**Business Office Quick Guide**

Other questions? Our Business Office is located in OBSN 108

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**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.*

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**GENERAL**

Fiscal Year (FY): July 1 - June 30

Travel & Personal Reimbursement: Turn in within 60 days

Professional Development & In-State Travel Funds: Expended 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

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**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

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**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

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Lost an item?