Ohio State University Extension

Heart of Ohio Newsletter
June 23, 2014

Business Office Update… (source: Cindy Buxton)
The Business Office Update for June is posted on the Web:
http://osuebusiness.osu.edu/

There is an important reminder about getting approval for branded items starting July 1st – so be sure to check it out!

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• Reminder about Branding requirements changing 7/1/2014
  o Getting approval for trademark items:
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• Year End Items Needed (Fiscal Year Ends 6/30/2014!)
  o Blanket Travel Order renewals are due
  o Purchase Order Renewals
  o Purchase Order Invoices, Payments and Other Reimbursements
• Extension Checking Accounts Questions: michel.5@osu.edu
• Reporting Mileage for Summer Camps
• Upcoming Deadlines
• New on the Website http://osuebusiness.osu.edu
• Want to sign up for this newsletter? Email Michel.5@osu.edu
Dear Colleagues:

Over the past year a national ECOP committee has reviewed Extension's role in Health and Wellness programming. This is an issue that crosses all of Extension and includes all of our programs. We encourage you to become familiar with the committee's recommendations by participating in the upcoming webinar and reviewing the summary report listed below.

I have represented Ohio and the North Central Region on this committee. If you would like more information, a full copy of the report, have questions, or would like to become more involved, please let me know. Or, share your thoughts and ideas with your Assistant Director, Regional Director or other members of Cabinet.

Cooperative Extension Framework for Health and Wellness

Thursday, June 26 at 10:00 a.m. CDT

Link: https://connect.extension.iastate.edu/communities

Webinar goals are:

1. Raise awareness of the framework and approval by ECOP as an early step in mobilizing the Extension system around health and wellness of the American population.

2. Encourage participants to use the framework to plan and report on health and wellness programming. Members of the ECOP Health Task Force will explain the framework, why it came to be and the vision for improving the public's health as a result of educational programming in the priority areas.

Ideas for how to use the framework in local and state program planning will be shared.

Participants will engage in answering key questions developed by the team using polling via Connect.

Link to the ECOP Health Task Force Executive Summary (March, 2014):
2014 Staff Professional Development Award . . .

sponsored by the CFAES Staff Advisory Council - Did you know that over 25 applicants have been given this award through the CFAES Staff Advisory Council? Applications are due Tuesday, July 1 and can be found at http://go.osu.edu/staffprofdev

Ordering Limited Use Parking Passes for FY15 . . . (Source: Cindy Buxton)

Extension policy allows offices to purchase Regional A parking permits to be shared by people that work off campus when traveling to campus with University funds. These permits must be shared and cannot remain in one person’s vehicle. A sign in/sign out sheet should be kept on file in the office for use. The Business Office Website has a template sign-out sheet that is used for equipment that can also be used for this purpose. If someone would like a personal permit they must use personal money.

To purchase a shared permit, submit an eRequest: https://erequest.osu.edu Choose Internal Vendor CampusParc – Parking Permits. In the Business Purpose or Additional Information section include the reason for the permit and the license plates & names of the individuals who will use the pass. For the 2015 permit year: Regional A permits will be $218.52 and $108.72 for Regional B. Surface lot day passes are $6.75 per pass per day and Garage day passes are $11.25 per pass per day – all can be ordered through an Internal Order on eRequest.

Once you have the permit contact 614.688.0000 and ask them to set up a non-university account for you so you can sign in for the group passes, if you don’t have one from last year. Then go here: https://osu-campusparc.t2hosted.com/cmn/auth.aspx?usertype=affiliate and add the license plate associated with the permit. See job aid “Ordering Limited Use Parking Passes” found at http://osuebusiness.osu.edu/

• Up to 3 license plates can be added per permit – these can be changed out online as needed if someone else is checking out the pass from you
• A license plate number can only be added to one permit in the system
• If using single day passes you should make sure that your license plate is not associated with any regular or limited permits
• More information: http://www.campusparc.com/
• Campus Parc: Powerpoint Instructions
http://osuebusiness.osu.edu/documents/GroupAccountManagement072213.pptx
Questions? Contact Michel.5@osu.edu