PURCHASING CARD DESIGNATED USER AGREEMENT

1. DESIGNATED USER RESPONSIBILITIES

BY SIGNING THIS AGREEMENT AS DESIGNATED USER, I agree to the terms and conditions below:

a. **Authorized Purpose**: I agree to use the departmental VISA card only for purchases which further the business of the state, and in conformance with the rules regarding allowable expenditures. I have access to the Oregon State University VISA Purchasing Card Program Policies and Procedures.
   
   [Link to Oregon State University VISA Purchasing Card Program Policies and Procedures]

b. **Statutory Compliance**: I understand that making purchases with the VISA Purchasing Card obligates State funds. I recognize my responsibility to comply with ORS 293.295 in so obligating State funds, and to comply with ORS 244.040, the Code of Ethics for State Employees. When in doubt, I will ask myself the following question to help assure compliance:
   
   i. Is this a legal obligation for the State to incur?
   ii. Is this obligation a responsible and appropriate use of these funds for OSU, OUS, and the State as a whole?
   iii. Have the goods been received by OSU and did we receive full value as requested?
   iv. Are there adequate budget resources available to incur this obligation?
   v. Will this obligation pass the public perception test, i.e., would I be comfortable if I saw this transaction written up on the front page of the newspaper?
   vi. Am I willing to approve this obligation knowing I am fully responsible?

c. **Penalties**: Any inappropriate purchases made by me becomes my personal liability for which I will make immediate and complete reimbursement, including any accrued interest, to OSU. By signing this agreement I authorize OSU to make such withholding automatically from any amount due me by OSU, subject to due process.

   I recognize that inappropriate usage will also result in the revocation or suspension of the departmental VISA Purchasing Card.

d. **Loss or Theft**: If the card is lost or stolen I will immediately notify the Manager of OSU Payables by telephoning 541-737-4282. I understand that no consumer protection clause covers the loss or theft of this card and that my department will be responsible for all transactions until such time as a loss or theft is reported to OSU Payables.
THE PARTIES, BY THEIR SIGNATURES BELOW, ACKNOWLEDGE HAVING READ THIS AGREEMENT, UNDERSTAND IT, AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS. EACH WILL RETAIN A COPY FOR REFERENCE.

Signature: ___________________________ Date: _________________________
Custodian

Name as Embossed on Card: ________________________________
Primary Billing Index: _________________________

DESIGNATED USERS

Signature: ___________________________ Date: _________________________ Printed Name: ________________________________
Signature: ___________________________ Date: _________________________ Printed Name: ________________________________
Signature: ___________________________ Date: _________________________ Printed Name: ________________________________
Signature: ___________________________ Date: _________________________ Printed Name: ________________________________
Signature: ___________________________ Date: _________________________ Printed Name: ________________________________
Signature: ___________________________ Date: _________________________ Printed Name: ________________________________
Signature: ___________________________ Date: _________________________ Printed Name: ________________________________
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Signature: ___________________________ Date: _________________________ Printed Name: ________________________________
Signature: ___________________________ Date: _________________________ Printed Name: ________________________________
Signature: ___________________________ Date: _________________________ Printed Name: ________________________________
Signature: ___________________________ Date: _________________________ Printed Name: ________________________________

Rev 3/06

BUSINESS CENTER FINANCE & ACCOUNTING DESK MANUAL
Appendix C: PURCHASING CARD EXHIBITS
EXHIBIT 4: PCARD APPLICATION/CHANGE FORM

<table>
<thead>
<tr>
<th>Oregon State University</th>
<th>Office of Business Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>To Add a New Account:</strong></td>
<td><strong>To Change Information on an Existing Account:</strong></td>
</tr>
<tr>
<td>1. Indicate &quot;New Account&quot; under Type of Request</td>
<td>1. Indicate type of change under Type of Request</td>
</tr>
<tr>
<td>2. Indicate Type of Card</td>
<td>2. Fill in card account number</td>
</tr>
<tr>
<td>3. Complete all fields on form below</td>
<td>3. Fill in current name on card in the fields below</td>
</tr>
<tr>
<td><strong>Type of Request: (check appropriate box)</strong></td>
<td><strong>Type of Request: (check appropriate box)</strong></td>
</tr>
<tr>
<td>☐ A. New Account*</td>
<td>☐ B. Address Change</td>
</tr>
<tr>
<td>☐ a. Departmental Card</td>
<td>☐ C. Index Change</td>
</tr>
<tr>
<td>☐ b. Student Group Travel</td>
<td>☐ D. Account Closure</td>
</tr>
<tr>
<td>☐ E. Name Change</td>
<td>☐ F. Credit Limit Adjustment</td>
</tr>
<tr>
<td>☐ H. Change in Custodian*</td>
<td>☐ G. Change in Budget Authority*</td>
</tr>
</tbody>
</table>

*New Cards, Change in Budget Authority, or a Change in Custodian require a new Departmental Agreement.

**New Card Information:**

Please complete the fields below. Purchasing Cards can only be issued in the **Departments Name**, not to an individual. Insert the **Departments Name** in the fields below. Please be sure to follow the character limitations for each section. **Please note: Both Part 1 and Part 2 of the Department Name are required.**

<table>
<thead>
<tr>
<th>Department Name Part 1 (10 Characters)</th>
<th>Dept M.J.</th>
<th>Department Name Part 2 (12 Characters)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Oregon State University

Organization - Embossed below card name on plastic

<table>
<thead>
<tr>
<th>Department Mailing Address (36 Characters)</th>
<th>City (25 Characters)</th>
<th>State (2 Char.) Zip Code (7 Char.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Default Index (10 Characters)</td>
<td>Department Phone</td>
<td>Business Phone</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Base Monthly Credit Limit - $5,000

Single Transaction $ Limit - $4,999 (maximum)

Requested Amount (If Other): $ ___________

Authorization:

<table>
<thead>
<tr>
<th>Custodian Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Budget Authority Signature

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Business Affairs Use Only:

<table>
<thead>
<tr>
<th>Program Administrator Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Director of Business Affairs Signature - (Required for Student Group Travel Only)</th>
<th>Date</th>
</tr>
</thead>
</table>
Appendix D:
RECEIVABLES
EXHIBITS
EXHIBIT 1: WIRE TRANSFERS

OREGON UNIVERSITY SYSTEM
Incoming Wire Transfer Information - from domestic locations

(Do not use this information for ACH transfers.)

All incoming wire transfers for the Oregon University System (OUS) institutions are processed through the Cash Management Branch of the Oregon State Treasury. Required information for incoming transfers is shown below:

Beneficiary Name: Oregon State Treasury

Bank Name and Address: US Bank
615 NE Liberty Street
Salem OR 97301

Bank Routing Number: 123000220

Bank Account Number: 153600334160

SWIFT Code: USBKUS44IMT

Purpose or Description: include school name, receiving department name, fund number to be credited, conference registered for, purpose, etc.
Appendix E:
PERSONAL SERVICE INVOICES AND CONTRACTS EXHIBITS
### PERSONAL SERVICES INVOICE

**FOR SERVICES OF LESS THAN $5000**

---

**Oregon State University (OSU)**

**DEPT. INVOICE NO.**

---

**USE OF THIS TOOL MUST MEET THE FOLLOWING CRITERIA**

- Single payment tasks
- Up to 5 DIFFERENT tasks per calendar year per contractor
- Up to $5000 accumulation per calendar year per contractor

---

**PAYEE NAME:**

**U.S. TAX ID NO.:** (required for payment)

**ADDRESS:**
- Street:
- Street:
- City/State/Zip:

**PHONE NO.:**

- [ ] U.S. CITIZEN
- [ ] U.S. CITIZEN LIVING OUTSIDE THE U.S.
- [ ] RESIDENT NON-U.S. CITIZEN (GREEN CARD HOLDER)

(If you cannot check one of the above boxes, this form cannot be used — please prepare a PPSC)

---

**SERVICE(S) TO BE PERFORMED:**

**DATES OF SERVICE:**

**PAYMENT:** $

*(This form cannot be used for reimbursement of expenses only — please contact Travel Department)*

---

**CERTIFICATION:** I am an independent contractor, and I understand the tax and legal implications of this particular payment (including expenses) to be reported on Form 1099 at the end of the calendar year. Oregon State University Terms of Payment for Personal Services under $5000 apply. By my signature hereon, I certify that I have performed the above service(s) and I agree to those terms as stated on the attached page.

* I AM NOT AN OSU EMPLOYEE and I AM A U.S. CITIZEN or GREEN CARD HOLDER

---

**Signature of Payee**

**Date**

---

**OSU VENDOR NUMBER:**

<table>
<thead>
<tr>
<th>INDEX/FUND CODE</th>
<th>ACCOUNT CODE</th>
<th>ACTIVITY CODE</th>
<th>PAYMENT AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

---

I certify that this department has not paid this contractor more than 5 different times or a total of more than $5000 on a PSI in this current calendar year.

---

**DEPARTMENT APPROVAL**

**DATE**

---

www.contracts.oregonstate.edu

---

Rev 1/07

---

Page 1 of 2

---

**EXHIBIT 1: PERSONAL SERVICES INVOICE (PSI) (PAGE ONE ONLY)**
EXHIBIT 2: PERSONAL/PROFESSIONAL SERVICES CONTRACT (PAGE ONE ONLY)

Oregon State University
PERSONAL/PROFESSIONAL SERVICES CONTRACT (PPSC)

Department Contract #

This Contract is entered into by and between the State of Oregon acting by and through its Board of Higher Education on behalf of Oregon State University (OSU/Institution) for its (Department) and (Contractor).

Whereas OSU has need of the services which Contractor is competent to provide; now therefore, in consideration of the sum not to exceed $ to be paid at the rate of $ /hour to Contractor by OSU, Contractor agrees to perform between date of last signature and , inclusive, the following personal and/or professional services:

Contractor shall not begin work until the Contract is signed by all parties listed below. Unless otherwise specified herein, OSU shall pay only for work performed. Contractor shall submit detailed invoice(s) for work performed to Department for payment. Invoices are paid according the OSU’s standard payment terms which are Net 30 days from receipt of correct invoice.

The following attachments are incorporated by this reference and made a part of this contract: Attachment A, OUS Standard Contract Provisions and □ Attachment B, □ Attachment C, □ Other Attachments □ □ □

INSURANCE: the minimum limit is $ Type required: □ CGL □ AUTO □ Professional

THIS CONTRACT SHALL BECOME EFFECTIVE AND BINDING UPON LAST SIGNATURE BY AUTHORIZED REPRESENTATIVES OF THE PARTIES AS PROVIDED HEREIN.

OSU

OSU Department Head
(Typed Name): Date

OSU Contract Officer
Date

Department of Justice
(Only for contracts over $100,000) Date

CONTRACTOR

Signature Date
Typed Name: Date
Address:

Phone:

Banner Vendor ID No.: U.S. Tax Identification No.: Contractor is a: (Check One)
□ Resident U.S. citizen □ Resident non-U.S. citizen (Green Card Holder)
□ Non-U.S. citizen □ Partnership □ Corporation □ Contractor is also a minority group member

<table>
<thead>
<tr>
<th>OSU VENDOR NO.</th>
<th>FORM PREPARED BY</th>
<th>PREPARER’S ADDRESS</th>
<th>DATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>INDEX CODE</th>
<th>ACCOUNT CODE</th>
<th>ACTIVITY CODE</th>
<th>PAYMENT AMOUNT</th>
</tr>
</thead>
</table>

Place Bar Code Label Here

All payments and reimbursements made on this contract will be 1099-misc. reportable. Rev 11-09

Page E-2

BUSINESS CENTER FINANCE & ACCOUNTING DESK MANUAL

Appendix E: PERSONAL SERVICE INVOICES AND CONTRACTS EXHIBITS
EXHIBIT 3: EMPLOYEE VS. INDEPENDENT CONTRACTOR DETERMINATION

Employee vs. Independent Contractor Determination

Name of Contractor: _______________________________

Prior to entering into any contract for services, it is incumbent upon OSU to ensure that the relationship and scope of services do not represent an employer-employee situation. Each time a department contemplates a contract for services, the following information must be reviewed and the checklist completed. For Personal Services Invoices, the document must be submitted with the contract to the Contracts Office for review and approval.

When contemplating a contract for services, an independent contractor is a person or business entity which:

- is free from OSU’s right to direct and control
- is responsible to OSU only for the contracted result of the work, not the manner or method used to accomplish the work
- controls how the service is provided, who provides it, and the means of accomplishing it
- sets his/her own prices for goods and fees for service
- can terminate contract while not terminating his/her business
- can terminate contract while not creating an unemployment situation
- has customers and prospective customers as a result of advertising and being known by the public as a going business
- provides goods and/or services to a public of their own choosing

Below is a table comparing employee considerations with those of an independent contractor. Check all that apply in each column.

<table>
<thead>
<tr>
<th>EMPLOYEE</th>
<th>INDEPENDENT CONTRACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directed and controlled by OSU</td>
<td>Independent</td>
</tr>
<tr>
<td>Does tasks in the manner OSU requests</td>
<td>Does tasks in his/her own way</td>
</tr>
<tr>
<td>Does not have a financial investment in the work they are providing for OSU</td>
<td>Assumes the costs associated with doing the work for OSU</td>
</tr>
<tr>
<td>OSU provides tools, equipment, and skills training</td>
<td>Comes to the job with all necessary tools, equipment, and skills</td>
</tr>
<tr>
<td>The individual works under OSU’s business license</td>
<td>The individual obtains his or her own business license</td>
</tr>
<tr>
<td>Often receives benefits beyond payment for service (retirement and health plans)</td>
<td>Receives only payment for service</td>
</tr>
<tr>
<td>Receives a net check. OSU withholds income tax and FICA taxes.</td>
<td>Receives a gross amount check. Pays his/her own taxes.</td>
</tr>
<tr>
<td>Works at OSU’s place of business</td>
<td>Works at his/her own office or home</td>
</tr>
<tr>
<td>Works the hours set by OSU</td>
<td>Sets his/her own hours</td>
</tr>
<tr>
<td>Works only for OSU</td>
<td>Provides services to multiple entities</td>
</tr>
<tr>
<td>Does not advertise</td>
<td>Has customers as a result of being known by the public as a business</td>
</tr>
<tr>
<td>Eligible for workers’ compensation benefits</td>
<td>Not covered by workers’ compensation</td>
</tr>
<tr>
<td>Has some rights prior to termination</td>
<td>No termination rights unless contracted</td>
</tr>
<tr>
<td>Covered by minimum wage and overtime rules</td>
<td>Paid as contracted; no overtime</td>
</tr>
<tr>
<td>Protected by safety and anti-discrimination rules</td>
<td>No such protection</td>
</tr>
<tr>
<td>May join or form a union</td>
<td>No right to union representation</td>
</tr>
</tbody>
</table>

As you consider the guidance in the bulleted list, and then complete the checklist in the columns above, if you find that the relationship being considered falls more into the Employer/Employee category, you should make contact with the Human Resources group first in order for them to consult with you on the most appropriate mechanism for hiring the individual.

Once the contract and this form is submitted to the Contracts Office, a final review will be made. If the contract appears to be a potential Employer/Employee relationship, the Contracts Office will hold the contract for consultation between Human Resources and the department.

I certify that this form was prepared accurate to the anticipated scope and performance of the Contractor listed above:

Form Prepared By: _______________________________ Date: __________

Form Reviewed By (Contracts Officer): _______________________________ Date: __________
OREGON STATE UNIVERSITY
PERSONAL/PROFESSIONAL SERVICES CONTRACT
AMENDMENT

The PERSONAL/PROFESSIONAL SERVICES CONTRACT No. __________ by and between the State of Oregon acting by and through the State Board of Higher Education on behalf of Oregon State University (OSU), _________________ (Department) and _________________ (Contractor), for the following services:

is hereby amended to a sum not to exceed $_________ and/or to extend the completion date from ________________, to ________________.

The amendment is being made for the following reason:

This amendment is effective upon execution by all the parties.

All other terms and conditions shall remain unchanged.

AGREED:

CONTRACTOR

STATE OF OREGON ACTING BY AND
THROUGH THE STATE BOARD OF
HIGHER EDUCATION ON BEHALF OF
OREGON STATE UNIVERSITY

By: __________________________ Date __________________________

Contracts Officer: __________________________ Date __________________________

DEPARTMENT

By: __________________________ Date __________________________

APPROVED AS TO LEGAL SUFFICIENCY

By: __________________________ Date __________________________

Revision Date 1/07
EXHIBIT 5: SOLE SOURCE REQUEST FORM

<table>
<thead>
<tr>
<th>PROPOSED VENDOR INFORMATION:</th>
<th>DEPARTMENT INFORMATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY:</td>
<td>DEPARTMENT:</td>
</tr>
<tr>
<td>ADDRESS:</td>
<td>CONTACT NAME:</td>
</tr>
<tr>
<td>CITY, STATE ZIP:</td>
<td>TELEPHONE:</td>
</tr>
</tbody>
</table>

**GOODS OR SERVICES:**

**ANSWER THE FOLLOWING QUESTIONS:**

1. Are the goods or services available from different vendors, but the proposed vendor is preferred? If so, why is this vendor preferred?

2. Was an evaluation conducted between different vendors to select the proposed vendor?

3. Do the specifications for goods or services represent the required specifications or desirable specifications to meet the program needs?

4. What research was conducted to determine that the proposed vendor is a sole source? Include backup documentation such as internet searches, trade magazine articles, resumes or curriculum vitae, e-mail conversations or other evidence supporting the sole source.

5. If your proposed vendor went out of business, how would the need for these goods or services be met in order to continue the program?

**Procurement and Contract Services Internal Use Only**

This sole source was advertised on the OUS website from to: Pursuant to OAR 580-062-0020(8). Procurement and Contract Services has found that due to special needs or qualifications only a single seller is available to provide these goods.

PaCS Procurement Analyst

Date

---

OSU Procurement and Contract Services
Revised March 2010

---

**EXHIBIT 5:** SOLE SOURCE REQUEST FORM

**OREGON STATE UNIVERSITY**

**SOLE SOURCE REQUEST FORM**
Appendix F:
PAYROLL
EXHIBITS
EXHIBIT 1: FORM W-4 (PAGE ONE ONLY)

**Form W-4 (2012)**

Purpose: Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding: If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2012 expires February 16, 2013. See Pub. 505, Tax Withholding and Estimated Tax.

Note: If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds $10,000 and includes more than $350 of unearned income (for example, interest and dividends). Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, current credit, adjustments to income, or two-earner/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

**Head of household**: Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependents or other qualifying individuals. See Pub. 505, Exemptions, Standard Deduction, and Filing Information, for information.

**Tax credits**: You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 505 for information on converting other credits into withholding allowances.

**Nonwage income**: If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-EZ, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have irregular or annually income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs: If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate unless all allowances are claimed on the Form W-4D for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

**Nonresident alien**: If you are a nonresident alien, see Notice 1297, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, see Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2012. See Pub. 505, especially if your earnings exceed $120,000 (single) or $180,000 (married).

**Future developments**: The IRS has created a page on IRS.gov for information about Form W-4, at www.irs.gov/W-4. Information about any future developments affecting Form W-4 such as legislation enacted after we release it will be posted on that page.

---

**Personal Allowances Worksheet (Keep for your records.)**

<table>
<thead>
<tr>
<th>Personal Allowances Worksheet</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A Enter &quot;1&quot; for yourself if no one else can claim you as a dependent.</td>
<td>A</td>
</tr>
<tr>
<td>B Enter &quot;1&quot; if:</td>
<td>B</td>
</tr>
<tr>
<td>You are single and have only one job, or</td>
<td></td>
</tr>
<tr>
<td>You are married, have only one job, and your spouse does not work; or</td>
<td></td>
</tr>
<tr>
<td>Your wages from a second job or your spouse's wages (or the total of both) are $1,500 or less.</td>
<td></td>
</tr>
<tr>
<td>C Enter &quot;1&quot; for your spouse. But, you may choose to enter &quot;0-&quot; if you are married and have either a working spouse or more than one job. (Entering &quot;0-&quot; may help you avoid having too little tax withheld.)</td>
<td>C</td>
</tr>
<tr>
<td>D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return.</td>
<td>D</td>
</tr>
<tr>
<td>E Enter &quot;1&quot; if you will file as head of household on your tax return (see conditions under Head of household above).</td>
<td>E</td>
</tr>
<tr>
<td>F Enter &quot;1&quot; if you will have at least $1,900 of child or dependent care expenses for which you plan to claim a credit. (Note: Do not include child support payments. See Pub. 505, Child and Dependent Care Expenses, for details.)</td>
<td>F</td>
</tr>
<tr>
<td>G Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.</td>
<td>G</td>
</tr>
<tr>
<td>If your total income will be less than $51,000 and $84,000 ($90,000 and $119,000 if married), enter &quot;1&quot; for each eligible child. If your income is less than $51,000 or $84,000, enter &quot;1&quot; for each eligible child who is 17 years of age or older.</td>
<td>G</td>
</tr>
<tr>
<td>H Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.)</td>
<td>H</td>
</tr>
</tbody>
</table>

---

**Employee's Withholding Allowance Certificate**

Form of the Treasury Internal Revenue Service

OMB No. 1545-0074

2012

*Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.*

1 Your first name and middle initial
2 Your social security number

3 Single Married Married, but withheld at higher Single rate.
   Marital status
   If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.

4 City or town, state, and ZIP code

5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)

6 Additional amount, if any, you want withheld from each paycheck

7 I claim exemption from withholding for 2012, and I certify that I meet both of the following conditions for exemption.
   a. Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and
   b. This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.
   If you meet both conditions, write "Exempt!" here.

8 Employer's signature (This form is not valid unless you sign it.)
9 Employer identification number (EIN)
10 Office code (optional)

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 1020QQ Form W-4 (2012)

---

**BUSINESS CENTER FINANCE & ACCOUNTING DESK MANUAL**

**Appendix F: PAYROLL EXHIBITS**
EXHIBIT 2: PERSONAL DEMOGRAPHIC FORM

Personal Demographic Information
(to be completed by employee)

[ ] New  [ ] Revised

Your name as it should appear in the OSU directory:

Last Name  First Name  MI (optional)  Social Security Number

* If you have applied for an original social security number or replacement card, attach a COPY of the RECEIPT from the Social Security Administration Office. Existing employees may enter their University ID in this field if desired.

Your name as it appears on your social security card:

Last Name

Current Mailing Address and Telephone:

Street or P.O. Box

City  State  Zip Code  Area Code and Telephone Number  Nation (If outside USA)

Current Email Address (new hires only):

(Used to confirm your OSU ID# and send initial business email. Enter your OSU employee email address if known, otherwise use a personal email address. You may change this address at any time through OSU Online Services.)

Date of Birth: [Mo] [Day] [Year]

Gender: [ ] Male  [ ] Female

Citizenship: [ ] U.S. Citizen  [ ] Resident Alien

If you have been previously associated with OSU or the Oregon University System (OUS), what are any names (e.g. maiden names, former names, nick names) that you may have used and the IDs, and dates associated with those names?

Name(s)  ID(s)  Date(s)

Retirement Plan Participants: Are you a past or current member of the Oregon Public Employees Retirement System (PERS), or the Oregon University System Optional Retirement Plan (ORP)? [ ] No  [ ] Yes, PERS  [ ] Yes, ORP

Returning Retirees: A returning retiree is a person who has taken a retirement pension distribution from either the Oregon Public Employees Retirement System (PERS), or the Oregon University System Optional Retirement Plan (ORP). Have you received, or are you receiving retirement pension payments from PERS or the ORP? [ ] No  [ ] Yes, PERS  [ ] Yes, ORP

Student Status (if currently enrolled or enrolling next term; choose one student type)

Institution Name  Current Term  Credit Hours

[ ] Undergraduate  [ ] Graduate  [ ] Post Baccalaureate  [ ] CAP/ELI  [ ] Provisionally Admitted  [ ] Special Grad

Degree Information (Not required for undergrad student employment; enter baccalaureate degree and above.)

Highest Degree  Degree  Institution

City/State

Country (if Foreign)

Degree Date

Signature

I certify that I personally completed this form and that all information contained herein is true, correct, and complete to the best of my knowledge.

Employee Signature  Date

Rev. 05/06/2012  Page 1 of 2

BUSINESS CENTER FINANCE & ACCOUNTING DESK MANUAL
Appendix F: PAYROLL EXHIBITS
Personal Demographic Information
(to be completed by employee)

Please Print

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>ID or SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Technology Transfer Agreement: I hereby acknowledge that the Oregon State Board of Higher Education (OSBHE) requires me, as a condition of my employment, to assign to OSBHE rights to any invention or improvement in technology, computer software, tangible research property, and trademarks (Intellectual Property) conceived, invented, or reduced to practice by me, either solely or jointly with others, developed using university facilities, personnel, information or other university resources; and by my signature below, I hereby assign such rights. I understand that additional information can be obtained through the Office for Commercialization and Corporate Development, 308 Kerr Administration Building, (541) 737-0674.

I certify that I have read, understand and agree to the Technology Transfer Agreement as stated above.

Employee Signature __________________________ Date __________

Employment Application Agreement: I certify and affirm that I personally completed and submitted any and all required employment application materials provided to the University, whether submitted as written materials or through the University’s online recruitment system (even if I requested that it be completed on my behalf). I further certify that all statements and information contained in this material are true and complete to the best of my knowledge.

I understand that any false, fraudulent, or misleading oral or written statement contained in my employment application or made in the course of any related employment process, whether made by me or by others at my request, may result in rejection of my application, denial of employment, dismissal from service if discovered after employment and/or prosecution for a crime.

Employee Signature __________________________ Date __________

Use of an Employee's Social Security Number (SSN): All access and use at Oregon State University of the social security number is prohibited except for meeting federal or state requirements, compliance and reporting.

As an employee, Oregon State University will use your social security number as authorized under the Privacy Act of 1974 (10 USC Chapter 55) and OAR 580-021-0044. These uses include:

(A) Use and disclosure for certain program purposes, including disclosure to the Internal Revenue Service, the Social Security Administration, the Federal Parent Locator Service, the Department of Veteran’s Affairs, the Bureau of Citizenship and Immigration Services, Aid to Families with Dependent Children, Medicare and Medicaid, Unemployment Insurance, Workers Compensation, and, in appropriate cases, epidemiological research.

(B) Administration and accounting purposes including the payment of state, federal and local payroll taxes; withholdings for FUTA and FICA; calculation and applicable reporting of pre-tax salary deductions for benefits including, but not limited to, IRC 117 and IRC 127 scholarship and educational assistance programs; IRC 457 deferred compensation and IRC 403(b) tax-sheltered annuity plans; IRC 401(a) retirement plans; IRC 132 pre-tax parking and transit plans, IRC 125 flexible spending account or cafeteria plans; or IRC 105 or 106 health reimbursement arrangements.

(C) To the extent required by federal law, an employee’s social security number may be provided to a foreign, federal, state, or local law enforcement agency for investigation of a violation or potential violation of a law for which that entity has jurisdiction for investigation or prosecution.

I certify that I have read the paragraphs regarding use of an employee’s social security number.

Employee Signature __________________________ Date __________

Rev. 06/06/2012 Page 2 of 2
## Request for Employee Payment

(Send form directly to Payroll Office)

Please issue pay as indicated below:

**Department/Unit:**

**Position #:**

**Suffix:**

**Employee Name**

(last, first, middle initial)

**University ID Number**

**Appointment Type:**

- [ ] Academic Salary
- [ ] Academic Wage
- [ ] Classified
- [ ] Graduate Assistant
- [ ] Summer Session
- [ ] Student

**Payment Reason:**

- [ ] Prior Month’s Reclassification Pay
- [ ] Overload pay not being paid by employee’s home department
- [ ] Pay more than one month prior to current month
- [ ] Other: __________________________

**Pay Information:**

**Month** _______ **Year** _______

<table>
<thead>
<tr>
<th>Earn Code</th>
<th>Hrs/Units</th>
<th>Rate</th>
<th>Index</th>
<th>Acct Code</th>
<th>Actv Code</th>
<th>Labor Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Month** _______ **Year** _______

<table>
<thead>
<tr>
<th>Earn Code</th>
<th>Hrs/Units</th>
<th>Rate</th>
<th>Index</th>
<th>Acct Code</th>
<th>Actv Code</th>
<th>Labor Percent</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

**Remarks:**

__________________________

__________________________

**Department/Unit Authorization:** ____________________________  **Date:** _____________

**Prepared By:** ____________________________  **Date:** _____________  **Phone:** ____________________________

---

PAYROLL/DEPT007/ 08-01-2004
## EXHIBIT 4: OVERPAYMENT NOTICE

![Overpayment Notice Form]

**Payroll Office**

*Please process the overpayment listed below for this employee.*

**Appropriate paperwork is being processed.**

<table>
<thead>
<tr>
<th>Department</th>
<th>Employee Name</th>
<th>Position Number</th>
<th>Suffix</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Mo</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
</table>

| Pay Method: | Hourly Pay | Default Pay |

<table>
<thead>
<tr>
<th>Appointment Type:</th>
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<tbody>
<tr>
<td>Academic Salary</td>
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<tr>
<td>Academic Wage</td>
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<tr>
<td>Classified</td>
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<tr>
<td>Graduate Assistant</td>
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<tr>
<td>Summer Session</td>
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<tr>
<td>Student</td>
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<tr>
<th>Reason:</th>
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</thead>
<tbody>
<tr>
<td>Appointment % Reduced</td>
<td>Leave Without Pay</td>
<td>Salary Rate Reduction</td>
<td>Employment Ended or Termination</td>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month/Year</th>
<th>Earn Code</th>
<th>Index</th>
<th>Account Code</th>
<th>Activity Code</th>
<th>Actual Pay</th>
<th>Correct Pay</th>
<th>Overpayment</th>
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Please explain calculation of overpayment (i.e., hours paid, rate paid at, and account code used vs. hours worked, correct rate, and correct account code).

Payroll use only:

|  |  |  |  |  |  |  |
|---|---|---|---|---|---|
| Central OHR | BC/Department | PHAREDS | Unavoidable | | |
| Central Payroll | Late Paperwork | PHICHEK | Employee address noted | | |
EXHIBIT 5: OVERLOAD COMPENSATION REQUEST

Overload Compensation Request

Office of Human Resources

Request is to be submitted prior to commencement of services on a term by term basis.

<table>
<thead>
<tr>
<th>Name: Last, First, Middle Initial</th>
<th>University ID Number</th>
<th>Rank</th>
<th>FTE</th>
<th>Appt Type (9 or 12 months)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department and Home Institution</th>
<th>Term Dates of Overload Service*</th>
<th>Amount to Be Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
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</tbody>
</table>

* Service is to be performed before employee can be paid.

Justification for the amount to be paid, as specified in the Overload Policy, must have been approved by the Vice Provost of Academic Affairs and International Programs before this document will be processed. Documentation is required to be on file in the department.

Employee has read and signed the Conflict of Commitment policy and documentation is on file in the employee’s department personnel file.

Type of service to be rendered and reason for the payment of overload compensation to this employee:

Check One Service Rendered Account Code Pay Code
□ Instructional 10201 OVX
□ Non-Instructional 10202 OVP

Index Number: __________________ Activity Code (optional): __________________

Source of Funds for Payment:
□ *Sponsored Agreements □ Service Fee □ Instructional Budget □ Self-Support

* A request to pay on a different source of funds must be attached to this form. Requests to use sponsored agreements are very limited per OMS Circular A-21, and must be approved in writing, in advance, by the sponsoring agency and the Office of Post Awards Administration.

Authorization Approvals

I certify that I have read the Oregon State University Overload and Conflict of Commitment policies and this request complies with the policy guidelines and requirements.

Employing College/Unit Authorized Representative Phone Date
Employee’s Supervisor Phone Date
Executive Officer or Authorized Representative (if faculty member is employed by another institution) Phone Date

Please submit one copy of this form to your Business Center Human Resources

Reviewed by: ____________________________ Phone ____________ Date ____________

Business Center HR Representative Phone Date

Rev. 03/22/2012
# EXHIBIT 6: LABOR DISTRIBUTION FORM (PAGE ONE ONLY)

## OREGON STATE UNIVERSITY PAYROLL OFFICE

**LABOR DISTRIBUTION FORM**

- **OSU ID #:** [Blank]
- **Name:** [Blank]
- **Last Name** [Blank]  **First Name** [Blank]
- **POSN #:** [Blank]
- **SUFFIX:** [Blank]
- **Prepared by:** [Blank]  **Name** [Blank]  **Phone** [Blank]

### Payroll Use Only

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<tr>
<th>Earn Code</th>
<th>Hrs</th>
<th>Percent</th>
<th>Amount</th>
<th>Index</th>
<th>Acct Code</th>
<th>Actv Code</th>
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**TOTAL:** 0.00%

**NOTE:** TOTAL PERCENT MUST EQUAL 100

### Payroll Use Only

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<tr>
<th>Earn Code</th>
<th>Hrs</th>
<th>Percent</th>
<th>Amount</th>
<th>Index</th>
<th>Acct Code</th>
<th>Actv Code</th>
<th>Payroll Use Only</th>
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</table>

**TOTAL:** 0.00%

**NOTE:** TOTAL PERCENT MUST EQUAL 100

### Payroll Use Only

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<th>Earn Code</th>
<th>Hrs</th>
<th>Percent</th>
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<th>Actv Code</th>
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</tbody>
</table>

**TOTAL:** 0.00%

**NOTE:** TOTAL PERCENT MUST EQUAL 100

### Remarks

- **Department Approval:** Date
- **Research Accounting Approval:** Date
EXHIBIT 6: MANUAL CHECK SPREADSHEET

SPREADSHEET DIRECTIONS

There is a tab for each employee type; enter the pay requested on the correct tab

1. Enter the Employee ID number
2. Enter the Last Name then First
3. Enter the position number and suffix the pay is due on

You only need to enter this once per employee

FOR EXAMPLE:

Unclassified

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Name</th>
<th>Pay Period</th>
<th>Weekly Rate</th>
<th>Pay Frequency</th>
<th>Federal</th>
<th>State</th>
<th>Net Pay</th>
<th>ACT CODE</th>
<th>PAYroll</th>
<th>PAYSlip</th>
<th>PAYSlip</th>
<th>PAYroll</th>
<th>PAYroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>530-789-987</td>
<td>Lott, John</td>
<td>1/3/2023</td>
<td>200</td>
<td>Weekly</td>
<td>38,640</td>
<td>200</td>
<td>150</td>
<td>10102</td>
<td>10103</td>
<td>10200</td>
<td>10300</td>
<td>10200</td>
<td></td>
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</tbody>
</table>

Classified

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Name</th>
<th>Pay Period</th>
<th>Weekly Rate</th>
<th>Pay Frequency</th>
<th>Federal</th>
<th>State</th>
<th>Net Pay</th>
<th>ACT CODE</th>
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<td>10103</td>
<td>10200</td>
<td>10300</td>
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</tbody>
</table>

Graduate

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Name</th>
<th>Pay Period</th>
<th>Weekly Rate</th>
<th>Pay Frequency</th>
<th>Federal</th>
<th>State</th>
<th>Net Pay</th>
<th>ACT CODE</th>
<th>PAYroll</th>
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<th>PAYroll</th>
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</thead>
<tbody>
<tr>
<td>530-789-987</td>
<td>Lott, John</td>
<td>1/3/2023</td>
<td>200</td>
<td>Weekly</td>
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<td>10103</td>
<td>10200</td>
<td>10300</td>
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</tbody>
</table>

6. Enter the number of hours of pay due. If there are no additional hours due and the additional pay is due to a pay increase enter 1
7. For Unclassified and Graduate employee pay enter the total amount owed to the employee the rate will fill in and should closely match the rate given in Banner unless you enter a 1 in the HR6Unit field

For Classified enter the rate of pay

FOR EXAMPLE: Unclassified or Grad pay

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Name</th>
<th>Pay Period</th>
<th>Weekly Rate</th>
<th>Pay Frequency</th>
<th>Federal</th>
<th>State</th>
<th>Net Pay</th>
<th>ACT CODE</th>
<th>PAYroll</th>
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<th>PAYroll</th>
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</thead>
<tbody>
<tr>
<td>530-789-987</td>
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<td>200</td>
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</table>

FOR EXAMPLE: Classified Pay

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Name</th>
<th>Pay Period</th>
<th>Weekly Rate</th>
<th>Pay Frequency</th>
<th>Federal</th>
<th>State</th>
<th>Net Pay</th>
<th>ACT CODE</th>
<th>PAYroll</th>
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<td>150</td>
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<td>10103</td>
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</tbody>
</table>

8. Enter the index or indexes the pay will be distributed on; enter a new line for each index
9. Enter the account code, activity code, and appointment percent

FOR EXAMPLE:

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Name</th>
<th>Pay Period</th>
<th>Weekly Rate</th>
<th>Pay Frequency</th>
<th>Federal</th>
<th>State</th>
<th>Net Pay</th>
<th>ACT CODE</th>
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</table>

10. Enter the timesheet org number; this is the department the pay is due on
11. Enter Y if you have set up the deductions or it is additional pay and the deductions are set up
12. Enter N if the employee has returned and deductions need to be reallocated; fax the W4 form to central payroll
13. Email the spreadsheet to Central Payroll (Tadh Yates, Anita Gurule, Lorrie Barzat)

By Noon the day prior to the check run (regularly Tuesday or Friday each week and Payday and the Day After Payday)
### UNCLASSIFIED PAY SPREADSHEET

**Earn codes used:**
- DAP - salary pay
- SLP - additional pay

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### CLASSIFIED PAY SPREADSHEET

**Earn codes used:**
- REG - regular pay
- RGP - prior month / additional pay

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Prepared by: Cathy J. 7-9680
<table>
<thead>
<tr>
<th>EMPLOYEE ID</th>
<th>NAME</th>
<th>GUEST</th>
<th>POSITION</th>
<th>DATE</th>
<th>TOTAL</th>
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Legend:
- GOP - regular pay
- RGP - additional pay

Prepared by:
Appendix G:
FOUNDATIONS
EXHIBITS
EXHIBIT 1: CHECK/CASH DEPOSIT FORM

OSU FOUNDATION
CASH/CHECK DEPOSIT FORM

Prepared by __________________ Office ___________ Phone _________ Date ___________

Payer’s Name: ____________________________

Spouse Name: ____________________________

Address: __________________________________

Phone: __________________

Gift [ ] Non Gift [ ]

Purpose: __________________________________

Primary ID#: ____________________________

Joint ID#: _________________________________

Group ID#: _______________________________

Group ID#: _______________________________

Record Date: _____________________________

Gift Type: GF [ ] PP [ ] GK [ ] CO [ ] EQ [ ] GR [ ]

Source:  C [ ] M [ ] H [ ] W [ ] T [ ] O [ ]

Tender:  C [ ] Y [ ] S [ ] G [ ] T [ ] O [ ]

Credit Card Type: V [ ] M [ ] D [ ] A [ ]

Relationship: P [ ] J [ ] G [ ] C [ ]

Special Handling: __________________________

In Memory of: _____________________________

In Honor of: ______________________________

Appte Code: ______________________________

ID# __________________

Major Gift Code: S [ ] C [ ] Date: __________

Primary Credit $ ________________________

Joint Credit $ ____________________________

Matching Gift Info: Primary Donor

Company _____________________________

Company ID# __________________________

Date Form Rec’d _________________________

Joint Donor

Company _____________________________

Company ID# __________________________

Date Form Rec’d _________________________

Allocation # Allocation Name Amount Receipt #

______________________________________

______________________________________

______________________________________

Coin/Currency Total: $_______________

TOTAL GIFT AMOUNT: $ ______________

Cash Receipt #: ________________________

TOTAL NON GIFT AMOUNT: $ __________

TOTAL DEPOSIT: $ 0.00

ATTACH ALL RELATED BACK-UP INFORMATION & POSTMARKED OUTER ENVELOPE
## EXHIBIT 2: OSU SCHOLARSHIP PAYMENT PLAN MANAGEMENT FORM

**OSU Scholarship Payment Plan Management**

Please enter the desired criteria to query a list of scholarship payment plans that you like to manage. Accepted wildcard characters: \* matches any string of zero or more characters.

<table>
<thead>
<tr>
<th>Index</th>
<th>Detail Code</th>
<th>Scholarship Title</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS125H</td>
<td>02A1</td>
<td>AICPA Award/Business</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>FS125H</td>
<td>02A2</td>
<td>Warren Academic Excel/Bus</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>FS125H</td>
<td>02A7</td>
<td>Di-Mart Schl/Business</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>FS125H</td>
<td>02A8</td>
<td>Sadler Family Bus/Business</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>FS125H</td>
<td>02A9</td>
<td>MGMT Business/Bus</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>FS125H</td>
<td>02B1</td>
<td>Payson Cha Int/Business</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
<tr>
<td>FS125H</td>
<td>02B2</td>
<td>Financial Planning Cont/Bus</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
</tr>
</tbody>
</table>

[Image of the form with search results]
EXHIBIT 3: OSU SCHOLARSHIP PAYMENT AUTHORIZATION FORM
EXHIBIT 4: EQUITY SCHOLARSHIP DETAIL CODE REQUEST
EXHIBIT 5: DIRECT PAYMENT REQUEST FORM

![Image of the form]

**DIRECT PAYMENT REQUEST**

- **Prepared By:** Mary Martens  
  **Dept.:** HSBC  
  **Phone:** 7-3035  
  **Submit Date:** 10/31/11

- **Payer/Vendor:** Willaby's Catering (OSU ID# 930599790)  
  **Address:** 765 Liberty Street SE  
  **City:** Salem  
  **State:** OR  
  **Zip:** 97301  
  **Funding Project Title:** Pharmacy Deans Fund for Excellence

- **Invoice No.:** E13083  
  **Invoice Date:** Sep 23, 2011  
  **Invoice Due Date:** Oct 5, 2011

**BUSINESS PURPOSE:**
- **Who:** Willaby's Catering Inc  
- **What:** Catering for dinner for candidate Dr. Jon Thorson for position departments of Chemistry and Pharmaceutical Sciences  
- **Where:** Held at the VUE  
- **When:** Event held September 22, 2011  
- **Why:** Catering for dinner for candidate Dr. Jon Thorson for position departments of Chemistry and Pharmaceutical Sciences - List of attendees and itinerary for candidate is attached

<table>
<thead>
<tr>
<th>Account (XXX-XXXXX)</th>
<th>Description</th>
<th>Project (XXX-XXXXX)</th>
<th>Program</th>
<th>Activity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>56600</td>
<td>Public Relations / Entertainment</td>
<td>4110-600000</td>
<td></td>
<td></td>
<td>$1,199.92</td>
</tr>
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</tbody>
</table>

**Grand Total:** $1,199.92

This request authorizes OSU Foundation to draw a check on the above named organization as described, and the undersigned certifies that payment for this item has not been, and will not be, collected from any other source.

Co-Signers: when required  
Authorized Signatures

Disposition of Check:
- [ ] U.S. Mail to Payer
- [ ] Send via campus mail to:  
  - located at:
- [ ] Special request
- [ ] Hold for pick-up: Cell [ ]  
  - all
- [ ] Date Needed  
  - 1 week for processing and delivery

FOR OSU ACCOUNTING USE ONLY:
- Check picked up by:
- Date:
- New Vendor [ ] W-9 Date Created [ ] By [ ]
- Approved By [ ] Date [ ]
OREGON STATE UNIVERSITY FOUNDATION

Equity Account (Project Id) Signature Form

Project ID 4100-211600 Project Title Accounting Scholarships

This form will REPLACE all previous signature forms for the above equity account (project Id). Please do not use departmental routing or filing stamps on the original signed document. Include signatures of ALL persons in Section 1 and Section 2. Please use non black ink.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sands, Shari L</td>
<td></td>
</tr>
<tr>
<td>Homan, Nancy Elizabeth</td>
<td></td>
</tr>
<tr>
<td>Brown, Carol E</td>
<td></td>
</tr>
<tr>
<td>Kleinsorge, Ilene K</td>
<td></td>
</tr>
</tbody>
</table>

Section 1: The following persons are authorized to sign for this equity account. A minimum of two authorized signers are required.

Section 2: The following person(s) are no longer authorized to sign for this equity account. If a signature cannot be obtained, please provide a reason in the signature space e.g. Left OSU/Dept,

Name Coakley, James R  Signature

I understand that this signature form will be used to verify signatures for all disbursements from the equity account (project Id) listed above. As the holder of this equity account, I certify that the signers in Section 1 are authorized to draw funds from this account when providing the required supporting information, and that I remain primarily responsible for all requests submitted. It is my responsibility

Approved By: Signature of Dean, Director, Program Head required

Date

Print Name and Title

*Please use non black ink and send*

*original signed form to Irona Lowden*

*at OSU Foundation.*
EXHIBIT 7: FUND TRANSFER AUTHORIZATION FORM

OREGON STATE UNIVERSITY FOUNDATION

FUND TRANSFER AUTHORIZATION

Date: 12/20/2010

Please transfer as follows:

<table>
<thead>
<tr>
<th>Fund/Org</th>
<th>Organization Title</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: 4110-200300</td>
<td>Dean's Fund for COB</td>
<td>$800.00</td>
</tr>
<tr>
<td>To: 4100-230010</td>
<td>Family Owned Business Fund</td>
<td>$800.00</td>
</tr>
<tr>
<td>Re:</td>
<td>COB faculty registration fees for Austin Family Business Awards Event 11/18/2010</td>
<td></td>
</tr>
</tbody>
</table>

Contact Name: Tara DiSanto 7-6050  Authorized by:

Entry Date: ____________________________
EXHIBIT 8: TRANSFER REQUEST—ARF GIFT ACCOUNT TO FA GIFT INDEX

TRANSFER REQUEST

TO: Agricultural Research Foundation
Strand Agriculture Hall, Suite 100
Oregon State University

FROM: Animal Science  11/11/11

Department  Date

DIRECTIONS: 1. Submit one Payment Request per VENDOR.
2. Attach ORIGINAL invoice. (Payment Requests will not be processed
   without Original Invoice or Reason for Copy)
3. Indicate account(s) for payment. You may split payments
   between ARF accounts as needed.
4. Indicate OSU Activity Code for Transfers to FA Department Gift
   Index Accounts.
5. Payment Requests will not be processed without Authorized
   Signatures or Delegated Authority on File at ARF.

LIST INDIVIDUAL INVOICES

<table>
<thead>
<tr>
<th>Invoice Date</th>
<th>Invoice #</th>
<th>ARF Account</th>
<th>Amount</th>
<th>OSU Activity Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>9876</td>
<td>543.21</td>
<td>A876</td>
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<tr>
<td></td>
<td></td>
<td>1234</td>
<td>63.24</td>
<td>A234</td>
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</tbody>
</table>

TOTAL AMOUNT OF CHECK  $ 606.45

Special Mailing/Handling Instructions

VENDOR NAME and MAILING ADDRESS

CHECK PAYABLE TO: (Vendor Name & Address)

State Reason for Expense (Business Purpose):

to reconcile gift FA index.

n/a

Project Leader Approval/Signature  (Department Head Initials) n/a

Vendor No.
EXHIBIT 9: TRANSFER REQUEST—BETWEEN ARF ACCOUNTS

TRANSFER REQUEST

TO: Agricultural Research Foundation  
Strand Agriculture Hall, Suite 100  
Oregon State University

FROM: Animal Science  
11/15/11

DIRECTIONS: 1. Submit one Payment Request per VENDOR.
2. Attach ORIGINAL invoice. *(Payment Requests will not be processed without Original Invoice or Reason for Copy)*
3. Indicate account(s) for payment. You may split payments between ARF accounts as needed.
4. Indicate OSU Activity Code for Transfers to FA Department Gift Index Accounts.
5. Payment Requests will not be processed without Authorized Signatures or Delegated Authority on File at ARF.

<table>
<thead>
<tr>
<th>Invoice Date</th>
<th>Invoice #</th>
<th>ARF Account</th>
<th>Amount</th>
<th>OSU Activity Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>9876</td>
<td>1,500.00</td>
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</table>

Total Amount of Check: $1,500.00

State Reason for Expense *(Business Purpose)*:

The contract is shared by co-PI’s. This request is to transfer the co-PI his portion of the contract.

CHECK PAYABLE TO: ARF 5555

Special Mailing/Handling Instructions

Project Leader Approval/Signature: Jane Doe

(Department Head Initials)
**SAMPLE 10: ARF PAYMENT REQUEST FORM**

### PAYMENT REQUEST

**TO:** Agricultural Research Foundation  
Strand Agriculture Hall, Suite 100  
Oregon State University

**FROM:** Animal Science  
9/30/2011

**TRAN CODE: MUST CHECK ONE**

- [ ] 3 Equipment  
- [X] 6 Supplies & Materials  
- [ ] 7 Service, Postage & Other  
- [ ] 4 Grants  
- [ ] 8 Fund Transfers

**ARF USE ONLY**

**REQUESTED BY** Jane Doe  
(Project Leader Approval)

**DIRECTIONS:**
1. Use one Action Request per VENDOR  
2. Attach ONE original invoice  
3. Attach original and one copy of all registrations and cash to accompany payments  
4. Indicate account(s) for payment. You may split payments between ARF accounts as needed.

**LIST INDIVIDUAL INVOICES**

<table>
<thead>
<tr>
<th>Invoice Date</th>
<th>Invoice#</th>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-Sep</td>
<td>556677</td>
<td>9876</td>
<td>$300.00</td>
</tr>
<tr>
<td>21-Sep</td>
<td>567889</td>
<td>4567</td>
<td>$450.00</td>
</tr>
</tbody>
</table>

**CHECK PAYABLE TO:**

Sam’s Animal Feed Store  
123 Main Street  
Corvallis OR 97330

**TOTAL AMOUNT OF CHECK** $750.00

If no Invoice Number, state reason for expense:

- purchase cattle feed.

**REQUESTED BY** Jane Doe  
(Project Leader Approval)  
(Department Head Initials) n/a  
Vendor No. ___________________
SAMPLE 11: ARF DEPOSIT FORM

DEPOSIT TO: AGRICULTURAL RESEARCH FOUNDATION
Strand Ag Hall, Suite 100
Oregon State University

FROM: Animal Science
(Department)

Account # 9876  Account Name: Cattle Feed

New: _______  Project Leader: Jane Doe

CHECK ONE: Income X OR Expense for: Equipment Grant
Supplies Travel
Services

DIRECTIONS
1. Use one Deposit Form per check.
2. If a single check is to be split between more than one ARF account please use a separate form for each account.
3. Staple check to bottom portion of form.
4. Complete each required section (Exception: Do not write in ARF Space).
5. New account numbers will be assigned by ARF.
6. Please DO NOT send Cash through the mail.

DONOR NAME (not address) n/a

ACCOUNTING INFORMATION:

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Amount of Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>-9</td>
<td>ARF 5%</td>
</tr>
<tr>
<td>-9</td>
<td>GENERAL FUND</td>
</tr>
</tbody>
</table>
YOUR LETTERHEAD

DATE: November 3, 2011

TO: Yanli Zhang, Staff Accountant
    Agricultural Research Foundation

FROM: Joe Brown, Accountant

DEPARTMENT: Animal Science

SUBJECT: OSU Contract Setup/Increase

Please increase the budget of the following OSU Contract Account.

Index Number: FA1234
Contract Number: C56-7890-2011
Project Title: Cattle Feed
PI Name: Jane Doe
Funding Source: ARF 9876

Budget Amounts:

<table>
<thead>
<tr>
<th>OSU Account Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10501</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>10901</td>
<td>$75.00</td>
</tr>
<tr>
<td>20103</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

Total $6,575.00

Funding Source/Description: Oregon Cattle Commission

Date(s) Funding Anticipated: n/a
Appendix H:
OTHER TOPICS
EXHIBITS
## EXHIBIT 1: AUTHORIZED OACIS UNIT CHART ADMINISTRATORS

**Authorized OACIS Unit Chart Administrators**

*Effective 10/31/11*

<table>
<thead>
<tr>
<th>Letter that Begins with</th>
<th>Type</th>
<th>College or Administrative Unit</th>
<th>Business Ctr</th>
<th>Authorized Unit Chart Administrators (Requires OSU ID login)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>College</td>
<td>Agricultural Sciences / AES (A)</td>
<td>AMBC</td>
<td>Chris Holdridge</td>
</tr>
<tr>
<td>B</td>
<td>College</td>
<td>Business (B)</td>
<td>BEBC</td>
<td>Shari Sands</td>
</tr>
<tr>
<td>C</td>
<td>College</td>
<td>Liberal Arts (C)</td>
<td>ASBC</td>
<td>Mark Johnson</td>
</tr>
<tr>
<td>D</td>
<td>Admin Unit</td>
<td>Academic Affairs (U)</td>
<td>UABC</td>
<td>Linda Adams</td>
</tr>
<tr>
<td>E</td>
<td>College</td>
<td>Engineering (E)</td>
<td>BEBC</td>
<td>Shari Sands</td>
</tr>
<tr>
<td>F</td>
<td>College</td>
<td>Forestry / FRL (F)</td>
<td>FOBC</td>
<td>Penny Wright</td>
</tr>
<tr>
<td>G</td>
<td>Admin Unit</td>
<td>Graduate School (G)</td>
<td>UABC</td>
<td>Linda Adams</td>
</tr>
<tr>
<td>H</td>
<td>College</td>
<td>Health &amp; Human Sciences (H)</td>
<td>HSBC</td>
<td>Michael Dooley</td>
</tr>
<tr>
<td>I</td>
<td>Admin Unit</td>
<td>International Programs (I)</td>
<td>UABC</td>
<td>Linda Adams</td>
</tr>
<tr>
<td>J</td>
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*The above list is for Activity Code Approvals. For all other chart elements, Christen Dries is the OACIS Chart Administrator.*


## BUSINESS CENTER FINANCE & ACCOUNTING DESK MANUAL

Appendix H: OTHER TOPICS EXHIBITS
EXHIBIT 2: FOAPA REQUEST/OACIS ACTION TIPS

Following these guidelines will minimize the chance of delay or disapproval of your requests:

Fill in the FOAPA request electronically using the Excel worksheet instead of completing the form by hand. Using the Excel form will make the information easier to read and could prevent any misunderstandings.

Make sure to enter a **DETAILED** description in the Description of Intended Use field. Do **NOT** just repeat the Title of the element requested. The Description field should include the name of the HR and fiscal contacts for new Orgs.

The person making the request should have the “authority” to make the request. For example, someone from the Agricultural Sciences and Marine Sciences Business center should not request a new FUND or Org for the College of Business.

Activity Codes requested to track returned overhead will **NOT** be approved.

Activity Codes that appear “suggestive” will **NOT** be approved.

Mixing letters and numbers in an Activity Code can cause confusion in use as zeroes and ones are easily confused with “O”s and “L”s.

OACIS will default the proper first letter of the Activity Code based on the indicated Org. Do not try to override this.

New Activity Codes will become effective as of July 1 of the current fiscal year.

Changes to FOAPA elements can **NOT** be retroactive. They can be set up to become active on a future date.

Requests for new Orgs must roll up correctly based on OSU rules and the existing structure for Major Orgs.

When requesting an index/fund for a workshop, indicate the category of participants, i.e., OSU employees, non-OSU participants, students, etc. Also identify if credits will be granted or if there is an associated fee in the Fee Book as these are crucial points in determining proper program code usage.
EXHIBIT 3: REQUESTING NEW OSU FOUNDATION (FS) INDEXES

To request a new FS index number send an email to Kim Winburn of the OSU Foundation (kim.winburn@oregonstate.edu) with the following information:

Title:
Department:
Contact Person(s):
Authorized Signer(s):
Reports to be sent to:
Foundation Fund/Org Number (ex: 4100-11111):
PURPOSE

Est. Annual Budget:
**EXHIBIT 4: WIRE TRANSFER FORM INSTRUCTIONS**

A wire transfer for the payment of goods or services is accomplished by completing a Wire Transfer Non-Recurring Request form and sending it to the Cashiers Office. The form can be found in OSCAR here: [http://oregonstate.edu/fa/businessaffairs/sites/default/files/wire_transfer.pdf](http://oregonstate.edu/fa/businessaffairs/sites/default/files/wire_transfer.pdf)

Wire transfers are an electronic means for payment. All of the standard requirements for expenditures pertain to payments made via wire transfer (See the [OSU Fiscal Operations Manual](http://oregonstate.edu/fa/businessaffairs/sites/default/files/wire_transfer.pdf)).

**Wire Transfer Requests should be filled in on-line and NOT handwritten.** Handwritten forms can be hard to read and result in delays or mistakes in the process.

Start by indicating whether the wire is domestic or international by checking the appropriate box at the top of the form.

Then indicate the date and the amount of the transfer.

Enter the Beneficiary information following these guidelines:

To ensure delivery of the funds to the appropriate Payee, specific beneficiary and banking information is required, including the bank branch street address.

Please request detailed banking information from your Payee. The Cashiers’ Office cannot process wire transfers without this information, as the initiating bank will not accept the incomplete request. Your Payee should readily have this information. As an example: the European Payments Council requires that all European banks provide their account holders with their IBAN and BIC, and the account holders are required to provide this information on any documents used in cross-border invoicing.

For wires to Domestic banks - an ABA (American Bankers’ Association) number is needed. The ABA routing number is a unique 9 digit transit number assigned to each US bank.

For wires to International banks – a BIC (Bank Identifier Code) is needed, and European banks also require an IBAN (International Bank Account Number). Non-European banks require that the beneficiary name must match the account number.

The BIC is a shorthand method of identifying the destination of the funds, and includes alpha characters to designate the bank, country, and location. The BIC is an 8 character code also known as the SWIFT code address, and is uniquely assigned to banks. Branch codes can be added to the BIC to further designate which branch of a bank should receive the SWIFT message. When a branch code is added, the BIC has 11 characters (i.e. BARCGG11). For detailed information regarding the BIC, please see the helpful [about BIC](http://www.swift.com/about-bic) web page. A helpful site for researching BIC codes is provided at: [SWIFT.com](http://www.swift.com)

The IBAN is a series of alphanumeric characters which uniquely identify an account held at a bank and is required for European banks. It can be up to 34 characters long and contains a two-character country code, two check digits, and the basic bank account number. The basic bank account number identifies the bank as well as the account holder. In printed format, spaces are inserted for readability (i.e. DE16 4444 3333 2222 1111 00). For researching IBAN codes, please see the information provided by the [European Committee Banking Standards](http://ec.europa.eu/commissionycleremonitoring/outside-ec/cbs/banking-standards/iban)

**Required Authorization**

The departmental Budget authority's signature is required. Please also include a contact name and phone number to expedite resolution to banking issues.

(CONTINUED NEXT PAGE)
Accounting information

The Cashier’s Office will enter the accounting information into Banner based on the information filled in on the bottom of the page. The Institution should be “OSU”. The Department, Index and Account Code should be whatever is appropriate for the expense being paid with the wire transfer.

Items to attach to this form

A copy of the invoice (or forward contract) for each expenditure is required to accompany the request.

A copy of the correspondence with banking information for beneficiary (email, letter, etc.).

Income spreadsheets are required for transfers to OSU foreign bank accounts.

Where to send the completed form

Cashier’s Office/OSU Business Affairs
In-person delivery & campus mail: B100 Kerr Administration Building

Additional information

For researching IBAN codes, please see the information provided by the European Committee Banking Standards.

A helpful site for researching BIC codes is provided at: SWIFT.com.

Need help? Contact Cashier’s Office:

Cashiers main line, (541) 737-2597
Wire Transfer Non-Recurring Request

Check One:  □ Domestic Wire  □ International Wire

Agency Name: Oregon State University  Agency Number: 58000

Date Transfer to Occur:  Agency Account to be Charged: 58003

Amount of Transfer:  Currency (if other than US $):

Beneficiary:  [35 Characters Maximum]
Beneficiary Account Number (IBAN):

Beneficiary Street Address:  [35 Characters Maximum]
Beneficiary City/State/Country:  [35 Characters Maximum]

Beneficiary Bank Name:  [35 Characters Maximum]
Beneficiary Bank SWIFT (international Only); or ABA Routing (Domestic Only)

Beneficiary Bank Street Address:  [35 Characters Maximum]
Beneficiary Bank City/State/Country:  [35 Characters Maximum]

Message for Beneficiary:  [100 Characters Maximum]

Department:

Index or Fund:

Account Code:

Department Signature:  

Date:

Printed Name:

Phone:

Contact Name:  

Phone:

Business Center Invoice Approver:

Approver Signature:  

Date:

Printed Name:  

Phone:

Business Affairs Use Only - Financial Accounting & Analysis Review

Signature:  

Date:

Printed Name:  

Revised 11/09/2012
HOW TO DO APPROVALS AND DISAPPROVALS—FOAUAPP

For more help with these steps, see Approvals Section, FIS Fundamentals Reference Manual.

All POs, $5,000 and over, and Banner Invoices require departmental approval. If documents are awaiting your approval, FOIAINP, Approvals Notification Form, will appear upon your first form selection in Banner. If you choose not to view outstanding approvals at this point, click “Exit”.

To View Outstanding Approvals from FOIAINP:

1. Click User Approval under the Options menu.
2. Follow the directions on how to approve documents.

Document Detail Information

1. Go to FOUAPP.
2. Click Next Block.
3. To view document detail, click “Detail”. The system will jump to FOQINV.
4. Use the Scroll Bar or click Next/Previous Record to scroll through accounting and/or commodity records if there are multiple sequences (or click View Commodities under the Options menu to view commodities on one screen.)
5. Click Query Document under the Options menu, then click Next Block to view original document.
6. Click “Exit” to return to the detail screen. Click “Exit” again to return to FOUAPP.

Approval Queue Information
(to find who still needs to approve a document)

1. Click “Queues” button. The system jumps to FOAAINP.
2. Click Next Block to retrieve queue information.
3. Use the Scroll Bar or click Next Record to see approvers for other queues (if more than one QUEUE ID shows). Click “Exit” to return to FOUAPP.
To Approve Documents

NOTE: The previous queries listed should be completed prior to doing the approval of a document. Once a document is approved, it cannot be reversed.

1. Go to FOAUAPP.

2. Click Next Block for a list of all documents awaiting your approval.

   Document Types: INV=Invoices or Credit Memos; PO=Purchase Orders; JV=Journal Voucher.

3. Use the Scroll Bar or Next/Previous Record to go to the document you wish to approve or disapprove.


5. Repeat 3-4 to approve more documents. Use the Scroll Bar or Next/Previous Record to scroll through the documents. Click “Exit” to return to FOAUAPP.

To Disapprove Documents

1. Use the Scroll Bar or Next/Previous Record to go to the document you wish to approve or disapprove.

2. Click “Disapprove” button, this takes you to the Document Disapproval Text form.

3. Type in your explanation for the disapproval.

4. Click “OK”.

5. Message appears “Document has been disapproved” by you, click “OK”. Click “Exit” to return to FOAUAPP.

Document Approval History

1. Click Approval History under the Options menu.

2. Enter Banner document number that you want to query on. Click Execute Query.

3. You can see who the originating user is and who has approved the document. You cannot see who disapproves a document.

4. Click “Exit” to return to FOAUAPP.

NOTE: You can exit without approving at any time. Click “Exit” to return to the menu.
HOW TO LOOK UP DOCUMENT APPROVAL HISTORY—FOIAPPH

For more help with these steps, see Approvals Section, FIS Fundamentals Reference Manual.

The Document Approval History form lists the Originating User and Approver(s) for documents that have completed all or a portion of the approval process.

1. Go to FOIAPPH.
2. Form begins in query mode. In DOCUMENT CODE, enter document #.
3. Click Execute Query.
4. To enter another query, click Enter Query and repeat steps 2 and 3.
5. Click “Exit” to return to menu.

NOTE: This form is for documents that have been approved. To see approval queues for documents not yet approved, use form FOAAINP.
HOW TO FIND WHO STILL NEEDS TO APPROVE A DOCUMENT—FOAAINP

For more help with these steps, see Approvals section, FIS Fundamentals Reference Manual.

You can select FOAAINP or jump to it from FOAUAPP, User Approval Form. FOAAINP displays the required approval queues for a completed document.

1. Go to FOAAINP, enter document number and type.
   NOTE: If querying on an invoice and there is not a zero (0) in the Sub Num: field you must enter a zero in that field.

2. Click Next Block to display the required approval queues.

3. Use the Scroll Bar or press Next Record to view additional queues and/or approvers in those queues.

4. (Optional) Click Approval History under the Options menu to see who or, if anyone, has already approved the document. Click “Exit” to return to FOAAINP.

5. Click “Detail” button to view the document detail. Click “Exit” to return to FOAAINP.

6. Click “Exit” to return to the menu.