

BEBC F&A

Key Things to Know...

- Prior to booking your first trip or purchasing items for OSU please visit the BEBC team for guidance on OSU travel and procurement guidelines
- Work with your College HR liaison before you allow anyone to work for you or your program/project
- Submit and approve timesheets on schedule
- Limit personal reimbursements to less than \$100 for none hosting purchases
- All reimbursements must be submitted for payment within 60 days of incurring the cost or conclusion of the travel and in the appropriate fiscal year (fiscal year ends June 30th)
- Purchases of \$5,000 or greater require a purchase order
- Know the purchasing cards use restrictions: <http://fa.oregonstate.edu/business-affairs/financial-accounting-analysis/osu-purchasing-card-prohibited-uses>
- Do not sign contracts for OSU unless instructed to do so by a OSU Contracts Officer
- Visit BEBC Finance and Accounting Page: <http://fa.oregonstate.edu/bebc/finance-accounting>
- Visit College of Business Travel Guide at: <http://business.oregonstate.edu/main/faculty-and-staff/business-and-engineering-business-center>
- Know College of Business's hosting limits
- Seek budget authority authorization before committing OSU to expenditures

BEBC-College of Business Finance and Accounting Team Austin Hall

Sandy Saunders, Accounting Technician
541-737-3997, 487 Austin Hall, sandy.saunders@oregonstate.edu

- P-Card, travel, personal reimbursements, invoices, paper time-sheets, procurement card, supply and equipment procurement, purchase order and encumbrances, check distribution, student payroll, consultation, student group travel

Jim Nightengale, Accountant
541-737-6633, 485 Austin Hall, jim.nightengale@oregonstate.edu

- Grants, & contracts, labor distributions, relocation reimbursements, travel, personal reimbursements, invoices, procurement card, supply & equipment procurement, purchase order and encumbrances, budget transfers, index balances, reporting, database reconciliation, consultation, check distribution, budget development, faculty and staff payroll questions, student group travel

Corina Rampola, Finance and Accounting Manager

- Oversight of accounting for BEBC-College of Business

College of Business HR Liaisons

Noelle Cummings, Office Manager
541-737-6053, 302 Austin Hall, Noelle.cummings@oregonstate.edu

- Professional faculty, classified, temporary and regular student positions

Heather Maurer, Assistant to Associate Deans
541-737-4276, 461 Austin Hall, heather.maurer@oregonstate.edu

- Instructional/Research faculty positions

Erica Stillwagon, Business Performance and Strategic Planning
541-737-6050, 449C Austin Hall, Erica.Stillwagon@oregonstate.edu

- Graduate student positions, backup for all other classifications

Business and Engineering Business Center (BEBC)

BEBC-Finance and Accounting Quick Reference Guide



Travel and Personal Reimbursements

- Prior to booking your first trip or purchase of items for OSU please visit the BEBC team for guidance on OSU travel and procurement guidelines.
- The COB Travel Arrangement Guide is located at:
<http://business.oregonstate.edu/main/faculty-and-staff/business-and-engineering-business-center>
- Please familiarize yourself with OSU FIS Policies:
FIS 407-Personal Reimbursements
FIS 411-07 Travel Reimbursements
FIS 410-05 Hosting Groups and Official Guests
FIS 407-07 Dept. Advances
FIS 415-Relocation and Moving Reimbursements
<http://fa.oregonstate.edu/fis-manual>
- Please check in with the BEBC team for current COB Hosting Rates
- All reimbursements must be submitted for payment within 60 days of incurring the cost or conclusion of the travel and in the appropriate fiscal year (fiscal year ends June 30th)
- For reimbursements please remember to include the 5 W's (what, when, where, why, who) and include substantiating documents as appropriate (meeting agenda, invites, etc.)
- When combining personal travel with business travel please be sure to get a quote for business only travel along with personal travel quote
- For conference rate hotels please be sure to include documentation of the posted conference rate with your reimbursement request
- Items such as gift cards, personal service contracts, etc. cannot be purchased through the personal reimbursement method

P-Card and Procurements

- Purchases (not based on per item costs) over \$5,000 require a OSU Purchase Order
- Before committing OSU financial resources please ensure you have budget authority approval
- All OSU purchases should include the business purpose including the 5 W's (who, what, when, where, why), please also ensure backup documentation is included with purchase request
- For all IT equipment purchases please consult with COB IT helpdesk first to ensure compatibility of equipment and COB networks (laptops, mobile devices, printers, etc.)
- The Procurement card can be used to purchase general/class room supplies, subscriptions, conference registration, conference lodging, etc. Please visit the BEBC team to learn more about using the COB procurement card
- Please familiarize yourself with the OSU FIS/PaCS Policies:
FIS 408-01-Procurement Card
PaCS 101-Procurement Ethics and Conflict of Interest
PaCS 400-Contracts
<http://fa.oregonstate.edu/pacs-manual>

Contracts and Grants/Misc.

- When considering contracted projects please see the BEBC team for consultation
- BEBC can assist with budget preparation (labor, OPE and F&A)
- If you have labor on a sponsored project you will have a PAR (Personnel Activity Report) Form that will be required to be reviewed and authorized quarterly
- For changes in budget, scope or other activity that wasn't identified in the original contract or it's amendments, please contact your OSRAA contracting officer for assistance
- Labor redistributions may require additional authorizations. Please see BEBC team for further guidance
- The OSRAA contracting officer will be your primary point of contact concerning administration of the contract outside of labor distributions, expenditures, PAR forms, budget reporting which will be provided by the BEBC
- For sponsor invoicing and external financial reporting please work with Office of Research Cash and Financial Management team
- Please familiarize yourself with the Office of Research:
Proposal Prep-proposal writing, etc.
OSRRA FAQ-Pre award, post award administration
<http://research.oregonstate.edu/osraa>

Self Service Travel Resources

Please see BEBC Team to obtain your index and activity code

OSU Online Air Travel Website:
<http://fa.oregonstate.edu/business-affairs/travel/nuttravel>

OSU Enterprise (will need your ONID login info)
MyOSU/Employee/Employee Quick Links

OSU Motor Pool
<http://transportation.oregonstate.edu/motorpool>

BEBC Contacts

Sandy Saunders: 541-737-3997
Sandy.saunders@oregonstate.edu

Jim Nightengale: 541-737-6633
Jim.nightengale@oregonstate.edu

Self Service Grants/Contracts Resources

OSU Proposal Software:
<https://oregonstate.cayuse424.com/661/>

Grant Financial Reporting:
<https://bfpsystems.oregonstate.edu/bfponline/Default.aspx>