



Business Office Quick Guide

Other questions? Our Business Office is located in
OBSN 108

TRAVEL



Traveling?
Travel Info

Per Diem
meals & incidentals

PURCHASING

*Unsure how to make a purchase? Have a \$5000 or more purchase? Need a contract or agreement signed?
purchasing@osucascades.edu*

*Need Business Cards or a Nametag?
Request Form*

*Need electronics or software?
Request Form*

Items purchased with university, grant and student fee funds are the property of OSU.



GENERAL



Fiscal Year (FY): July 1 - June 30

Travel & Personal Reimbursement: Turn in
within 60 days

Professional Development & In-State Travel
Funds: Expend by June 15. Need remaining
amount? accounting@osucascades.edu

Hosting Candidates?

Guidelines: \$15/person for breakfast
& lunch; \$30/person for dinner

Max 15% tip

Need itemized receipts & paid receipt
with Personal Reimbursement Form

GRANTS

Course Buyouts
1st two - \$5000/buyout
3rd - home college amount

Submitting a research
proposal?
Grants & Research Support

Grant Expense Reports
Go to MyOregonstate-
Resources-Grant Reporting

MISC.



Payroll ?'s
payroll@osucascades.edu

Hiring a Student?
Student Employment

Internal/External Fee or Course Fee?
kira.lueck@osucascades.edu

Need to surplus an item?
Surplus

Lost an item?