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## Blanket Renewals

With the change in year, comes the renewal of many of your blanket purchase orders. In order to help us better process your blanket purchase order requests please note the following helpful tips.

1. **Submit a requisition form instead of a copy of the old Purchase Order.** The requisition form has all of the information we need and takes us less time when processing your request. This can be faxed or mailed to the Business Office.
2. **Write on the requisition form – “to replace PO number 5xxxx4a00x”.** This alerts us that you have had a change in Purchase Order number.
3. **Watch your financial statements for invoices.** We process many transactions daily, and sometimes miss a change in purchase order. Watch your financial statements and make sure invoices are getting charged to the right PO. If they are charged to the wrong one, payment may be delayed to the vendor.
4. **E-mail or fax us when all invoices have been processed on the old purchase order.** The sooner we close the old PO the faster we can process new purchase orders.
5. **Make sure your vendor is using the new purchase order number and placing this on each invoice.** If invoices are charged to the wrong purchase order, payment may be delayed to the vendor.

Thank you for helping us better process your transactions!

## Business Office Training Update

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 e-mailbox for more information.

## Business Office Staffing

As of January 3<sup>rd</sup>, the Office Associate position in the Business Office was 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. Wendy is fast learning about Extension and she is proving to be a great asset to the team. Feel free to call 614-688-4704 or e-mail [michel.5@osu.edu](mailto:michel.5@osu.edu) Wendy with questions, or just to say hello.

Ralph Orr's Business Office Representative position is currently vacant. We are working quickly to fill the position. Please e-mail financial questions to Cindy Tschanen [tschanen.3@osu.edu](mailto:tschanen.3@osu.edu) while we are in transition.

Thank you for your patience. We are slowly recovering from the holidays, the change in calendar year and our vacancies. There are some items that are not meeting our normal timing standards. We are doing our best to process utilities and personal reimbursements as quickly as we can. Because of this priority, other items may be coming slower than usual. We appreciate your patience.

## General Ledger - Changing account number for meals at meetings

The accounting office has clarified that we should be using account number 61230 for meals served at Extension conferences and meetings. 61230 is the account number for food and costs. We have traditionally used the account number for meetings (64413) which can still be used for other meeting expenses (not food).

## Travel - Proof of attendance is now required when attending a meeting or conference

The new travel policy states that proof of attendance is required if paid by an individual submitting for reimbursement. Examples of proof of attendance:

\*participant roster      \*name badge      \*program material

Please attach proof of attendance to your Travel Reimbursement Form.

### Excerpt from the travel policy:

**Conference Registration Fees** – If the conference fee was not pre-paid, the University will reimburse these fees, including business related banquets or meals that are part of the conference registration. Original receipts are required. If the conference does not provide a receipt, a cancelled check or credit card slip is acceptable. A pro rated amount for the meals provided must be deducted from the traveler's per diem. See Meals (per diem) for more detail. Entertainment activities such as golf outings and sightseeing tours will not be reimbursed. Registration fees paid directly by an individual will not be reimbursed until the conference is completed and proof of attendance is submitted. A participant roster, name badge, program material or other similar documentation serve as proof of attendance.

## Travel – mileage rate

The 2005 mileage rate has been increased to \$0.405 per mile. This is for travel completed in calendar year 2005. The rate for calendar year 2004 is \$0.375 per mile. For more information, please visit the IRS Web site. <http://www.irs.gov/newsroom/article/0,,id=131232,00.html> The Extension Travel Reimbursement Form has been updated.

## OSURF eReport without Project Number Listing

Many counties have noticed in their standard monthly reports that there is a page of data for OSURF that lists expenses without any project number. This is a summary report of sponsored project expenses associated with the organization number. This report will disappear after the updated eReport portal is reinstated.

## 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.

### WHAT'S NEW?

FORMS  
All the forms you  
need

**Monthly Reconciliation Worksheet now posted** – This worksheet can be used to reconcile your "owned" funds. The worksheet is in MS Excel and has calculating formulas included.

**Mileage rate increased** – the 2005 mileage rate increased from \$0.375 per mile in 2004 to \$0.405 per mile for 2005. Please note the Extension travel reimbursement form has been updated.

**Bulk Envelope Order** – We will be placing a Bulk envelope order this week. Orders were due 01/14/05. Thanks to all who submitted. Delivery is expected mid February.

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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/>

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