

# Extension Business Office Timing Standards

These standards are guidelines and can be affected by *inaccurate information, incomplete information, documents that are not approved properly* or circumstances beyond our control. Timing begins the date the item is approved or received in the Business Office in a complete and approved status.

Please allow up to five (5) additional business days AFTER the Business Office processes for payment processing and approvals through Accounts Payable (AP), Office of Sponsored Programs (OSP) and/or Purchasing.

**Exceptions to all policies must be submitted in writing along with the proper form and are subject to approval.**

Item	Form Required	Frequency of Submission	Process time	
<b>Business Office Orders (i.e. safeguard supplies)</b>	Order form on Business Office Website	As needed	Processed within one week	
<b>Contracts – legal</b> Also agreements, MOU’s, etc.	Contract from sponsor	As needed	4 weeks, varies greatly from contract to contract	
<b>Deposits</b>	Deposit Transmittal Form	Immediately	Deposited within one week	
<b>eRequest</b>	eRequest.osu.edu	As needed	<ul style="list-style-type: none"> <li>– Internal Orders processed within 1 week</li> <li>– Requisitions processed within 2 weeks</li> <li>– eStores processed within 2 days</li> </ul>	
	<b>Internal Order</b>	Buy Something – Internal Order	As needed	Processed within 1 week
	<b>Requisitions (PO)</b>	Buy Something – Standard Purch. Request	As needed	Processed within 2 weeks Allow extra time for new vendors, items with contracts & request over \$5,000
	<b>eStores</b>	Buy Something – Standard Purch. Request	As needed	Processed within 2 days
	<b>Reimbursements to people (including UNIV Mileage)</b>	Pay Someone – Employee or Non-Employee Reimbursement	Immediate	Processed within 13 business days
	<b>Payment requests to people</b>	Pay Someone – Payment	Immediate	Processed within 13 business days
	<b>Payment request to vendors</b>	Buy Something – Standard Purch. Request	Immediate	Processed within 13 business days
	<b>Purchasing and Travel Card</b>	Buy Something – Purch Card Preferred	Immediate	Processed prior to month end
<b>County Reimbursements</b>	Buy Something – Standard Purch. Request	Monthly	Processed within 4 weeks	
<b>Facility Use Agreements</b>	Contract Form	As needed	2 weeks, returned by fax to office, original to vendor	
<b>Office of Sponsored Programs Travel</b>	Univ. Travel System	Mileage – Monthly Other – Immediate	Processed by the Bus. Ofc. within 1 week *This travel must go through OSP and the AP process Allow up to 4 weeks for payment	
<b>Transfers</b>	Expense of Fund Transfer Form	Monthly	Processed prior to the end of the month	
<b>Travel Number Request</b> Travel Prepayment	Travel Request Form or Travel System	Immediate	Normal T numbers processed within 3 days Prepaid airfare processed same day <b>if received by NOON</b>	
<b>Travel reimbursements</b>	Travel Reim. Form or Travel System	Immediate	Processed within thirteen business days	
<b>Vendor payment</b> Including Utility Payments	Vendor Invoice- Write PO number on invoice	Important to send immediately	Purchase Order and Invoices within 2 weeks Utility invoices within 1 week	