Spending OSU Money – What you need to know

Purchasing goods or services,
Traveling on behalf of the University,
and Seeking reimbursement
Purchases – Goods or Services (with an external vendor)

- Options for making a purchase on behalf of the University. *It is extremely important not to agree to a purchase without a dispatched PO or pcard confirmation to avoid after the fact exceptions.*
  - Purchase Orders (PO) – This is the preferred method of purchasing for the University, both with UNIV and OSURF funding.
  - Procurement Cards (pcard) – This is an option when the purchase is of a smaller dollar amount, and NOT on OSURF funding.
    - BOC Cards – These have a higher dollar limit for both transactions and cycles. They may not be checked out by individuals and are only for use with in the BOC, by BOC staff at their discretion.
    - Department Cards – To be used for business meals and emergencies.
Purchasing – Goods or Services (with an internal vendor)

- Internal Orders are used for purchasing goods or services from a unit within OSU.
- Approval of the goods or services to be purchased, the estimated costs, and chartfield needs to be completed prior to the purchase taking place.
- Internal Orders are processed through eRequest.
Purchasing Process

• Purchase Orders and Internal Orders are both processed through eRequest.
  – The MAE Finance Team can enter the eRequest or the individual (if an employee) can enter the eRequest.
  
• Requests made through the MAE Finance Team can be submitted electronically to ENG-maefinance@osu.edu or hard copy through the Finance drop box in N350 Scott Lab across from the mailroom.
• Purchasing requests should contain a valid quote or screen shot if the purchase is not being made through eStores regardless if it is being entered by the MAE Finance Team or the individual.

• A well defined business purpose is an important piece of the purchasing process. The business purpose should indicate the benefit the University will receive from the item(s) or service(s) being purchased.

• All purchases must be approved prior to the goods or services being sold (i.e. an eRequest must be entered and PO or Internal Order must be dispatched).

• To use eRequest go to: erequest.osu.edu, login is name.# and associate password.
Traveling on Behalf of the University

• Pre-Trip: Approval of the trip, business purpose, and estimated costs *must* be documented in writing for both UNIV and OSURF funded travel.

• Post Trip: Reimbursement for allowable expenses should be requested within 90 days after return from travel.

• If either of the above does not occur an exception request will be required and the individual could be held financially responsible.
Travel Pre-Trip Process

• A travel form should be completed and turned in to the MAE Finance Team a minimum of 1 business day prior to the travel occurring (the earlier the better).
  – The travel form can be turned in electronically by email to ENG-maefinance@osu.edu or by hard copy in the drop box in N350 Scott Lab across from the mailroom.
  – The travel form can be found at: mae.osu.edu under the Administrative Services page.

• Once the travel has been approved and entered into the eTravel system you will receive an email with your T# and some helpful travel reminders.
Travel Post-Trip Process

• Upon returning from a trip on behalf of the University, you should submit your reimbursement request as soon as possible.

• Anything more than 90 days after return will require an exception request which needs to be approved by the Chair and Dean.

• Itemized receipts showing proof of payment should be submitted to the MAE Finance Team through the drop box.

• If no reimbursement is needed please email the MAE Finance Team (ENG-maefinance@osu.edu) to inform us that no reimbursement will be requested.
Reimbursements (non-travel)

• Should you need to spend personal funds for items for the University (UNIV or OSURF) you can seek reimbursement.
• These should be for small dollar amounts and used only when other options are not available (for example; items needed urgently over the weekend to complete research).
• These should be requested timely, while there is no specific policy on the timeliness of non-travel reimbursements, attention is called to anything held for more than 6 months.
• Itemized receipts showing proof of payment are required.
• Reimbursement requests can be submitted to the Finance drop box in N350 Scott Lab across from the mailroom.
• If you enter your own eRequest for reimbursement, the original receipts should still be submitted to the drop box.
Terms

• UNIV – University funding; general funds, state funding, endowments, development funds.

• OSURF – OSU Research Foundation also known as Office of Sponsored Programs. This is research funding, grants, or projects.

• BOC – Business Operations Center; this is the College of Engineering’s service center where financial and human resources transactions are processed.
• eRequest – OSU system in which Purchase Orders, Pcard purchases, Internal Orders, and reimbursements (non-travel) are processed.

• Chartfield – A string of numbers used to identify the funding source of an item. Chartfield will always contain an Org, Fund, and Account. It may contain a program and / or a project as well. Typically it will contain a user define. Your faculty advisor will know this information.

• Org – Mechanical and Aerospace Engineering’s org is 14700.
• Exception – Request for approval to be submitted to the Chair and Business Manager of the Department, and Dean of the College.
  – If the exception is NOT approved it can result in the individual requesting the item and / or reimbursement be financially responsible.

• Contact Information:
  – Finance Team email: ENG-maefinance@osu.edu
  • Contact for questions or requests regarding Purchases, Travel, and Reimbursements.
  – Forms available at the Administrative Services Page on mae.osu.edu.