



December 18, 2014

Dear Fiscal Officer,

Your department has historically been a customer for our test scanning services. I wanted to alert you of a new business process that will begin January 1, 2015.

In the past, we have used chartfield information provided by our faculty customers at the time they first set up their accounts. As you know, we bill to this chartfield based on the tests they drop off each semester and provide you with a copy of the bill.

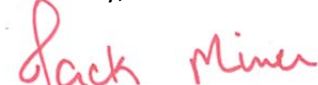
Going forward, we are asking each department to provide an eRequest for each semester (or you may choose to provide one for the entire fiscal year) to authorize faculty users. When submitting an eRequest, please include the names and name.# of the faculty or instructors who are covered by the eRequest. This will allow us to better monitor who you, as the fiscal officer, have authorized to use our service and will help align our practice with the university's accounting standards.

When completing an eRequest, please choose vendor "Office of Univ Registrar – Testing Center." Please include the time period covered and the faculty members who are authorized to use the service. In order to make this a seamless process for faculty and instructors, we recommend submitting eRequests in advance of the first day of classes.

We will continue to provide a billing at the end of each semester and will continue to complete the interdepartmental billing process. However, both of those will reflect your eRequest number so you will be able to better track the expense.

If you have questions, please feel free to contact me at miner.10@osu.edu.

Sincerely,


Jack Miner
Director of Operations