

OFFICE OF RESEARCH ADMINISTRATION FORMS MATRIX

WRITTEN PRE APPROVAL IS REQUIRED FOR ALL TRANSACTIONS
(except for reimbursements)

Request Type	Form	Form Submission Timeline	Needed Information (Per University Guidelines)
Business Meals w/out Alcohol w/Alcohol	Business Meals & Alcohol Form	Within 2 working days after event	<ul style="list-style-type: none"> * Clearly defined business purpose * List of ALL attendees and their affiliation * Dept/Fiscal signature for business meals * Clearly mark alcohol purchase on original itemized receipt (circled, etc.) * SFO signature (Michael DeWees) in addition to Dept approval for alcohol
Campus Purchase	Requisition (form 1303)	1 working day prior to purchase	<ul style="list-style-type: none"> * Dept contact name and phone number * Chartfield (org and fund) * Clear description of request in writing * Department approval (on authorization line in request)
Gifts	Entertainment and Gifts Form	Within 2 working days of purchase	<ul style="list-style-type: none"> * Clearly defined business purpose * List of ALL recipients and their affiliation * SFO signature (Michael DeWees) in addition to Dept approval * Department approval
Purchase Order	Requisition (form 1303)	3-5 working days for PO Additional 2-3 days for a check	<ul style="list-style-type: none"> * Department contact name and phone number * Ship to location * Chartfield (org and fund) * Clear definition of purchase in writing * Corresponding quote (dated within last 30 days) * Department approval
Reimbursement	Request for Payment (FAS-12)	3-7 working days for processing reimbursements from OR Business Office/Accounts Payable	<ul style="list-style-type: none"> * Approval prior to purchase is recommended but not required * Address * Employee ID # (not SSN) * Clearly defined business purpose * Original itemized receipts * Department approval
Travel	Travel Request Form (see attached example)	Requests need be received in Business Office by 12:00 p.m. for airline prepayments. OSU Travel deadline is 3:00 p.m.	<ul style="list-style-type: none"> * Employee ID # * (SSN for Non University Personnel) * Chartfield (org and fund) * Clearly defined business purpose of trip * Date and location of trip * Airline itinerary from designated OSU Travel Agency (if prepaid) * Conference/Meeting brochure or flyer * Approved leave application * Department approval
Travel Reimbursement	Travel Reimbursement Worksheet Per Diem Worksheet (see attached example)	Within 30 days after trip Expect 3-7 days for processing travel reimbursements from OR Business Office	<ul style="list-style-type: none"> * Original itemized receipts * Meeting itinerary <p style="text-align: center;">** Once entered into the travel system, the following signatures will be required for reimbursement:</p> <ul style="list-style-type: none"> * Traveler's signature * Department approval