Additional Facts

Moving? OSU can help pay for that! Contact your Business Center

Personal Reimbursements must be submitted to your Business Center no later than 60 days after the purchase, and no later than June 30.

OSU cannot purchase alcohol—only the OSU Foundation may process this transaction

Average Per diem for meals:
  Breakfast: $13
  Lunch: $13
  Dinner: $26

Per diem amounts include gratuity, service and delivery charges.

For more information on per diem rates go to this website: http://oregonstate.edu/dept/fa/businessaffairs/travel/tres/

Helpful Resources
Motor Pool
Surplus Property
Azumano/Teels
Buy Orange Vendors
Fee Book
FIS Manual

Why is the Business Center here, and what can we provide?

The Business Center is here to help you with all your financial needs. We provide solutions and options for you when making finance related decisions.

Our goal is to maximize the amount of time you have for your projects by facilitating the administrative processes of the university on your behalf.

Additionally, Business Centers are here to help provide out of the box thinking and options for you when working with external vendors or developing business processes and practices.

Resources:
http://motorpool.oregonstate.edu/
http://surplus.oregonstate.edu/
http://pacs.oregonstate.edu/buyorange/travel
http://pacs.oregonstate.edu/buyorange
https://fees.oregonstate.edu/
http://oregonstate.edu/fa/manuals/fs
Purchasing

Purchasing is closely monitored at Oregon State University. The University must adhere to multiple rules, guidelines, and policies when spending the public’s money. Below is a quick list of items to remember when making purchases on behalf of the institution.

Before making a purchase, check to see if OSU might be able to provide you the goods or services! Often times you can get your supplies faster from an OSU unit. Contact your Business Center for a complete list of departments that may be able to help you with your business needs!

All purchases over $5,000.00 must be initiated by your Business Center.

All purchases under $5,000.00 must adhere to Oregon State University’s Fiscal Operations (FIS) policies; FIS policies can be found in the brochure Resource Section. Questions? Contact your Business Center!

Personal Reimbursements should only be used as a last resort and must be vetted through a closely monitored process. Check with your Business Center to find out what is required for reimbursements.

All services provided to the university must be purchased and facilitated with your Business Center using a contract. Please contact them if you are looking to bring any type of professional service to campus.

Work being done on your respective building may invoke BOLI laws and regulations. These laws require a special purchasing process. Contact your Business Center for further details when making these purchases.

Spending OSU Dollars When Hosting

Hosting official university guests, such as job candidates, visiting scientists, dignitaries and seminar speakers, can be done using OSU money. Some vendors will directly bill OSU, while others may not. In the event that a vendor does not directly bill, please be sure to collect all receipts and return them to your Business Center. You will then be reimbursed.

As always, there are rules associated when hosting an official guest. These rules can be found in the OSU FIS Manual. All employees are expected to adhere to the rules. Contact your Business Center representatives for questions concerning hosting policies and requirements.

Travel

OSU will pay for most costs of travel for its employees when on official university business. The travel policy can be found in the OSU FIS Manual. Travel must be authorized by your Dept. Head, Chairperson or Director prior to travel.

Travel reimbursements must be submitted to your Business Center within 60 days. Save your receipts!

Use Azumano Travel or Teel’s Travel to help plan and book your airfare travel. Questions on how to use these services? Contact your Business Center.

Budget Authority

Are you capable of initiating and signing off on a purchase? If you answered yes you are considered a Budget Authority! Budget Authorities have additional responsibilities. These individuals are the gate keepers of OSU money.

Wondering if you’re a Budget Authority?

Speak to your supervisor.
Wondering what other rules may apply to a Budget Authority?

Speak to your Business Center.

Finance and Accounting Contact Information