

4.0 Business and Financial Affairs Policies/Practices

4.1 Business Affairs

The Executive Vice President, located in the Executive Offices, Thurmond Hall, is responsible for planning and operating the fiscal and business affairs of the University. He/she is assisted by the Assistant Vice President for Business Affairs, who is responsible for the Business Office, Business Services, Student Financial Services, Campus Safety and the Geiger Center; by the Assistant Vice President for Physical Plant, who is responsible for the construction, maintenance, and operation of the campus facilities; and by the Director of Information Systems and Services. A description of the duties of the administrators who supervise these areas is found in section one.

4.2 Budget

4.2.1 Budget Preparation

Prior to the end of December each year, the chairmen of departments will receive information from the Executive Vice President concerning the guidelines and information needed to prepare a departmental budget request for the next fiscal year. Requests are reviewed by division chairmen and academic deans prior to submission to the chief academic officer. Following his/her review and modification, in consultation with the submitter, the requests are forwarded to the Executive Vice President.

4.2.2 Budget Review and Approval Process

During mid-January and early February, budget hearings are held, and each department/division head and dean has an opportunity to discuss his/her budget request with the Executive Vice President, Assistant Vice President for Business Affairs, the Controller, and the vice president of the area under consideration. After department/division hearings are held, the total University budget is consolidated to develop the overall University budget. This draft budget is then reviewed with the President and the Business Affairs Committee of the Board of Trustees. Members of the Executive Cabinet and the Financial and Facilities Management Council are briefed on the status of the proposed budget including changes in fees, personnel compensation and other factors that impact the institutional budget. Following these meetings, necessary revisions are made and the proposed budget is mailed to the Board of Trustees for approval at the March meeting of the board.

The President of the University is empowered by the Board of Trustees to adjust the University's budget at any time during the year. If during the fiscal year a department/division chair determines that adjustments are required, a budget adjustment form is used. Forms for this purpose are available through the Business Office or Executive Office.

Upon approval by the dean and/or the area vice president, the Executive Vice President will determine if funds are available and will consult the vice president about sources to obtain adjustments. If the budget adjustment is approved, the budget will be adjusted accordingly.

4.3 Purchasing

With only minor exceptions, no instructor, staff member, or student may make purchases encumbering the University except by means of an approved purchase order. The purchasing policy is as follows:

a. All purchases for Oklahoma Baptist University will be transacted with a purchase order, except on-campus purchases, including the OBU Bookstore. If an item or service can be purchased through the purchase order system, the purchase is to be transacted with a purchase order.

b. Purchase requests are submitted to or by the department head. The department head approves (or delegates approval authority) the purchase request and submits it to the Business Services office for entry into the purchase order system.

c. The purchase request is checked by Business Services for appropriate signatures, account numbers, and the potential need to obtain quotes.

d. If all is in order, the purchase request is entered into the system. When the Purchasing Agent approves the request, it becomes a purchase order.

e. Requests for equipment (object code 5801) and for funding from restricted accounts are submitted to the Executive Vice President prior to the issuance of a purchase order.

f. When a vendor will not accept a purchase order, a check request is submitted to the Business Office prior to the purchase. OBU is exempt from state sales tax and will not reimburse this expense. Information on exemption from this tax is available from the Office of Business Services.

g. Purchase of merchandise for personal use is not permitted unless there is an employee discount available to all employees that is arranged through the purchasing office and is paid in full in advance.

4.4 On-Campus Special Remuneration

Special payments to students and employees must be handled as a payroll item. From time to time, a department will ask someone from another department or area of the school to perform a special project and will want to pay that person for his/her time. Since the employing department is a part of OBU and the persons being hired is an employee of OBU, this must be treated as a salary payment. This would include, but not be limited to, payments by social clubs, SGA, academic departments, Physical Plant, and payments for make-up exams. Payroll taxes and state and federal income taxes must be paid as applicable, and the payment must be reported on the W-2 form at the end of the year. The University cannot contract with its own employees as consultants or as self-employed people.

Such payments should be kept to a minimum since most people are employed full-time by the University and extra work would probably come under their normal duties. If payment is required, however, the notation, approved by the person who signs department purchase orders, should be sent to the Personnel Office. The amount will be added on the next regularly scheduled payroll date for that person.

The rate of payment to employees who are not exempt from overtime payments must be equal to their regular overtime rate. For example, if a secretary is requested to type a manuscript outside normal office hours and this time results in more than 40 hours during the week, the amount paid must be at least 1 1/2 times the regular rate. It is not permissible to contract for a flat amount of \$10, \$15, etc., if this would be less than payment at the normal rate.

Copies and interpretations of the Fair Labor Standards Act are available in the Mabee Learning Center and in the Personnel Office. Any questions you may have should be addressed to the Director of Personnel Services.

4.5 Policies on Faculty Student Assistant

4.5.1 Hiring Student Assistants

Many departments have amounts budgeted for student employees. The funding may be from the general university budget or through College Work Study. The chair authorizes the employment of students for the department, allocating the number of hours per week to faculty members based on need and availability of funds.

Campus jobs are listed with the Director of Student Services located in the Geiger Center. Job announcements are posted and students are directed to the department for interview. Students who are eligible for College Work

Study should be given priority for campus jobs for which they are qualified. Their eligibility for funds is determined by the Student Financial Services office by the beginning of the academic year. Questions concerning eligibility for CWS may be addressed to the Student Financial Services Office in Thurmond Hall.

When a student is employed by the department, the Work Contract for Student Assistants form is prepared and distributed to the Personnel Office, the student, and the department. The student will be required to complete a Form W-4 at the Personnel Office. In addition the student must have a Form I-9, Employment Eligibility Verification, on file with the Personnel Office. All paperwork must be completed before a student begins work.

4.5.2 Payroll for Student Assistants

Students are paid every two weeks for the number of hours they work. Each biweekly payroll period ends on Friday: time sheets are due in the Business Office by noon on the following Monday. Students are paid by check at the Business Office on the following Friday. Forms for reporting time worked are available on request from the Business Office.

4.6 Accounts

4.6.1 Accounts for Student Organizations

Accounts for student organizations are maintained by the Business Office. Funds may be deposited during regular business hours and are withdrawn, with proper authorization by organization officers and sponsors, in cash or by check. A statement of account showing detailed transactions is issued monthly to the person designated by the organization.

4.6.2 Faculty Accounts

An individual faculty account is maintained for each faculty member to serve as a clearing account for miscellaneous payroll deductions and other transactions. On request, the Business Office will open a special account for a faculty member for a project related to his work. Monthly statements are issued.

4.6.3. Bookstore Purchases

The University Bookstore is outsourced to a contract vendor. Purchases of supplies for the department are discounted 25% and may be charged to the department. (See 4.15) Faculty and staff receive a 10% discount on personal purchase of books and specialty items except special orders. Payments may be made in cash, by check, or credit card. The Bookstore also handles rental of academic regalia.

4.7 Building Security, Keys

One of the most important aspects of the Campus Safety operation is building security. Fundamental to this security is the issuance of keys. The procedure for obtaining keys is as follows:

- a. The department chair determines the key requirements of a new faculty or staff member and completes forms authorizing the issuance of keys.
- b. The authorization form is sent or taken to the Physical Plant Shops, 2001 Airport Drive, to obtain the keys.
- c. When the key is no longer needed, it is returned to the Physical Plant. Faculty and staff leaving the university must obtain documents showing that keys have been returned before final pay check is issued.
- d. Loss of any key must be reported immediately to Campus Safety.
- e. Keys are not checked out to students.

To aid in building security, all staff members are requested to make certain that windows and doors are closed and locked and lights are turned out before they leave an office or building during hours when classes are not in session. Staff members are asked to report to a campus safety officer immediately any unusual or peculiar circumstances which may be related to building security.

4.8 Use of University Vehicles

All vehicles owned by the University and not specifically assigned to a department or to an individual are a part of the motor pool. The inventory consists of several automobiles and vans. The motor pool is a part of the Physical Plant department. Motor pool vehicles will be stored at the Physical Plant shop building, 2001 Airport Drive, and may be obtained from that location.

Priority for use of motor pool vehicles goes to departments who travel regularly on University business or to University students and personnel traveling to events involving University teams. A current priority list is on file at the motor pool.

If an automobile or van is not needed by those having priority, the vehicle may be used by any University department for official school business. Vehicles may not be checked out to students, and all student use of the vehicles must be under the sponsorship of a faculty/staff member who makes arrangements for and takes responsibility for the vehicle. University vehicles may not be used for personal matters.

Vehicles may be ordered in advance by contacting the Physical Plant Office. Confirmation of the availability of a vehicle cannot be made, however, prior to one week before the date on which it is needed. Departments having priority are expected to place their orders on Monday of the week preceding the time in which they will need a vehicle. Needs which arise after that deadline will be met on a first come first serve basis. Individuals and departments who are unable to schedule motor pool vehicles to conduct University business will be reimbursed for the use of a personal vehicle at the mileage rate then in effect.

The amount assessed for use of a motor pool vehicle may be obtained by calling the Physical Plant. When a vehicle is rented, forms are furnished to record mileage, and are returned with the vehicle when the trip is completed.

At the time a vehicle is obtained from the motor pool, the driver will indicate when the car will be returned and will confirm actual destinations. Drivers who arrive back on campus prior to 5:00 p.m. should return vehicles to the Physical Plant as soon as possible that day. Instructions will be given for parking and for security of keys to drivers who plan to arrive back on campus after 5:00 p.m.

Drivers will be issued a gasoline credit card and keys at the time the vehicle is checked out. Information about vehicle servicing and warranty cards will be kept in the glove box of the vehicle. Drivers should call attention to any vehicle malfunctions when the vehicle is returned.

4.9 Maintenance of University Property

4.9.1 Departmental Maintenance Obligation

The Business Office keeps an inventory of all capital equipment owned by the University. Periodically, the inventory listing is sent to the department chairmen for verification. The Business Office coordinates disposal of and interdepartmental transfers of capital equipment.

The cost of repairing office equipment is charged to the academic department. No charge is made to the department of other repairs of maintenance, such as replacing light bulbs, fixing locks or stopping leaks, etc.

4.9.2 Reporting Maintenance Needs

Repairs to office equipment, such as typewriters and adding machines, are requested through the Business Services Office. Computer problems are reported to the Information Systems and Services Department. Telephone equipment problems are reported to the OBU operator.

Problems involving building and classrooms such as malfunctioning lights, heating, or air conditioning, broken windows or locks, and damaged walls or floors are reported by phone or through campus E-mail to the Physical Plant Office.

4.10 Regulations Governing Use of University Facilities

Commitments of University Facilities must not be made prior to approval by the persons responsible for facilities and consultation with the Director of the Geiger Center, who coordinates the University Calendar.

The several University building in which meetings may be scheduled are normally dedicated to specific educational or institutional uses. Initial approval of extraordinary use of these facilities must be given by the University officers assigned the responsibility of primary control. The Director of the Geiger Center will assist in obtaining approval for the use of such specific University facilities.

The Geiger Center for University Life is the principal building for meetings of organizations and groups. Breakfast, luncheon, and dinner meetings can be arranged through the Director's office. Formal contracts are required for meetings and activities which necessitate charge-bearing services.

Detailed information about meetings and facilities is published in The Green Book. (See also sections 3.1.3.2 and 5.7.7.) **xxxxxVerify thisxxxxxxx**

4.11 Collection of State and Local Sales Taxes

The Oklahoma sales tax law is explicit in identifying sales to which sales taxes apply. It makes no difference that items are sold for nonprofit, charitable purposes; they fall under the taxable regulations.

The following interpretation is from a memorandum published by the Oklahoma Tax Commission concerning the Oklahoma Sales Tax as related to schools and students. All campus organizations should be aware of and abide by this regulation so that the University can be in compliance. The penalties for nonpayment of the tax are quite severe. The state sales tax and

the local city tax rates change from time to time. The OBU Business Office can tell you the current rate and assist you in determining how to comply with this law.

Sales tax is due on the gross proceeds with no deductions whatsoever on the following:

- a. admission charges to all athletic events, plays, and entertainment;
- b. sales of tangible personal property such as pop, gum, candy, hamburgers, popcorn, and other items sold at a concession by students, band parents, clubs, junior or senior classes, or any others;
- c. sales of yearbooks, magazine, cosmetics, electric light bulbs, candy, etc., sold by students for school organizations of the school;
- d. sales of athletic equipment purchased tax-exempt by the school and then sold to individual students or others, such as tennis shoes, T-shirts, gym shorts, baseball caps, school jackets, etc.

The following procedure is in compliance with information supplied by the Tax Commissioner's office and should be followed by every campus organization:

The sales tax may be collected in one of two ways. It may be added to the announced price or it may be included as a part of the total price. It is desirable in most cases to add the tax onto the price as is done in retail stores. The procedure to pay the taxes is to make a deposit of the entire amount collected with the Cashier's Office in Thurmond Hall and to indicate the taxable amount.

4.12 Check Cashing

The Cashier's Office is located in Thurmond Hall, Monday through Friday. The business hours are posted outside the office. Cashiers will cash personal checks of faculty members up to \$50 subject to proper verification and identification in accordance with standards and procedures established the Business Office.

4.13 University Computer Facilities

The E.E. Neptune Computer Center is located on the third floor of Thurmond Hall and houses the Office of Information Systems and services (ISS). ISS operates on a HP 3000 computer system which provides computer facilities for administrative and records keeping purposes and two HP 9000 systems for library facilities and academic teaching purposes.

Computer labs are located on the third floor of Thurmond Hall, second floor of Bailey Business Center, and the basement of Raley Chapel. The Thurmond Hall and Bailey labs are general access labs, while the Raley Chapel lab is reserved for music synthesis students. The public access labs are comprised of 110 IBM compatible computers and 25 Macintosh computers. Lab assistants are on duty to assist with limited software/hardware problems and to oversee the operations of the labs. Microcomputer software manuals and reference materials are available for in-lab use through the lab check-in process. Detailed descriptions of lab facilities and services can be found in the Lab Policies and Procedures manual available from the lab supervisor.

General use software (i.e. Word processing, spreadsheet, database, etc.) is available for use on university owned microcomputers. Four programming languages are available for general use on the HP 9000: C, Fortran, COBOL, Pascal. A faculty member may obtain a personal account on the HP 9000 system for academic use. Accounts may also be obtained for use by students as a part of coursework. All inquiries should be made through the ISS staff.

ISS also offers test-grading and survey processing facilities using NCS optical mark forms and software.

4.14 Faculty Mailboxes

The University mailroom is located in the Geiger Center. Faculty and students are assigned box numbers when they arrive on campus. Except in unusual circumstances, box number assignments remain the same as long as a student or faculty member are at OBU. Campus mail, United States Postal Service mail, and UPS parcels are distributed through the mailroom, which also handles outgoing mail.

The University mailroom does not sell postage for personal mail. A branch U. S. post office is located on campus at the corner of Midland and Pottenger.

Each department has a budget for postage. Policies concerning department mailing can be clarified by the department chairman.

A faculty member will want to inform the mail personnel any time he/she will be away from campus for an extended period and provide mail forwarding information.

4.15 Instruction and Office Materials

Each department has a budget for instructional and office materials. Instructional materials purchased from the University Bookstore may be directly charged to the department. The Bookstore gives a 25% discount on departmental supplies. Department letterhead is ordered through the Public Relations Office, which normally places orders twice each year. A faculty member should check with his/her department chairman concerning the amount budgeted for office supplies and the policies concerning purchasing.