

Welcome, to the first issue of IN THE LOOP! What I hope will be a monthly email to keep you informed.

For those of you familiar with our quarterly newsletter THE BOTTOM LINE we have decided to send a less ambitious version out more often. IN THE LOOP will be delivered to the boscounties list serve monthly. For information on registering for this list serve, please see the Extension website. <http://www.ag.ohio-state.edu/~commtech/helpdocs.html>

What will happen to THE BOTTOM LINE? That is up to you. Please send me your feedback on what works, and what doesn't and we will do our best to accommodate your requests. All feedback is good feedback so please send me your thoughts!

In addition to IN THE LOOP, you may also see **\*Breaking News\*** items come through your mailbox. These emails will be sent as needed to update you on important information that we felt should not wait until the next IN THE LOOP.

Questions, comments, concerns regarding this change should all be directed to Cindy Tschanen, and don't forget to visit our website for NEWS and all of your Business Office needs. <http://osuebusiness.ag.ohio-state.edu/>

**THURSDAY, APRIL 15, 2004**

## **IN THE LOOP**

**ISSUE NO. 1**

### **IN THIS ISSUE:**

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- **OSU TODAY**
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### **Extension Human Resources**

Just a reminder that payroll is no longer part of the Business Office. All Human Resources questions, items, mail, etc. now go to Human Resources. The Human Resources Office of Extension now includes personnel, payroll and training and development. Please visit the new HR website for all of your needs located at <http://hr.ag.ohio-state.edu/>.

### **Read OSU Today**

During the school year, OSU Today is mailed out electronically on a daily basis (once weekly during exam and breaks). OSU Today is automatically sent to all new employees. The list of employees is compiled once per month. If you are not a new employee and not receiving OSU Today, please sign up following directions at <http://8help.osu.edu/34380.html>. Please note you must use your name.#@osu.edu email address. OSU Today provides valuable information

about things happening at the University. Some past important issues included information about the IBM contract and PCard renewal.

### **Business Office State Car Check-out Instructions**

The state cars managed by the Extension Business Office are available for faculty and staff members of Extension, Academic offices and OARDC. Charges for use are \$.20 per mile. There are two cars available for use at all times. To reserve a state car, please contact the Business Office at (614) 247-7621, or fax the state car sign-out form (<http://osuebusiness.ag.ohio-state.edu/documents/Statecarsignoutform.xls>) to the Business Office at (614) 688-0529. Each driver must have a Driver Registration form on file with the Extension Business Office ([http://osuebusiness.ag.ohio-state.edu/forms/driver\\_registration\\_form.xls](http://osuebusiness.ag.ohio-state.edu/forms/driver_registration_form.xls)).

### **Requisition Reminders**

The Requisition Form (1303) is a paper form for exclusive use by University office to request the purchase of goods or services. A requisition must include the vendor name, EIN number, office and shipping address. Larger items must include three different quotes. Requisitions take on average two weeks to process from time of arrival in the Business Office. Requests for goods exceeding \$25,000 and services exceeding \$50,000 may be subject to competitive bidding. All items not on the Non-PO vouchers list ([http://osupurchasing.com/policies/nonpo\\_voucher.pdf](http://osupurchasing.com/policies/nonpo_voucher.pdf)) must be purchased using a requisition. For more information regarding the purchase of goods and services, please visit the OSU Purchasing website ([www.osupurchasing.com](http://www.osupurchasing.com)) and the Goods and Services section of the Extension Business Office website ([http://osuebusiness.ag.ohio-state.edu/goods\\_and\\_services.php](http://osuebusiness.ag.ohio-state.edu/goods_and_services.php)).

### **Checks sent to Columbus for Deposit – Updated policy as of 4/9/04**

Checks sent to Columbus for deposit in non-development funds are typically deposited within 5 days. For faster processing of development checks, they should be sent directly to the University Development Office:

The Ohio State University

University Development  
709 Fawcett Center  
2400 Olentangy River Road  
Columbus, Ohio 43210

Documentation required along with the OSUE Check transmittal ([http://osuebusiness.ag.ohio-state.edu/documents/checktransmittal04\\_000.xls](http://osuebusiness.ag.ohio-state.edu/documents/checktransmittal04_000.xls)) is as follows:

**Reimbursement to a payment request, travel or invoice** – a copy of the payment request, travel or invoice OR a copy of your eReports with the voucher number(s) circled. The voucher number is a number representing the fiscal year followed by an E and 6 numbers (i.e. 4E123456).

**Reimbursement to a PCard expense** – a copy of the PCard Receipt Form and receipt OR a copy of your eReports with the PCard journal number circled. It is a number like 4P123456.

**Reimbursement to salary and/or benefits** – a copy of your eReports showing the expense should be attached to the check transmittal. On the check transmittal please list the person being reimbursed and the time period the expense is being reimbursed for. All salary and benefit reimbursements are deposited to account 67101.

**It is the recommendation of the Business Office that checks are sent in to reimburse expenses monthly after you are able to download and submit a copy of your eReport with all expenses circled along with the check and check transmittal form. This will reduce the amount of back up you need to send as well as allow more efficient depositing in the Business Office. If you have questions about this, please contact Maggie and she can help you with the process.**

For more information on deposits, please visit our website at <http://osuebusiness.ag.ohio-state.edu/>

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**Want to know what's new in Extension? Visit the Business Operations Home Page for Breaking News and much more. The website is updated weekly, so come back often!!!**

**<http://osuebusiness.ag.ohio-state.edu/>**

**Thank you,**

Cindy Tschanen  
Extension Business Office  
614-292-6979

