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Please help! We are looking for new ideas to add to upcoming issues of IN THE LOOP. Please send suggestions or questions via email tschanen.3@osu.edu or anonymously by fax 614-688-0529 Thank you in advance for your new ideas.

Bi-annual Reporting of Bank Balances

The Business Office requests offices' bank balances and copies of the bank statements twice yearly. The June 30 bank balances and statements must be provided to the Business Office by August 1. Please note: **ALL** statements must be submitted for **EVERY** bank account that the office holds. This includes information for CDs, savings accounts, multiple checking accounts, etc.

Cost-Per-Copy Reminder

Copiers and Fax machine should not be purchased with Field Office bank accounts. The University requires that these expenditures be purchased through Cost-per-Copy or through a University Purchase Order for another vendor. Cost-per-Copy is the copier leasing program that consolidates the University's buying power, enabling departments to obtain national-brand technology at very low rates. This program has saved many Ohio State departments in office copying costs. The University requires a quote to be obtained from Cost-Per-Copy before using another vendor for copier or fax machine orders. Please submit this quote along with any [requisition](#) and copier order to the Business Office. Please visit the Cost Per copy website for more information <http://cpc.osu.edu/>.

Boise Paper Price Increase

Email Message from Jana Kent at Boise:

-----Original Message-----

From: JanaKent@BoiseOffice.com [<mailto:JanaKent@BoiseOffice.com>]

Sent: Thursday, June 03, 2004 9:22 AM

Subject: Paper price increases

Importance: High

Good morning. I wanted to let you know that starting June 24th the price on cut sheet copy paper is going to be going up. I have attached a [list](#) of the items that the prices will be increasing on.

Take care,

Jana

OSURF Reminders

For all OSU Research Foundation paperwork to be processed in a specific month, the paperwork must be at Research Foundation prior to the last day of the month. Unlike university transactions, they are not able to back-date. The Extension Business Office cannot process Research Foundation pay requests.

For faster processing, send all Research Foundation forms directly to:

Ohio State University Research Foundation
Accounts Payable Room 400
1960 Kenny Rd
Columbus, OH 43210

New on Our Website

Policies and Procedures Manual

The Business Office is working to update its policies and procedures manual and make it accessible on our website. The manual is a work in progress so please check back. However, the outline is now available online for your review and input. Please do not hesitate to send suggestions or comments. Also... watch for the new policies and procedures **HEADING** in the coming weeks.

Forms Now Available Online

There are two new forms available on our website.

1. The Requisition Form <http://www.osupurchasing.com/tabfiles/Requisition.pdf>
 - a. The Requisition Form has previously been available in paper form. It is now available for download and printing. This form will soon be available for online editing, check back for latest version.
2. The Online Postage Request Form <http://osuebusiness.ag.ohio-state.edu/postageform.php>
 - a. This is an online form that you complete when your office is in need of postage. Once completed, you will receive an email confirmation that your order has been received and a response to your request within 48 hours.

Timing Requirements

The Business Office has recently reviewed and updated its processing time standards for common transactions. Please follow the link to our new timing standards and other important information, including the form you should submit, how often you should be submitting, and how long you should expect for processing. <http://osuebusiness.ag.ohio-state.edu/documents/TimingStandardsUpdatedJun04.pdf>

Notes relating to timing standards:

- These standards are only guidelines and can be affected by inaccurate information or circumstances beyond our control. Timing begins the date the item is received in the Business Office.
- Please allow up to five (5) additional business days for payment processing and approvals through Accounts Payable and Purchasing.

- Exceptions to this policy must be submitted in writing along with the proper form and are subject to approval.

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
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