

IN THE LOOP

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Postage Update – Don't get caught without postage!

New postage meters are currently being installed in office machines. The piece that is being replaced is a small chip which directs the machine to your new office account number. Once this chip is installed you should begin monitoring your account and send checks to replenish that account as needed. A communication on postage was mailed to each office in mid October. Instructions and FAQ's can be found on the Business Office Web site.

▶ 12/16/04 Postage Information has been updated. Please download the new [Letter](#), [Instructions](#) and [FAQ](#) documents

Please get your Blanket renewals in

The end of the calendar year is fast approaching. Delayed processing of blanket purchase orders can lead to delayed vendor payments. The Business Office will be short staffed around the Holidays, please submit your paperwork early.

Business Office Training Update

The Business Office has scheduled two additional training days for the modules BUYING 101 and INDIVIDUAL TRAVEL. Those dates are: February 4, 2005 and February 7, 2005. Sessions will be held in Columbus. Information can be found at the Business Office Web site regarding the session details and registration information. Using feedback from previous sessions, the format of the day is slightly different from sessions just presented throughout the state.

Registration Deadline is January 28th.

eReports training dates have not yet been set, but sessions for the Columbus area are currently being planned. Watch your mailbox for more information.

Business Office Staffing Update

In November, the Business Office lost our Office Associate Maggie Medley. Maggie worked for Extension for five years. Her skills and ability made her a valuable team member. We miss Maggie and wish her well in her new endeavors.

In December, the Business Office said goodbye to Bekah McCurdy, one of our talented Business Office students. Bekah has moved on to a job using her Bachelor's Degree. We are excited for Bekah's new adventure.

As of January 3rd, we will be saying goodbye to one of our Business Office Representatives. Ralph Orr will be joining the State 4-H office. Ralph has been an asset to our office for over two years and we will miss him. Ralph's position will be posted and filled as quickly as possible. We ask for your patience during this time of transition.

Also as of January 3rd, the Office Associate position in the Business Office will be filled by Wendy Michel. Wendy comes to us from the OARDC Director's Office in Columbus. Wendy has been very involved with our College for the past five years and is excited about joining the Extension family. She brings with her knowledge about the University's fiscal structure, Research Foundation experience and knowledge of FAES among much more. We are excited to have Wendy join our team and hope you will welcome her in the New Year. Please be patient while she is learning all about Extension.

Travel Form Tips

Many of you have requested some tips on making the travel request and reimbursement process faster. Please see the following information for completing the travel forms.

- ✓ **Don't fax and mail the form (only do one or the other):** this may lead to duplication and cause time consuming clean up later.

- ✓ **Do you have the newest form?**

The newest forms can be found on the Travel Office Web site.

<http://www.busops.ohio-state.edu/travel/>

The Business Office Web site also has a current list of forms; this includes the Extension mileage form. <http://osuebusiness.ag.ohio-state.edu/>

Be sure to bookmark the Web page, not the form to ensure you always have the most up to date form possible.

Don't forget to add:

- ✓ Your Employee ID number
- ✓ Departure location
- ✓ Departure and return dates
- ✓ An estimated dollar amount on travel requests, an actual dollar amount on travel reimbursements
- ✓ Supervisor's signature

Q&A. Can I use the local checking account to pay for a reimbursement?

A. The checking account may be used to reimburse individuals for supplies up to \$50.00. This should be limited because non compliance is easy.

Q&A. Can I use the local checking account to pay for a refund?

A. The checking account may be used to refund individuals for items purchased and returned or for registrations paid and not used.

Q&A. When do I need a T# or pre-approved travel request?

Type	PreApproval Required?
Out of State	Yes
In State with expenses (ex. Hotel, per diem)	Yes
In State with PCard expenses	Yes
In State with registration	
✓ Paid by individual	<input type="radio"/> Yes
✓ Paid by University using travel system	<input type="radio"/> Yes
✓ Paid by PCard	<input type="radio"/> Yes
✓ Paid by expense transfer (IDB)	<input type="radio"/> No
✓ Paid by local checking	<input type="radio"/> No
✓ Paid by Purchase Order	<input type="radio"/> No
✓ Paid by OSU Payment Request	<input type="radio"/> No
In State: mileage only	No

New convenience order number for memberships

The University has implemented a new convenience order number. X05008 was set up to make payments for institutional membership or payments for individual professional memberships when the employee is designated as the University's representative. This may not be used for club, social, airline, etc. memberships.

This means that membership fees can be paid using any of the following methods:

1. Purchase Order
2. PCard
3. Payment Request
4. Local Checking Account

- ✓ OSU organization membership fees can also be paid using a 100w form.
- ✓ An original, itemized receipt should be obtained regardless of which method is chosen.

New on our Web site <http://osuebusiness.ag.ohio-state.edu/>

The Business Office Web site is updated often. In this section of the newsletter we make note of the most popular changes to the Web site.

WHAT'S NEW?

Q&A from the Support Staff Conference 2004 – Questions asked at the Support Staff Conference are answered here.

Cross Country Inn Voucher Update – An update about Cross Country Inn Vouchers is available

Copy of Regional Meeting Presentation – If you would like to request Brian McClain's regional meeting presentation, there is a link available to you.

County Appropriation Authorization Form – The 2005 form is now available.

QuickBooks Order Form - Orders will be placed by the end of the year.

Q&A from County Director Meetings - Questions asked at the County Director training are answered here.

Postage Meter Update - Instructions & FAQs are available and have been updated as of 12/16.

Business Office Training – 2 days have been added for Buying 101. Information is available.

FORMS

All the forms you
need

Travel Reimbursement Form – The Extension Travel Reimbursement Form has been updated

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/>

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