MICHIGAN STATE UNIVERSITY

OFFICE OF THE CONTROLLER · TELEPHONE (517) 355-5020 EAST LANSING · MICHIGAN · 48824

September 30, 1981

MEMORANDUM

TO: Deans, Chairpersons, Directors and Department Heads

FROM: Lowell E. Levi, Controller LEL

SUBJECT: ANNUAL UPDATE TO THE MSU MANUAL OF BUSINESS PROCEDURES

The 1981 revisions to the Manual of Business Procedures are enclosed. Pages referenced below (dated May 31, 1981) should be substituted for corresponding pages dated earlier.

A brief explanation of the changes in some of these revisions follows:

VOLUME I:

Table of Contents - Addition of section #66, "Signature Requirements."

Section 5 - Changes in account request signature requirements; addition of section, "Agency Account - Exemption from State Sales Tax."

Section 15 - Addition of information regarding foreign checks.

Section 16 - Change in check cashing amount and fee.

Section 20 - Items costing $300 or more (rather than $50 or more) now classified as equipment; new expenditure code for equipment fabrication components.

Section 30 - Section revised.

Section 45 - Clarification of items which must be furnished by on-campus facilities.

Section 47 - Change in approval requirement.

Section 55 - Section revised.

Section 60 - New approval requirements and procedure to increase petty cash funds.

Section 66 - New section on signature requirements.

Section 70 - Section revised.

Section 75 - Appropriateness of paying individuals via direct payment vouchers. Changes in distribution of all vouchers and changes in signature requirements.

VOLUME II:

Section 200 - Signature requirement changes.

Section 205 - Section revised.

Section 210 - Section revised.

Section 225 - Changes in signature requirements.

Section 240 - Change in ordering mail distribution labels.

Section 300 - Section revised.

Section 305 - Change in source of forms and elimination of Undergraduate Trainee form.

Section 315 - Changes in signature requirements; revised Gifts and Grants form and source of forms.

Section 325 - Section revised.

You will note that many of the revisions reflect the new policy on signature requirements.

To keep the procedures outlined in the Manual current, we need input from all units within the University. We request that suggested changes, additions or deletions to be included in the next annual update at March 31, 1982 be in the Office of Financial Analysis, 394 Administration Building on or before January 15, 1982. However, urgent changes can be made whenever necessary.

Questions on content or distribution should be directed to the Office of Financial Analysis, 355-5026.

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Enclosures

Date: 5-31-81

MANUAL OF BUSINESS PROCEDURES - VOLUME I

Michigan State University

Table of Contents

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CONTROLLER'S OFFICE

(Account Numbers and Account Requests Cont.)

2 = Labor budget and expenditures

3 = Service and supplies budget and expenditures

4 = Equipment budget and expenditures

5 = Special budgets (Contingency & Special Purpose accounts).

For all other accounts, this digit has no special significance.

III. ACCOUNT REQUESTS

A. Revolving Accounts

1. Requests to establish new accounts or to amend existing accounts must be submitted to the Controller for approval on a completed form CO-fu-le "Revolving Account Request Form" (see Sample, Page 5.5). The form is available in the Accounting Department, Office of the Controller.

2. When completing the form, certain items deserve special attention as follows:

   a. For revolving accounts, the indicated sources of income (Item 5), and types of expenditures (Item 7) must be related. Only those expenditures which are incurred to generate the indicated sources of revenue can be charged to the account.
   b. Item 13 must be completed on both new and amended account requests. Accounts are not permitted to accumulate balances in excess of working capital needs.
   c. The request must be signed by a Dean or Assistant Vice President.
   d. All items on the reverse side will be completed by the Controller's Office or Internal Audit.

(Account Numbers and Account Requests Cont.)

3. Internal Audit regularly audits accounts to determine that they are operating in conformance with the information indicated on the approved account request form.

B. General fund account requests must be approved by the Budget Office.

C. Trust account requests must be arranged through the Investments and Trust Office, Telephone 355-5018.

D. Gift and Grant, Fellowship and Sponsored Research Accounts -

1. Refer to Volume II, Section 315
2. Any further questions regarding these accounts should be directed to the Office of Contract and Grant Administration, Room 302 Administration Building.

E. Scholarship accounts must be arranged through the Financial Aids Office.

F. Agency Accounts - Student Organizations

1. Use "Application for Agency Account - Student Organization" (see sample page 5.6). Items 2-6, the account name and the date must be filled in. This form is available in the Accounting Department, Office of the Controller and the Student Activities Division, Office of the Vice President for Student Affairs and Services.
2. The form must be submitted to the Office of the Vice President for Student Affairs and Services for verification of organization registration and approval of request.
3. After approval from the Office of the Vice President for Student Affairs and Services, the form must be submitted

(Account Numbers and Account Requests Cont.)

to the Accounting Department, 360 Administration Building, for approval.

G. Agency Accounts - Non-Student Organization

1. Use "Application for Agency Account - Non-Student Organization." (See sample page 5.7). The date, items 1-5, administrative responsibility, and the account name must be filled in and submitted to the Dean or Assistant Vice President for approval.
2. After approval by the Dean or Assistant Vice President, this form must be submitted to the Office of the Controller for approval.
3. Forms are available in the Accounting Department, Office of the Controller.

H. Agency Accounts - Exemption from State Sales Tax

1. Agency accounts do not automatically qualify for exemption from State of Michigan sales tax.
2. Organizations requesting a tax exempt account number must present with their account application a letter from the State of Michigan, Treasury Department, indicating their tax exempt status.

CASH HANDLING

I. RESPONSIBILITY

A. Each department is responsible for cash and checks it receives for the University. Funds may be received from sales of items, tickets, meals, etc.

B. If funds are received and the department does not have a cash register to record sales, pre-numbered receipt forms must be used. The only exception to this would be in the case where pre-numbered tickets are sold.

II. CASH RECEIPT FORMS

A. The following forms are to be used for receipting transactions involving cash or checks:

1. Uarco numbered receipt form for use in a Uarco machine. This form may be obtained from General Stores.
2. For temporary or infrequent use, booklets of pre-numbered receipt forms can be obtained from General Stores, stock number 1402483.

III. DEPOSITS

A. Form CO-ca-45c (see sample page 15.5) is to be used by the department to deposit money with the Cashier's Office, 110 Administration Building. This form may be obtained from General Stores. It should be prepared in duplicate with all applicable information included (see Section 65 on Revenue Codes). If receipts are large, deposits should be made daily. When receipts are infrequent or of a nominal amount ($50.00 or less), departments should make a

(Cash Handling Cont.)

deposit at least every two weeks. The funds should be accumulated in a secure place prior to making the deposit.

B. The Cashier's Office, 110 Administration Building, is open from 8:15 a.m. to 4:15 p.m., Monday through Friday. For deposits at other hours a department may use the night deposit vault located at the front of the Administration Building.

C. For all deposits, the Cashier's Office will validate the deposit receipt and return the duplicate copy to the department for its records.

IV. CASH HANDLING POLICY

A. Checks should be made payable to Michigan State University. If checks are received by mail, the sender should be notified in advance to make checks payable as indicated above and to mail them to the attention of the department involved. Checks drawn outside the continental United States should be made payable to Michigan State University in U.S. funds payable through a U.S. bank. Any check drawn on a foreign bank not having a correspondent bank in the United States may be returned for compliance with this policy. Checks which have been made payable to persons or departments must be endorsed by the payee prior to deposit. All checks must be endorsed with the departmental stamp or endorsement at the time they are received.

B. No personal checks in excess of the amount of the purchase

(Cash Handling Cont.)

should be accepted. Checks CANNOT be cashed at a department for the accommodation of University faculty, staff, or students. Persons responsible for handling University funds should, under no circumstances, cash personal checks from these funds.

Form No.
CO-ca-45c

MICHIGAN STATE UNIVERSITY
East Lansing
DEPOSIT RECEIPT

Prepare in duplicate. Use typewriter or print.
Present both copies, with funds to be deposited, to the Cashier's Office.
Enter Account Name, Account No., Revenue Code and amount deposited to each account.
Separate sales tax collected, if any, should be entered on line indicated.
Departments desiring additiona information for their records, use reverse side.

SOURCE OF FUNDS (Indicate information to be recorded on fund ledger and description of revenue type.)

Fund Ledger Info: (Limit to 19 spaces):

Description:

Account Name	Account No.	Rev. Code	Amount	
Sales Tax Collected	22-3236	995		
TOTAL (Must Agree With Total Deposit)				

Itemize	Checks			Currency			Coins	
			$100			50¢		
			$ 50			25¢		
			$ 20			10¢		
			$ 10			5¢		
			$ 5			1¢		
			$ 1			Other		
			Other					
Sub Totals								
				Total Deposit				

Deposited By ______________________________

Date ______________________________

Do Not Write Below This Line

No.

MSU is an Affirmative Action/Equal Opportunity Institution
Michigan State University Printing

O-12351

Must Be Machine Receipted To Be Valid

(Stock # 140-2450)

CHECK CASHING

Effective February 12, 1981, the Cashier's Office, 110 Administration Building instituted a policy of cashing checks in the amount of $100 or less under the following guidelines:

A. This service is available to all persons with a current validated University ID card.

B. No more than one check per person per day may be cashed.

C. There will be a charge of 50¢ for each check cashed.

D. No two party checks will be cashed except checks received by students from their parents with an amount of $100 or less.

E. No checks presented by students drawn on banks located in Lansing or East Lansing will be cashed during the period between May 15th and the first day of classes for Summer School.

(Expenditure Codes Cont.)

072 Contractual Services - This classification includes:

(a) Alterations, repairs and maintenance to buildings which are not capital improvements
(b) Professional services and physical examinations
(c) Honoraria
(d) Consultant services
(e) Insurance and surety bonds
(f) Laundry and dry cleaning
(g) Payment of insurance premiums carried on retired University employees

073 Contractual Overhead - For Office of Contract and Grant Administration use only

082 Supplies and Materials - Cost of commodities which are ordinarily consumed or expended within a comparatively short length of time or converted into the process, construction and manufacture of equipment or form a minor part of it. Includes office supplies, chemicals, fuels, forage and stable supplies, carpeting, drapes, small tools, etc.

090 Equipment - New or used items costing $300.00 or more with a useful life of three years or more. Examples include vehicles, livestock not purchased for slaughter, museum and art collections, scientific apparatus, etc. NOTE - ABOVE ITEMS COSTING LESS THAN $300.00 MUST BE CLASSIFIED AS SUPPLIES AND MATERIALS (082).

091 Equipment Leases - To be used for periodic payments under an authorized lease-purchase agreement. See Volume II Section 320.

092 Equipment Fabrication Components - For Office of Contract and Grant Administration use only.

093 Freight on 090 Equipment

IDENTIFICATION CARDS

I. GENERAL

A. The Student and Faculty-Staff Identification Card Department of the Controller's Office is located in Room 110, Administration Building. Hours: 8:15 a.m. to 4:15 p.m., Monday through Friday.

B. Identification cards are issued without charge to faculty, staff and hourly personnel, who are full-time or half-time permanent employees working at least 20 hours per week. The identification card is non-pictured and the replacement cost if $6.00. If it is deemed necessary or desirable to have a pictured identification card, one can be obtained for a $10.00 fee, payable at time of issue.

II. OBTAINING INITIAL ID CARDS

A. New Staff Employees:

ID cards for new staff are processed at the time of hire at the Personnel Office.

B. New Faculty Members:

The ID card is obtained by presenting or mailing to the ID Department a faculty-staff background card, properly filled out, authorized by the unit administrator and signed by the employee. Blank background cards are available at the ID Department, 110 Administration Building.

C. Temporary Faculty-Staff:

Faculty-staff members working full-time for six months or less may, in certain cases, be issued a temporary card, valid for the period of employment. These are obtained

(Identification Cards Cont.)

through the ID Department, 110 Administration Building.

D. Retirees:

Retiree ID cards are available at either the ID Department, 110 Administration Building or at Staff Benefits, 140 Nisbet Building. Expiration of appointment for a retiree should read "Retiree - Permanent."

E. Expiration Date:

ID cards expire on the employee's birthday five years from the date of issue. However, if the chairperson, director, or supervisor specifies that the expiration date of appointment will be earlier, such date will be indicated on the ID card.

F. Library Use:

Library stickers used for checking out books at the library are obtained at the circulation desk at the main library.

III. RENEWAL, CHANGE OR REPLACEMENT ID'S

If the ID has expired, or there is a change of department, title or name, a new ID is obtained through the ID Department by presenting or mailing a faculty-staff background card, properly filled out, authorized by the unit administrator and signed by the employee. Blank background cards are available at the ID Department, 110 Administration Building. Lost or stolen ID's are replaced at the ID Department upon receipt of $6.00 and verification of employment.

IV. ID CARDS FOR SPOUSES OF FACULTY-STAFF

A. The spouse of a University faculty-staff employee may

(Identification Cards Cont.)

obtain an ID card by submitting the background card properly filled out, signed and authorized by the employee's supervisor.

B. ID cards are not available for children or dependents of employees.

C. Spouses of Adjunct/Clinical faculty, or of doctors working at the Clinical Center or of religious advisors are not eligible for spouse ID cards.

D. Library cards for spouses are available at the circulation desk at the main library by making application for a special permit to use the library.

V. ISSUANCE OF ID CARDS

ID cards processed by Personnel will be issued by the Personnel Office. ID cards processed by the ID Department will be mailed directly to the employee's department chairperson, director, or supervisor for delivery to the employee. ID cards are normally processed and mailed within two working days.

VI. RETURNING ID CARDS

A. The person responsible for maintaining departmental personnel records should obtain the ID card from the person terminating before they are issued their last paycheck. These ID cards should be returned to the ID Department, 110 Administration Building, with a note that the employee has terminated.

B. Employees transferring to a different department should surrender their original ID card when leaving the old department and obtain an updated card through the new department.

MEALS AND LODGING IN THE LOCAL AREA CHARGED TO UNIVERSITY ACCOUNTS

I. GENERAL POLICY

A. The University recognizes that meals and lodging arranged to permit staff members to interview prospective employees and similarly justifiable purposes may be in the best interest of the University. Staff members authorized to charge such expenditures against University funds or funds under University control, however, should be advised of the need to justify every such expenditure.

B. Meals and/or lodging provided to staff members and their guests in the local area and charged to University accounts must be furnished by on-campus facilities. This includes groceries, cookies, pizza, and other refreshments.

1. Kellogg Center (meals and lodging) - Telephone No. 355-5090
2. The Union Building (meals) - Telephone No. 355-3460
3. The University Club (meals) - Telephone No. 353-5111
4. Crossroads Cafeteria (meals) - Telephone No. 355-4551

C. Whenever meals and/or lodging are rendered on campus, a person authorized to sign for the department will be requested to sign a charge ticket, indicate the department name and the department account number to be charged; in addition, the authorized signer must prepare a list of the names of persons served, organization which they represent, and purpose of the meeting.

D. If individuals claim reimbursement for meals and/or lodging obtained in the local area they must meet the requirements set forth in C. above and submit a Reimbursement Voucher

(Meals and Lodging in the Local Area Charged to University Accounts Cont.)

for reimbursement of expenses (see Section 75 for details). IT IS IMPORTANT TO REMEMBER THAT UNIVERSITY FACILITIES MUST BE USED WHEN AVAILABLE. WHEN OFF-CAMPUS FACILITIES, IN THE LOCAL AREA ARE USED, VOUCHER PROCESSING WILL CHECK TO BE CERTAIN THAT UNIVERSITY FACILITIES WERE NOT AVAILABLE.

E. CHARGES FOR ALCOHOLIC BEVERAGES ARE NOT PERMISSIBLE AND WILL NOT BE PROCESSED UNDER ANY CIRCUMSTANCES.

F. TIPS IN EXCESS OF 15% ARE NOT PERMISSIBLE.

II. INTERDEPARTMENTAL CHARGES

A. A prenumbered receipt form is to be used to make interdepartmental charges for food services and/or lodging (see examples of Kellogg Center, Union Building, Dormitories and Food Services Transfer Charge, Crossroads Cafeteria and University Club starting on page 45.4).

B. When the interdepartmental charges are for food services provided by the Union Building, Kellogg Center, Dormitories and Food Services, or Crossroads Cafeteria and are not intrafund charges, e.g. between dormitories, then the following information must be indicated on the forms:

1. Name of department making charge.
2. Account to be charged.
3. Date of the charge.
4. Name of person(s) served. (If non-University, indicate relationship to department.)
5. Purpose for charging food and services.
6. Signature of authorized department representative.

MEMBERSHIP DUES

I. UNIVERSITY POLICY - The University recognizes that memberships in professional organizations and associations may benefit faculty and staff members when carrying out their respective University responsibilities. Because of limited resources to carry out the mission of the University, funds are not available to pay all the numerous and various membership dues.

In view of the above, the following criteria must be met before membership dues to professional organizations or associations will be processed for payment:

A. The payment of dues must be for an institutional membership and not on behalf or in the name of an individual faculty or staff member.

B. Occasionally, it is necessary to pay nominal membership dues in order to obtain needed subscriptions. When subscriptions are for departmental use, the membership may be in the name of the chairperson or director of the department or school. Membership dues which are a substantial portion of the combined cost of membership and subscription will not be paid.

C. The Medical Service Plan may continue to pay membership dues for MSP members as authorized by the respective college and/or department in accordance with provisions of the Plan.

D. Under special circumstances, subscriptions or combined membership-subscription dues may be allowed on an annually approved basis if essential to a specific research project. This requires approval of the unit administrator and the dean (not authorized designates).

PAYROLL DEPARTMENT

I. UNIVERSITY PAYROLLS

A. Pay Periods and Pay Dates

1. Academic, Clerical-Technical, and Administrative-Professional - Employees under these classifications are paid on a monthly payroll ending the last day of the month. Paychecks are distributed on the last working day of the month.

2. Graduate Assistants - Graduate assistants are paid on a monthly payroll ending on the 15th of the month. Paychecks are distributed on the 15th of the month or on the last working day before the 15th.

3. Hourly Employees - Hourly employees are paid on a bi-weekly payroll. Paychecks are distributed on the Friday following the pay period ending Sunday night.

4. Student employees - Student employees are paid in the same manner as Hourly employees except that the Student payroll date falls on alternate weeks.

5. High School Students - High School students are included with the Hourly Payroll.

B. Required Payroll Forms

1. Employee's Withholding Exemption Certificate

a. Form W-4, Employees Withholding Certificate must be filed by every employee. (See Sample, Page 55.17). Federal law requires that the <u>employee</u> must complete the form in its entirety.

b. The employee must file a new form W-4 each time the employee desires to increase or decrease the number of exemptions claimed or to have additional withholding per pay period.

c. Employees wishing to file a form CW-4, Withholding Certificate for City Income Tax, may do so in the Payroll Department. (See Sample, Page 55.18).

(Payroll Department Cont.)

2. Personnel Record Form - All academic employees and Graduate Assistants are required to complete the Personnel Record Form, Co-pa-4a. (See Sample, Page 55.19).

3. Where Required Forms are Available - The required form Co-pa-4a is available in the Payroll Department, Office of the Controller, 350 Administration Building, and must be filed in the Payroll Department before a check can be released.

C. Optional Forms

1. Direct Deposit Authorization:
Employees may have their paychecks directly deposited into personal checking or savings accounts by completing the Direct Deposit Authorization card (see Sample, Page 55.20). Employees who desire this service should also contact the financial institution advising them that their paychecks are to be direct deposited.

2. U.S. Savings Bonds:
Payroll deductions for United States Savings Bonds are available at the request of the employee. Authorized payroll deduction cards must be signed by the employee and filed in the Payroll Department.

3. Earned Income Credit Advance Payment Certificate:
Employees that meet certain requirements can receive the Earned Income Credit in advance during the year as they earn their income. To qualify for the credit, employees must expect their income (including spouse's income if married) to be less than $10,000 for the year. They also must expect to claim an exemption for a child who will live with them. The Earned Income Credit can provide payments of up to $500 in a year. Employees eligible for the advance credit should fill out Form W-5, Earned Income Credit Advance Payment Certificate, available at the Payroll Department, Room 350 Administration Building (see Sample, Page 55.27). The credit will be given on the annual tax return even if advance payment is not requested. The Form W-5 certificate expires on December 31 of each year.

4. Employees wishing to participate in employee benefit programs such as retirement, health, accident and life insurance, etc., should contact the Staff Benefits Office.

(Payroll Department Cont.)

D. Appointment and Hiring

1. Academic and Graduate Assistant Appointments

   a. All Academic and Graduate Assistant personnel must stop at the Payroll Department, 350 Administration Building as soon as possible after arrival on campus to complete all the required forms. Departments are requested to bring this to the attention of new staff members.

   b. All employees will be required to present their Social Security card when completing the Personnel Record and W-4 forms. Military draft cards will also be accepted in place of social security cards, but only these two documents are acceptable by Federal law.

2. Clerical-Technical, Administrative-Professional and Hourly Employees - All employees under these classifications are hired through the Personnel Department where the required forms are completed and forwarded to the Payroll Department.

3. Student Employees

   a. Students are required to complete a "Student Employees Withholding Allowance Certificate" Form W-4. (See Sample, Page 55.21). Employees who can qualify may take advantage of the exempt status by completing line "6" on the W-4 form. If an employee is claiming exemption from withholding and wishes to continue this status, the employee will have to file a new W-4 certificate between January 1 and April 30th of each year. The current amount of earnings exempt from withholding tax are published in the MSU Bulletin and the State News each year in March or may be obtained by calling Payroll and asking for "Current Federal and State Exempt Earnings Amounts" telephone 355-5010. Employees must revoke the Certificate of Exemption within ten days if it becomes reasonable for them to anticipate that they will have a tax liability during the current taxable year. This may be done by completing a new W-4 form using proper allowances and marital status.

   b. Departments are responsible for obtaining the completed form W-4 and must submit it to the Student Employment Office together with the employment application Form Z27D0010 (See Student Employment Office Section, Volume II).

(Payroll Department Cont.)

c. University student employees retain the student status between terms until the degree sought is obtained.

E. Payroll Time Cards

1. Academic, Clerical-Technical, Administrative-Professional and Graduate Assistants.

a. Payrolls are prepared automatically from appointment and personnel forms.

b. Departments are responsible for reconciling all employees' time and any factors which would alter an employee's compensation, such as terminations, leave without pay or days lost without pay, should be reported to Personnel immediately.

2. Hourly Employees

a. Form Required - "Daily Time Record" card. (See Sample, Page 55.22).

b. Preparation of Form

1) The first time card submitted for an employee, must have the complete name, social security number, account number, department and rate. The name must be the same as it appears on the employee's social security card. After an initial time card has been submitted for an employee, a prepunched time card will be returned to the department for submission with the next payroll. The department should review the pre-punched information and if incorrect, make the necessary corrections on the time card. DO NOT write any information above the heavy black line.

2) Record the detail hours or days worked. Fractional hours are to be rounded to the nearest tenth of an hour. For example, a person working 3 hours and 24 minutes or 3.4 hours.

3) Add hours or days for the pay period and enter the total under "Total for Period" and "Time."

4) Check the "Unit of Time," insert the rate and compute the gross earnings in the gross amount block (omit dollar signs). Complete the "From and To" dates in the pay period block.

(Payroll Department Cont.)

5) The card must have the handwritten signature of the unit administrator.

3. Student Employees

a. Form Required - "Student Payroll Card." (See Sample, Page 55.23).

b. Preparation of Form

1) Preparation of student employee time cards is the same as for hourly employee time cards except that the student number is used rather than the Social Security number.

2) University student employees must be enrolled and attending classes to be eligible for payment. To insure that students are enrolled the time cards are compared to the Registrar's current enrollment records. For this reason, the name and student number on the time card must be exactly the same as it appears on the Registrar's record. Students who have gained employment by assuring the department they will enroll must enroll promptly or be terminated.

4. Deadline for Submitting Payroll Time Cards

a. Bi-weekly pay periods for hourly and student employees end on Sunday at midnight. Payroll time cards must be delivered to the Payroll Department by 10:00 a.m. the following Monday morning. When a short work week occurs specific instructions will be issued regarding the deadline.

b. Time cards received after 10:00 a.m. Monday will be held and processed with the next bi-weekly payroll. Employees not paid because of late arrival of time cards may obtain an advance of 90% of the net amount earned. The employee should request an advance in person at the Payroll Department between 1:00 and 4:00 p.m. on the regular pay date or between 8:15 a.m. and 4:00 p.m. the week following the regular pay date.

(Payroll Department Cont.)

F. Rate of Pay

1. Academic

a. Rate of pay is determined from the appointment form.

b. Rate changes are made on the basis of new appointment forms or "Change of Status Recommendation" forms and must be approved by the Provost and Board of Trustees.

c. The forms are available in the Provost's Office.

2. Graduate Assistant

a. Rate of pay is determined from the appointment form.

b. Rate changes are made on the basis of an amended or new appointment form.

c. The forms are available in the Provost's Office.

3. Clerical-Technical and Administrative-Professional

a. Rate of pay is determined and approved by the Personnel Department.

4. Hourly Employees - Rate changes for hourly employees are approved by the Personnel Department and forwarded to the Payroll Department. Time cards should not reflect a new rate until it has been approved and the Payroll Department has a record of the change.

5. Student Employees - Job classification and grade level must be reported to the Student Employment Office using the "Student Employee Change of Status" form (see Student Employment Manual" prepared by the Student Employment Office).

G. Distribution of Checks

1. Direct Deposit

a. Employees may have their checks deposited directly to their personal checking or savings accounts by completing a "Direct Deposit Authorization" form. (See Sample, Page 55.20). This form may be completed at the Payroll Department or at the MSU Credit Union for direct deposit at that institution.

(Payroll Department Cont.)

b. Checks for these employees will be deposited in their bank accounts on the morning of pay day. The employee will receive a "Direct Bank Deposit Notification" showing gross pay, itemized deductions and net pay.

c. Direct deposit may be discontinued if the Payroll Department has received the notice fifteen (15) days before the pay date.

2. Distribution to Departments

a. Checks are picked up by the Campus Mail Service for delivery to the departments.

b. Checks or Direct Deposit Notifications should be handed directly to the payee or placed in sealed envelopes for delivery by a designated employee.

c. Payroll checks which must be cancelled and rewritten due to:

1) Late termination,

2) Leave of absence without pay,

3) Too many hours on Student or Hourly,

4) Students paid on incorrect student numbers,

should be delivered to the Payroll Department, 350 Administration Building immediately.

d. Payroll checks not delivered to employees within thirty days should be returned to the Payroll Department with a memo indicating the reason the employee did not receive the check. The Payroll Department will attempt to locate the employee and deliver the check.

3. Checks Not Prepared

a. A payroll check may not be issued due to the following reasons:

1) Employment data was received by the Payroll Department after the deadline.

2) Hourly or student employee time cards were received after the deadline.

(Payroll Department Cont.)

3) Student employee was not registered for the current term or student authorization was not properly completed.

b. In order to process an employee's check with the current payroll, employment data information must be delivered to the Payroll Department on or before the dates indicated below:

1) Salary - 15th of the month

2) Graduate Assistant - 1st of the month

3) Hourly & Student - by 10:00 a.m. on the Monday preceding the pay date.

c. Changes in exemptions, payroll deductions, and Direct Deposit authorizations must also be processed according to the above dates to be effective with the current payroll, except for Salary Direct Deposit Authorizations, which must be must be processed by the last working day of the month prior to the month of deposit.

H. Payroll Cash Advance

1. Purpose - Employees failing to receive a check on the expected pay date may obtain a payroll cash advance of not more than 90% of the net amount earned.

2. Procedures

a. A request for a payroll cash advance should be made in person at the Payroll Department, on or after the regular pay date.

b. Before a payroll cash advance can be made, salary employees or Graduate Assistants must have on file at the Payroll Department the appointment form or approved personnel form. Salary employees must make their request by the 15th of the month following the month in which they did not receive an expected paycheck. Graduate Assistants must make a request by the last working day of the month in which they did not receive an expected paycheck. For hourly and student employees, a completed payroll time card must be on file at the Payroll Department or be presented by the employee when requesting an advance.

(Payroll Department Cont.)

I. Record of Hours Worked

1. Requirement

a. The Fair Labor Standards act requires that a record of hours worked be maintained for all non-exempt employees. Clerical-technical and hourly employees are non-exempt, Faculty and Administrative-Professional personnel ranked AP 11 and above are considered to be exempt employees.

b. Payroll time cards are appropriate records for student and hourly employees.

2. Retention of Records - Each department is responsible for keeping a record of hours worked on each non-exempt employee four months after the end of the fiscal year.

II. GRADUATE ASSISTANT CERTIFICATE OF WITHHOLDING TAX EXEMPTION

A. Graduate assistantship stipends are not subject to Social Security taxes.

B. If the assistantship is primarily for research, and is supported by gift, grant or Experiment Station funds, and if all candidates in the degree program in which the assistant is enrolled are required to do equivalent research, the stipend may be exempted from Federal, State and local income tax withholding. The taxability of such stipends is subject to review by the Internal Revenue Service.

C. If the assistantship is primarily for teaching, applicable Federal, State and local income taxes will be withheld. If all candidates in the degree program in which the assistant is enrolled are required to do equivalent teaching, the assistant may file for refund of the amount withheld as part of his or her annual tax return. The Internal Revenue Service may hold, however, that such stipends are taxable.

D. If the Chairperson of the department determines that the graduate research assistant qualifies for tax exemption, the exemption certificate on the appointment form should be completed. If the appointment does not qualify, the exemption certificate should be crossed out.

(Payroll Department Cont.)

III. REQUIREMENTS FOR CHANGE OF NAME, ADDRESS OR TELEPHONE NUMBER

A. Change of Name

1. Administrative-Professional and Clerical-Technical

a. The name of an employee on the payroll records must be the same as the name indicated on the employee's Social Security card.

b. Name changes cannot be made on payroll records (including changes of name on prepunched time cards) until the employee has submitted a changed copy of their Social Security card.

c. The name change process is not complete until a Directory Information card has been processed using Form MSU 716 which may be obtained from Academic Personnel, Personnel, or Payroll. (See Sample, Page 55.24).

2. Faculty - Faculty personnel must communicate changes in name by letter to the Office of the Secretary to the Board of Trustees, 467 Administration Building, with copies to the Academic Personnel Records Office, 312 Administration Building, (formerly Asst. Provost, 310 Administration Building) and to the Payroll Department, 350 Administration Building.

3. Graduate Assistants - Graduate Assistants must make name changes at the Registrar's Office, 150 Administration Building and file a new W-4 with the Payroll Office, 350 Administration Building.

4. Hourly - Name change information must be processed through the Personnel Office on a Directory Information card (see Sample, Page 55.24).

5. Students - Student employees must notify the Registrar's Office, 150 Administration Building.

6. Changing Withholding Certificates - Every employee who changes their name must also submit to the Payroll Department a new Withholding Exemption Certificate for Federal and State of Michigan Income Taxes (Form W-4), (See Sample, Page 55.17) and a Withholding Certificate for City Income Tax (Form CW-4), (See Sample, Page 55.18), if applicable.

(Payroll Department Cont.)

B. Change of Address

1. Home addresses are printed on payroll checks for all salary and hourly employees. In order to change an address or to make a correction, a new Directory Information form (MSU 716) must be completed in its entirety. (See Sample, Page 55.24). The card should be signed by the individual and the department and forwarded according to the instructions on the card.

2. Each department must report address changes as soon as possible and mark the appropriate boxes in the Directory Information Card to indicate if the employee is:

   a. Board Appointed
   b. Classified personnel (A-P, C-T and Hourly)
   c. Affiliated with the University.

3. All classified personnel (A-P, C-T and Hourly) Directory Information Cards are to be sent to the Personnel Office. Directory Information Cards for Board Appointed are to be sent to the Academic Personnel, 312 Administration Building. Persons affiliated with MSU should send cards to Office of the Registrar, 208 Administration Building.

C. Error in Social Security Number - If an error in a social security number is discovered on any record used by the University, the employee should bring his or her Social Security card to the Payroll Department where a photocopy will be made and forwarded to the Social Security Administration Office for the correction of the employee's records.

IV. COMPENSATION FOR NON-REGULAR ASSIGNMENTS OR DUTIES

A. University Personnel - Every department paying personnel with faculty status for part-time work needs to process these persons through the Continuing Education overload payment system. The Department of Continuing Education should be consulted. For details call 355-0140.

B. Temporary Appointees (Including Honoraria).

1. Individuals included in this classification:

   a. Persons engaged as lecturers, speakers or other program personnel for a period not to exceed ten days and for an agreed upon stipend or fee of not more than $1,500.

(Payroll Department Cont.)

b. Persons retained by the University as consultants, specialists, editors, reviewers or in similar capacity on a fixed fee basis.

c. Excluded from the designation of Temporary Appointees are persons hired by the University and paid on an hourly, weekly, monthly, or other pro-rata basis, and any others for whom a employer-employee relationship exists.

d. General fund labor and equipment accounts may not be used.

2. Payment to persons covered under 1a. and 1b. above must be made on a Direct Payment Voucher.

3. The payee's home address and Social Security Number must be shown on the Direct Payment Voucher as the Internal Revenue Service requires that the University report these payments on an Information Return, Form 1099, at the end of the calendar year.

4. All Direct Payment Vouchers on general fund accounts must be sent to the Budget Office, 443 Administration Building for approval.

5. All compensation paid to temporary appointees including honoraria should be charged to either the Salary account or to the Supplies and Services account, using Object Classification Code 072.

6. Any portion of the payment designated for travel must be charged to the Supplies and Services account, using the appropriate Object Classification Code (Codes 020 through 026).

C. Independent Contractors and Interviewers

1. Definition - Michigan State University employees performing services in their homes or working as interviewers off-campus apart from their regular work assignments are considered independent contractors and not employees in such capacity if the following conditions are met.

a. Not a continuing work relationship, but rather a single job transaction or an occasional performance of the service. Service is available to general public as well as to employees of MSU.

(Payroll Department Cont.)

b. Service is performed during non-working hours and is not related to regular job.

c. Individual performing the service schedules own working hours and furnishes own supplies and equipment.

d. Individual performs the service off-campus, under no direct supervision as to the means and method of operation. The individual uses own methods and receives no training from the one who purchases the service.

e. Individual is at liberty to accept or reject the work offered without prejudice.

f. Individual is paid on a piecework basis and is not guaranteed a minimum quota of pay or work.

2. Method of Payment

a. Persons classified as independent contractors must be paid on a Direct Payment Voucher. The Direct Payment Voucher must include the payee's home address and Social Security Number.

b. Persons unable to meet the independent contractor requirements are considered "employees" of the University and paid according to the method used for regular employees.

D. Overtime

1. Definition

a. The Fair Labor Standards Act stipulates that non-exempt employees (clerical-technical and hourly) must be appropriately compensated for overtime hours worked. Overtime is earned when an employee works in excess of 40 hours in a standard work week. The standard work week is a 168-hour period which, for the University generally starts at 12 midnight on Sunday and ends at 12 midnight on the following Sunday. However, some units of the University have established different work weeks. Such changes must be approved by the Controller.

(Payroll Department Cont.)

b. Hours worked in excess of a standard work day or week should be approved in advance by completing Form CO-pa-25, "Approval for Overtime for Non-Exempt Employees." (See Sample, Page 55.25).

2. Compensation

a. Time-Off

1) As a general policy, overtime hours are to be compensated by time-off, if the equivalent time-off can be mutually agreed upon and the time-off can be scheduled within the work week.

2) If time-off cannot be given on/or before the last day of the current pay period the employee must be paid for the overtime hours.

b. Payment for Overtime Hours

1) Hourly overtime must be submitted on a red payroll overtime time card (See Sample, Page 55.26). Salary overtime must be submitted on a blue payroll overtime card (See Sample, Page 55.26). The red and blue payroll overtime cards provide for increasing overtime hours earned by 50% to reflect a time and one-half payment. Hours reported on the red and blue payroll overtime cards must be rounded off to the nearest tenth of an hour.

2) All red payroll overtime time cards should follow the same schedule of submission detailed in section I.E.4., "Deadline for Submitting Payroll Time Cards."

3) All blue payroll overtime time cards should be submitted to the Payroll Department on Wednesday of Student Labor pay weeks.

4) A separate red or blue payroll overtime time card must be prepared to pay overtime hours applicable to the shift differential. (Does not apply to payroll of Physical Plant or to Residence Halls and Food Services hourly employees.)

5) Overtime cards may be obtained from the Payroll Department.

(Payroll Department Cont.)

c. Rate of Payment

1) Hourly employees should be paid their regular rate.

2) The hourly rate for a person on an annual salary is determined by dividing the annual salary by 2,080 (40 hours for 52 weeks).

3) Approval of the Personnel Department is necessary when overtime is submitted for A-P employees classified as AP-11 or above.

E. Military Pay

1. Regular, full-time employees who are ordered to temporary active duty for military training will be allowed fifteen (15) days leave of absence. The University will pay the difference between regular pay and military pay when the military pay is less. The military pay, which will be supplemented by the University, is the base pay. The employee must present a copy of the pay voucher from the Government to document the amount of military pay received.

2. Military pay will be deducted from regular pay as follows:

a. Faculty - a copy of the military pay voucher should be forwarded to the Payroll Department. Payroll will determine the amount to be deducted. The net amount will be paid to the employee in the next paycheck.

b. A-P and C-T - a copy of the military pay voucher should be submitted to the Personnel Department. The Personnel Department will determine the amount to be deducted and report to the Payroll Department. The military pay will be deducted from the next paycheck.

c. Hourly - a copy of the military pay voucher should be forwarded to the Payroll Department. Each department is responsible for deducting military pay on the payroll time cards. The military pay should be shown separately and deducted from the gross amount. The net amount will be paid to the employee and will be subject to withholding and social security taxes.

(Payroll Department Cont.)

F. Jury Duty

1. The University will pay the difference between the jury duty compensation and the regular University compensation.

2. The procedures for processing documented evidence of jury duty compensation are the same as for military pay.

G. Court Witness Fees - Court witness fees paid to University employees must be deposited in Account Number 11-0739. A duplicate receipt is to be sent by the employing department to the Payroll Department, where the duplicate receipt is to be placed in the employee's file.

(PLEASE PRINT)

EMPLOYEES WITHHOLDING ALLOWANCE CERTIFICATE

LAST NAME FIRST MIDDLE

NUMBER and STREET

CITY STATE ZIP CODE

☐ MALE ☐ FEMALE

☐ SINGLE ☐ MARRIED DEPARTMENT

☐ Married, but withheld at higher single rate

If this is a change in exemptions place an "X" in the block provided. ☐

FILE THIS FORM WITH MICHIGAN STATE UNIVERSITY OTHERWISE THE UNIVERSITY MUST WITHHOLD INCOME TAXES WITHOUT EXEMPTIONS.
FORM W-4

I certify that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.

Social Security No.

This certificate is for income tax withholding purposes only. It will remain in effect until you change it. If you claim exemption from withholding, you will have to file a new certificate on or before April 30 of next year.

WHEN COMPLETING THIS FORM REFER TO INSTRUCTIONS ON FORM W-4, IRS REVISED JUNE 1, 1977
YOU MAY NOT CLAIM EXEMPTIONS ALREADY CLAIMED BY YOURSELF OR YOUR SPOUSE WITH ANOTHER EMPLOYER

	REGULAR	65 OR OVER	BLIND	Federal	State
1. YOURSELF............	☐	☐	☐		
SPOUSE................	☐	☐	☐		
2. ADDITIONAL EXEMPTIONS FOR DEPENDENTS (DO NOT CLAIM EXEMPTIONS FOR DEPENDENTS UNLESS YOU ARE QUALIFIED)					
3. ADDITIONAL WITHHOLDING ALLOWANCE					
4. TOTAL EXEMPTIONS CLAIMED ABOVE					
5. ADDITIONAL WITHHOLDING PER PAY PERIOD				$	$
6. I CLAIM EXEMPTION FROM WITHHOLDING (SEE INSTRUCTIONS ENTER EXEMPT)					

DATE __________ 19____ SIGNATURE ____________________

PDF 77X674
MSU 658(4/78)

CW-4

EMPLOYEE'S WITHHOLDING CERTIFICATE FOR CITY INCOME TAX

1. Name of Taxing City

2. Print Full Name	Department	Student Number	Social Security Number

3. Address, Number and Street	City, Township or Village where you reside	State	Zip Code

4. ☐ Resident / ☐ Non Resident } of Taxing City — NONRESIDENTS – Circle closest % of Total Earnings in Taxing City → Under 25% | 40% | 60% | 80% | 10

YOUR WITHHOLDING EXEMPTIONS:

Check Here if this is a change in exemptions ☐

Check blocks which apply:

5. Exemptions for yourself — ☐ Regular $600 exemption — ☐ Additional $600 exemption if 65 or over at end of year — ☐ Additional $600 exemption if blind — Enter number of exemptions checked →

6. Exemptions for your wife (husband) — ☐ Regular $600 exemption — ☐ Additional $600 exemption if 65 or over at end of year — ☐ Additional $600 exemption if blind — Enter number of exemptions checked →

7. (a) Exemptions for your children — Number

7. (b) Exemptions for your other dependents — Number — Enter total of line 7 (a plus b) →

8. **TOTAL EXEMPTIONS** Add Lines 5, 6 and 7 →

I certify that the information submitted on this certificate is true, correct and complete to the best of my knowledge and belief.

9. Date 19 — Signature

EMPLOYER: *Keep this certificate with your records. If the information submitted by the employee is not believed to be true, correct and complete, the* CITY CONTROLLER *must be so advised.*

O-6340

Form No.
CO-pa-4a

MICHIGAN STATE UNIVERSITY
PERSONNEL RECORD

Name in Full ______________________________
(Print) (Last) (First) (Middle)

Address: ______________________________

Social Security No. ______________________

Married: ☐yes ☐no Citizen: ☐yes ☐no

Sex: ☐Male ☐Female

Date of Birth: ______________________
Mo. Day Yr.

Date of Employment: ______________________
Mo. Day Yr.

Dept: ______________________________

Title: ______________________________

Rate of Pay: ______________________________

____

Do you have relatives working on campus? ☐yes ☐no

Names & Relationship: ______________________________

____

If you have worked for the university before, indicate

when (last employment) ______________________

In what department ______________________

O-5429

PLEASE PRINT **DIRECT DEPOSIT AUTHORIZATION** **CO-PA-42**

Soc. Sec. No. ___ - __ - ____ Check One: ☐ Salary ☐ Hourly ☐ Sum Sch 0-11849

Stu. No. 0 0 0 - __ - ____ ☐ Grd Asst *MSU is an Affirmative Action/Equal Opportunity Institution*

Name ______________________ Is this a change in Financial Institution? ☐ Yes ☐ No

Last First M.I.

I authorize Michigan State University to deposit the net amount of my regular payroll check to my account in:

Name of Financial Institution City Account Number Including Dashes

☐ Checking ☐ Savings

X ______________________ Employee Signature ________ Date

I wish to discontinue deposit of my payroll check in: ______________________ Name of Financial Institution

Account Number Including Dashes

X ______________________ Employee Signature ________ Date

(PLEASE PRINT)

STUDENT EMPLOYEES WITHHOLDING ALLOWANCE CERTIFICATE

LAST NAME FIRST MIDDLE

NUMBER and STREET

CITY STATE ZIP CODE

☐ MALE ☐ FEMALE

☐ SINGLE ☐ MARRIED

STUDENT NUMBER

☐ Married, but withheld at higher single rate

If this is a change in exemptions place an "X" in the block provided. ☐

FILE THIS FORM WITH MICHIGAN STATE UNIVERSITY OTHERWISE THE UNIVERSITY MUST WITHHOLD INCOME TAXES WITHOUT EXEMPTIONS.
FORM W-4

I certify that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.

Social Security No.

This certificate is for income tax withholding purposes only. It will remain in effect until you change it. If you claim exemption from withholding, you will have to file a new certificate on or before April 30 of next year.

WHEN COMPLETING THIS FORM REFER TO INSTRUCTIONS ON FORM W-4, IRS REVISED JUNE 1, 1977
YOU MAY NOT CLAIM EXEMPTIONS ALREADY CLAIMED BY YOURSELF OR YOUR SPOUSE WITH ANOTHER EMPLOYER

	REGULAR	65 OR OVER	BLIND	Federal	State
1. YOURSELF............	☐	☐	☐		
SPOUSE.................	☐	☐	☐		
2. ADDITIONAL EXEMPTIONS FOR DEPENDENTS (DO NOT CLAIM EXEMPTIONS FOR DEPENDENTS UNLESS YOU ARE QUALIFIED)					
3. ADDITIONAL WITHHOLDING ALLOWANCE					
4. TOTAL EXEMPTIONS CLAIMED ABOVE					
5. ADDITIONAL WITHHOLDING PER PAY PERIOD				$	$
6. I CLAIM EXEMPTION FROM WITHHOLDING (SEE INSTRUCTIONS ENTER EXEMPT)					

DATE ________________ 19 ______ SIGNATURE ________________________________

PDF77X675
MSU 105 (4/78)

NAME	DEP.	IDENTIFICATION NO.	S.S.	ACCT. OR JOB NUMBER	DEPT. CDE.	TIME	RATE	AMOUNT

NAME (PRINT LAST NAME FIRST)

IDENTIFICATION NUMBER

ACCOUNT NO. | LEAVE BLANK

OBJECT CLASS	BLDG. NUMBER	DIV. NO.	PHYSICAL PLANT ONLY

DEPARTMENT NAME

TIME | RATE

UNIT OF TIME ☐ HOURS ☐ DAYS ☐ WEEKS ☐ MONTH ☐ EVENT ☐ OTHER

GROSS AMOUNT

	HOURS TENTHS	DAYS
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		
TOTAL FOR PERIOD		

DO NOT WRITE ABOVE THIS LINE

DAILY TIME RECORD

PAY PERIOD

FROM ________ 19 ____ TO ________ 19 ____

APPROVED FOR PAYMENT

DEPT. HEAD (original signature)

DEAN OR DIRECTOR

APPROVAL DATE

DO NOT FOLD · STAPLE OR MUTILATE THIS CARD

DIV. NO.	TITLE CLASS	DEPT. BLDG. NO.	DEP	NAME	S.S.	IDENTIFICATION NUMBER		ACCT. OR JOB NUMBER	UNIT	AMOUNT	TIME	RATE

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

NAME	DEP.	IDENTIFICATION NO.	S.S.	ACCT. OR JOB NUMBER	DEPT. CDE.	TIME	RATE	AMOUNT

NAME (PRINT LAST NAME FIRST)

IDENTIFICATION NUMBER

ACCOUNT NO. | LEAVE BLANK

OBJECT CLASS | BLDG. NUMBER | DIV. NO. | PHYSICAL PLANT ONLY

DEPARTMENT NAME

TIME | RATE

UNIT OF TIME ☐ HOURS ☐ DAYS ☐ WEEKS ☐ MONTH ☐ EVENT ☐ OTHER

GROSS AMOUNT

	HOURS	TENTHS	DAYS
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			
TOTAL FOR PERIOD			

DO NOT WRITE ABOVE THIS LINE

STUDENT PAYROLL CARD

PAY PERIOD 19 FROM 19 TO

NOTE THIS PAYMENT CANNOT BE MADE UNLESS A W-4 FORM IS FILED WITH PAYROLL OR ACCOMPANIES THIS CARD

"I CERTIFY THAT THE PAYEE WAS ENROLLED AS A MICHIGAN STATE UNIVERSITY STUDENT DURING ALL OR PART OF THE PAY PERIOD COVERED BY THIS TIME CARD

DEPT. HEAD original signature

DEAN OR DIRECTOR

APPROVAL DATE

DO NOT FOLD - STAPLE OR MUTILATE THIS CARD

DIV. NO.	TITLE	DEPT. O.CLASS BLDG. NO.	DEP	NAME	S.S.	IDENTIFICATION NUMBER	ACCT. OR JOB NUMBER	UNIT	AMOUNT	TIME	RATE

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

MICHIGAN STATE UNIVERSITY

DIRECTORY INFORMATION

FOR

Board Appointed Personnel, Classified Personnel,
And Persons Affiliated With The University

Please Print And Complete All Items

LAST NAME	FIRST NAME	INITIAL	SOCIAL SECURITY NUMBER	MONTH / DAY / YEAR
RESIDENCE – STREET ADDRESS AND APT. NO.		CITY	ZIP CODE	RESIDENCE PHONE
DEPARTMENT		RANK/TITLE		
2ND DEPARTMENT (IF APPLICABLE)		2ND RANK/TITLE (IF APPLICABLE)		
PLEASE CHECK SINGLE ☐ MARRIED ☐	OFFICE PHONE 2ND OFFICE PHONE	OFFICE ADDRESS—NUMBER AND BUILDING 2ND OFFICE ADDRESS (IF APPLICABLE)		

PLEASE SIGN AND SUBMIT TO YOUR DEPARTMENTAL OFFICE

SIGNATURE

MSU716
AS77X637

DEPARTMENTAL USE ONLY

Please Check And Forward Immediately:

☐ BOARD APPOINTED TO ASST. PROVOST, 310 ADM. BLDG. ☐ PERSONS AFFILIATED TO OFFICE OF THE REGISTRAR, 208 ADM. BLDG.

☐ CLASSIFIED PERSONNEL TO PERSONNEL CENTER

SHOULD INFORMATION BE PRINTED IN THE FACULTY AND STAFF DIRECTORY? ☐ YES, ☐ NO

AUTHORIZED SIGNATURE →

Form No. CO-pa-25

APPROVAL FOR OVERTIME HOURS FOR NON-EXEMPT EMPLOYEES

Michigan State University

Name of Employee ______________________________

Social Security No. ______________

Date(s) overtime will be incurred ______________________________

Estimated number of overtime hours ______________

Compensation for overtime
- ☐ Pay
- ☐ Time off

Reason for overtime ______________________________

____

____

____

Signature ______________________________ ______________
Department Chairman or Supervisor — Date

Signature ______________________________ ______________
Employee — Date

Record of Overtime

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.	Total
Date								
Overtime hours								

Compensation

Time off (indicate dates and hours) ______________________________

Pay (indicate date paid and hours) ______________________________

INSTRUCTIONS:

1. Each department is responsible for maintaining a record of overtime hours earned and when and how compensated. This record must be retained for 3 years.
2. Overtime must be approved in advance by department chairman or supervisor on a weekly basis ending with Sunday.
3. Complete a separate form for each employee, including student employees.
4. Overtime hours worked must be recorded daily.
5. Compensation for overtime should be determined by the supervisor or department chairman.
   - A. Time Off
     - (1) When time off for overtime hours can be given in the same work week, then time off should be given on an hour-for-hour basis. This is the preferable treatment for overtime hours but cannot be applied to hours in excess of 40 hours in a work week.
     - (2) Time off in a subsequent work week must be given at one- and one-half hours for each overtime hour worked (in excess of 40 hours in a work week). However, if the employee cannot be given time off on or before the last day of his current regular pay period, then the employee must be paid for the overtime hours.
   - B. Pay
     - (1) When an employee is to be paid for overtime hours, process a ~~red~~ blue payroll time card with the next regular labor payroll. Overtime hours only should be reported on the red payroll time card.
6. The employee should sign this form to indicate that he understands how compensation will be given.
7. This form does not apply to employees covered by a Union contract.

RED

NAME	DEP.	IDENTIFICATION NO.	S.S.	ACCT. OR JOB NUMBER	DEPT. CDE.	TIME	RATE	AMOUNT

NAME (PRINT LAST NAME FIRST)

IDENTIFICATION NUMBER

LEAVE BLANK | ACCT. OR JOB NUMBER

OBJECT CLASS | BLDG. NUMBER | DIV. NO. | PHYSICAL PLANT ONLY

DEPARTMENT NAME

TOTAL HOURS | REGULAR RATE THIS JOB

GROSS AMOUNT

	HOURS	TENTHS
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		
TOTAL ACTUAL OVERTIME HOURS		
MULTIPLY BY	1.5	
TOTAL HOURS		

DO NOT WRITE ABOVE THIS LINE

DAILY RECORD
OVERTIME HOURS ONLY

PAY PERIOD

__________ 19____ __________ 19____
(FROM) (TO)

APPROVED FOR PAYMENT

AS 77X479

DEPT. CHAIRMAN (original signature)

DEAN OR DIRECTOR

APPROVAL DATE

DO NOT FOLD - STAPLE OR MUTILATE THIS CARD

DIV. NO.	TITLE	OCLASS	DEPT. BLDG. NO.	DEP	NAME	S.S.	IDENTIFICATION NUMBER		ACCT. OR JOB NUMBER	UNIT	AMOUNT	TIME	RATE

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

BLUE

NAME	DEP.	IDENTIFICATION NO.	S.S.	ACCT. OR JOB NUMBER	DEPT. CDE.	TIME	RATE	AMOUNT

NAME (PRINT LAST NAME FIRST)

IDENTIFICATION NUMBER

LEAVE BLANK | ACCT. OR JOB NUMBER

OBJECT CLASS | BLDG. NUMBER | DIV. NO. | PHYSICAL PLANT ONLY

DEPARTMENT NAME

TOTAL HOURS | REGULAR RATE THIS JOB

GROSS AMOUNT

	HOURS	TENTHS
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		
TOTAL ACTUAL OVERTIME HOURS		
MULTIPLY BY	1.5	
TOTAL HOURS		

DO NOT WRITE ABOVE THIS LINE

DAILY RECORD
OVERTIME HOURS ONLY

PAY PERIOD

__________ 19____ __________ 19____
(FROM) (TO)

APPROVED FOR PAYMENT

DEPT. CHAIRMAN (original signature)

DEAN OR DIRECTOR

APPROVAL DATE

DO NOT FOLD - STAPLE OR MUTILATE THIS CARD

DIV. NO.	TITLE	OCLASS	DEPT. BLDG. NO.	DEP	NAME	S.S.	IDENTIFICATION NUMBER		ACCT. OR JOB NUMBER	UNIT	AMOUNT	TIME	RATE

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80

CO-PA-40

EARNED INCOME CREDIT ADVANCE PAYMENT CERTIFICATE

(Please Print) **Form W-5** **This certificate expires on December 31, ______ .**

Social Security Number
Student Number

Last Name First Middle

Number and Street

City State Zip Code

Salary ☐ Labor ☐ Grd Ast ☐ Student ☐

NOTE: If you file Form W-5 with an employer to receive advance payments of the earned income credit for ______ (Year), you must file Form 1040 or Form 1040A for ______ (Year). If married, you must file a joint return.

	YES	NO
1. I expect to be eligible for the earned income credit for ______ (Year), I have no other certificate in effect with any other current employer, and I choose to receive advance payment of the earned income credit.		
2. If you are not married, check "No" . . . . If you are married, does your spouse have a certificate in effect for ______ (Year) with any employer?		

Under penalties of perjury, I declare that the information I have furnished above, to the best of my knowledge, is true, correct, and complete.

Signature ______________________ Date ______________________

O-11499 *Michigan State University Printing*

PETTY CASH FUNDS

I. GENERAL

A. Petty cash funds are used for making change and for making small purchases of items NOT AVAILABLE AT GENERAL STORES. Such purchases should only be for items appropriate to charge to a University account. When needed, the fund is reimbursed through the submission of a reimbursement voucher to the Voucher Processing Department.

B. Refunds can be made from petty cash funds obtained by departments for that purpose. Reimbursement vouchers must be used to record the signatures of persons receiving refunds through a petty cash fund.

C. There are two types of petty cash funds which may be established.

1. Petty cash funds secured by departments as change funds or to be used to make refunds or purchase materials. These are not charged to the department's account, but are carried as cash advances by the Cashier's Office. The department's account is charged as reimbursement vouchers are submitted.

2. Petty cash funds established for agency or dormitory clubs are initially charged to the organization's account.

II. OBTAINING MONEY FOR A PETTY CASH FUND

A. Departmental Funds

1. The unit administrator should send a written request to the Manager of Cashier's Office, 110 Administration

(Petty Cash Funds Cont.)

Building for approval, specifying the amount of funds needed, the reasons for the request, the individual who will be responsible for the fund and his/her address and telephone number. If approved, the department will be notified. The funds will then be made available at the Cashier's Office between the hours 8:15 a.m. and 4:15 p.m.

2. The petty cash fund is issued to, and a note must be signed by, the person requesting the funds or by a full-time staff member designated by the unit administrator.
3. It is the responsibility of the unit administrator to inform the Manager of the Cashier's Office, 110 Administration Building, in writing, when there is a change of a staff member who is responsible for the petty cash fund. A new note, prepared in the Cashier's Office, must be signed by the individual assuming responsibility of the fund whenever a change in custodianship occurs.
4. Any request to increase the amount of the fund will be considered upon presentation, in writing, detailing the need for such increase. Requests should be made to the Manager of the Cashier's Office, 110 Administration Building. If approval is granted a new note must be signed for the new total of the fund. The former note will be returned to the department.
5. Departmental petty cash funds are reviewed periodically by Internal Audit.

(Petty Cash Funds Cont.)

B. Agency or Dormitory Club Funds

Prepare a Direct Payment Voucher payable to the individual to be in charge of the fund for an amount not to exceed $50. This voucher must be approved by an authorized person whose signature is on file at the Accounting Department, Office of the Controller, where a check will be issued. The money for the fund will be charged against the club or agency's account.

III. USE OF PETTY CASH FUNDS

A. The handling of the petty cash fund should be the responsibility of the individual authorized by the department chairperson or administrative head. No loans of any type or travel advances are to be made from the petty cash fund. UNDER NO CIRCUMSTANCES SHOULD THIS FUND BE USED TO CASH CHECKS OR FOR PERSONAL REASONS.

B. If a person makes an <u>authorized</u> purchase of an item with their own money, that person must obtain a receipt or invoice, sign it, and present it to the person in charge of the petty cash fund for reimbursement. <u>No money should be disbursed from the petty cash fund to reimburse a person unless a paid receipt or invoice is presented</u>. However, if such documents are not issued for the type of expense incurred (e.g. parking, taxi, etc.), a written note on how the funds were expended is required.

C. For persons who must have advance cash to make authorized purchases, it is necessary that they sign a petty cash

(Petty Cash Funds Cont.)

advance slip for the amount of money they have received. The petty cash advance slip is to be destroyed when any unspent money and a paid receipt for the purchase are returned to the fund.

D. No purchase of an item costing more than $50 should be made from a petty cash fund. If an item costs more than $50, it should be requisitioned in the approved manner through Purchasing.

E. When use of a petty cash fund is no longer required, the funds should be returned to the Cashier's Office.

IV. REPLENISHING PETTY CASH FUND

A. The person authorized to handle the petty cash fund is responsible for keeping it in balance, thus, THE PAID RECEIPTS OR INVOICES PLUS THE CASH SHOULD ALWAYS EQUAL THE FUND BALANCE.

B. To replenish the petty cash fund, a Reimbursement Voucher, form CO-ge-4a (see Sample, Page 60.6) should be typewritten in duplicate for the amount of the paid receipts or invoices in the petty cash box. Each purchase must be listed on the voucher, showing the date of purchase, vendor's name, and amount paid. The paid receipts should be attached to the voucher and sent to the Voucher Processing Department, Office of the Controller. The person in charge of the petty cash fund should sign the voucher and should be listed on the voucher as the payee. The voucher must be signed by the person in charge of the fund <u>and</u> the unit administrator.

(Petty Cash Funds Cont.)

C. Any overages or shortages should be shown on the reimbursement voucher. An overage should be deducted from the total amount to be reimbursed. A shortage should be added to the total amount to be reimbursed. The reimbursement voucher should indicate the reason for the overage or shortage.

D. Allow five working days from the time the reimbursement voucher reaches Voucher Processing for the reimbursement check to be written. Requests for reimbursement of the fund should be made before all of the cash has been spent.

V. SECURITY

Funds should not be unlocked or unattended and should be concealed from general view when not in use. Unreimbursed petty cash vouchers, with attached receipts, should not be kept in the cash box.

SIGNATURE REQUIREMENTS

I. GENERAL

Because of the number of administrative forms utilized in carrying on the fiscal and personnel activities of an institution the size of Michigan State University, it is appropriate and necessary to have a single consistent set of signature requirements. Without such requirements, excessive or inappropriate signatures may be obtained with the end result that such activities may not take place on a timely basis or have proper approval.

The attached list sets forth the minimum signature requirements for the various existing University forms. The signature levels required are indicated by separate categories. These categories and a description of the administrative levels they encompass are as follows:

A. Unit Administrator Designate (Personnel granted signature authority by Unit Administrator)

B. Unit Administrator (Chairpersons and Directors)

C. Dean or Assistant Vice President Designate (Personnel granted signature authority by the Dean or Assistant Vice President)

D. Dean or Assistant Vice President (Deans, Associate or Assistant Deans and Associate or Assistant Vice Presidents)

E. Vice President/Provost (Vice President and Provost)

For the Vice President/Provost category, signature authority may be delegated to responsible administrators within their respective units.

(Signature Requirements Cont.)

For all categories, the designated administrator may require that other individuals sign or initial the various forms prior to their signing them.

In order for the forms listed to be processed on a timely basis, the signature of a person at the administrative level designated must be on the form. The signature of a person at a higher administrative level than that required will be accepted in all cases.

Many of the listed forms which are currently stocked do not provide for signature titles as provided above. All forms at the point of reorder, should be changed to provide for the signature designations set forth above.

SIGNATURE REQUIRED

FORM	Unit Administrator Designate	Unit Administrator	Dean or Assistant Vice President Designate	Dean or Assistant Vice President	Vice President/Provost	Approval Office for Personnel Actions (Provost or Personnel Office)
Academic Position Request		X		X		X
Affirmative Action Report for Faculty and Academic Staff		X		X		
Annual Equipment Inventory Insurance Report		X				
Application for Agency Account - Non-Student Organization				X		
Application for Agency Account - Student Organization		X				
Appointment Recommendation - Academic - Continuing Employment (Tenure System/Job Securtiy System)		X		X		X
Appointment Recommendation - Academic - Temporary Employment (with ending dates)		X	X			X
Appointment Recommendation for Graduate Assistant		X	X			X
Appointment Recommendation of Graduate Fellow or Graduate Trainee		X	X			X
Appointment Recommendation for Undergraduate Assistant		X	X			X
Appointment Recommendation of Undergraduate Trainees		X	X			
Approval for Overtime Hours - Non-Exempt Employees		X				
Authorized Signature Card - Student Organizations		X				
Certification of Inventory		X				
Change of Status - Academic - Continuing Employment (Tenure System/Job Security System)		X		X		X

SIGNATURE REQUIRED

FORM	Unit Administrator Designate	Unit Administrator	Dean or Assistant Vice President Designate	Dean or Assistant Vice President	Vice President/Provost	Approval Office for Personnel Actions (Provost or Personnel Office)
Change of Status - Academic - Temporary Employment (with ending dates)		X	X			X
Collection Advice - Student Receivables - Less than 90 days past due	X					
Collection Advice - Student Receivables - 90 or more days past due		X				
Collection Advice - Departmental Receivables - Less than 90 days past due	X					
Collection Advice - Departmental Receivables - 90 or more days past due		X				
Direct Payment Voucher		X				
Educational Assistance Request		X				X
Employee Performance Evaluation		X				X
Equipment Screening Certification - Note A		X		X	X	
Equipment Transfer Notice	X					
Gifts and Grants		X		X	X	
Injury Absence Report		X				
Interdepartmental Transfers (Various internal service billings)	X					
Journal Entry Request	X					
Leave of Absence - Academic - Continuing Employment (Tenure System/Job Security System)		X		X		X
Leave of Absence - Academic - Temporary Employment (with ending dates)		X	X			X
Mail Service Request	X					
Material Return Slip and/or Shipping Permit		X				
MSU Bookstore Special Order	X					
Multiple Check Voucher		X				
Non-Academic Personnel Requisition			X			X

SIGNATURE REQUIRED

FORM	Unit Administrator Designate	Unit Administrator	Dean or Assistant Vice President Designate	Dean or Assistant Vice President	Vice President/Provost	Approval Office for Personnel Actions (Provost or Personnel Office)
Occupational Accident Report		X				
Official University Travel Authorization		X				
Overtime Payroll Cards		X				
Personnel Action Notice		X	X			X
Recommendation for Temporary Appointment as Research Associate or Post-Doctoral Fellow		X	X			X
Reimbursement Voucher		X				
Request for Emergency Medical Examination and/or Treatment - Note B		X				
Request to Establish a Petty Cash Fund		X				
Request for Gasoline and Oil Credit Card		X				
Request for Interdepartmental Material or Service		X				
Request for Keys		X				
Request for Long-Term Use of Ownership of University Vehicle				X		
Request for Position Classification/ Reclassification/Reactivation		X	X			X
Request for Programming Support		X				
Request for Publication of Material for Resale		X				
Request for Retirement - Academic		X		X		X
Request for Retirement - Non-Academic Personnel		X		X		X
Request for Waiver of Affirmative Action Procedures for Filling Academic Positions - Note C		X		X		X
Requisition to the Purchasing Department		X				
Revolving Account Request Form				X		
Staff I.D. Card		X				
Student Employment Application	X					

SIGNATURE REQUIRED

FORM	Unit Administrator Designate	Unit Administrator	Dean or Assistant Vice President Designate	Dean or Assistant Vice President	Vice President/Provost	Approval Office for Personnel Actions (Provost or Personnel Office)
Student or Labor Payroll Cards	X					
Termination of Employment - Academic - Continuing Employment (Tenure System/ Job Security System)		X		X		X
Termination of Employment - Academic - Temporary Employment (with ending dates)		X	X			X
Transmittal Sheet for Sponsored Reserach and Education Proposals		X		X	X	
Travel Voucher - Note D		X		X	X	

Note A - The required signature for this form depends on the cost of the equipment to be purchased. For equipment costing $1,000 or more, a unit administrator must sign. For equipment costing $5,000 or more, a dean or equivalent must sign. For equipment costing $10,000 or more, the Vice President for Research and Graduate Studies must sign.

Note B - If the unit administrator is not available then a unit administrator designate may sign.

Note C - If category "Other" is utilized for explanation of reason waiver is requested then Provost must sign.

Note D - Travelers up to the dean level must have their travel vouchers approved by an administrator senior to them.

TRAVEL - FORMS AND ADVANCES

I. GENERAL POLICY - Any employee of the University, or its representative, who has been duly authorized to travel for the benefit of Michigan State University, may be eligible for some reimbursement. Complete details concerning travel regulations are set forth in a pamphlet entitled "Travel Regulations" available from Voucher Processing Section, Room 366B Administration Building.

II. The following forms are to be used for travel:

   A. CO-tr-7c - Official University Travel Authorization - All travelers must use this form to request permission to travel and to obtain a travel advance, if appropriate.

   B. CO-tr-8b - Report on Out-Of-State Travel

   C. CO-tr-51 - Travel Voucher - to request reimbursement for allowable travel expenses incurred. These forms are available at General Stores, Telephone No. 355-1700.

III. The above forms must be signed by the traveler and the persons designated in the following situations:

   A. In-State Travel

      1. The unit administrator's signature guarantees repayment of a travel advance from departmental funds if appropriate vouchers are not submitted.

      2. Travelers up to the dean level must have all travel forms approved by an administrator senior to them. Deans must have only their travel authorization for foreign travel approved by the Provost's Office.

(Travel - Forms and Advances Cont.)

B. Out-Of-State Travel - same individuals must sign as for In-State Travel and in addition, all forms covering this category of travel must be submitted to the Budget Office, Room 443 Administration Building upon return of traveler.

C. Foreign Travel - same individuals must sign as for In-State Travel and, in addition, the forms must be signed by the Budget Office and the Office of Contract and Grant Administration. (NOTE - A TRAVEL ADVANCE WILL NOT NORMALLY BE GIVEN TO AN INDIVIDUAL FOR INTERNATIONAL TRANSPORTATION FARES, SINCE THE UNIVERSITY WILL MAKE PAYMENT DIRECTLY TO THE TRAVEL AGENCY OR AIRLINES ON A DIRECT PAYMENT VOUCHER. A TRAVEL ADVANCE MAY, HOWEVER, BE OBTAINED FOR AN AMOUNT TO COVER ENROUTE CHARGES).

IV. TRAVEL ADVANCES - SPECIFIC POLICIES

A. The amount of each travel advance is to be determined by the Chairperson or Director on form CO-tr-7c "Official University Travel Authorization."

1. No advance will be made for an amount less than $750, except for graduate assistants for whom the minimum is $50.

2. No advance will be issued to a traveler more than 30 days prior to the departure date on the travel authorization.

3. No advance will be made for travel to be charged against an agency account (nos. 31-3500 through 31-4999).

(Travel - Forms and Advances Cont.)

B. The following people are eligible for travel advances:

1. Regular full-time employees of Michigan State University - to cover reimbursable travel costs. The advance should not exceed estimated expenditures.

2. Graduate assistants may obtain a travel advance by presenting their graduate assistant appointment papers each time they travel. Since this advance is guaranteed by the stipend, the amount of the advance will be deducted from the stipend if the submission of travel voucher is delayed. Advances in excess of the monthly stipend or when the return date is after the end of the appointment are guaranteed by departmental funds.

3. Graduate students not on the University payroll and graduate students who hold fellowships and are authorized to travel may obtain a travel advance by presenting their signed authorization form to the Cashier's Office. Travel advances for graduate students and fellows not on the University payroll are guaranteed by departmental funds.

4. Undergraduate students are not authorized for travel under the travel regulations. For an exception to this policy, the following must be done:

   a. Prepare a Travel Authorization in the names of the student and a full-time staff member.

   b. The Budget Office must approve the exception for undergraduate students to travel. A letter of

(Travel - Forms and Advances Cont.)

explanation in support of the exception must accompany the travel authorization.

c. The student must secure the signature of the full-time staff member on the Travel Advance note. The money will be issued to the staff member, who, in turn, may give it to the student. The staff member will be held responsible for repayment of the advance.

C. Any staff member requesting a travel advance must indicate social security number, while all students must specify student number. Two copies of the Official University Travel Authorization must be provided, one for retention by the Travel Advance Section, Room 110, Administration Building, Telephone No. 355-5025.

D. Each travel advance is to be properly supported by a corresponding promissory note prepared in triplicate by the Travel Advance Section, Office of the Controller, 110 Administration Building, Telephone No. 355-5025. When an employee is away from the East Lansing area and requests an additional advance, a promissory note will be prepared in the Travel Advance Section and must be signed for the employee by the unit administrator.

E. Advances may be received in either of the following two ways:

1. Cash - properly executed promissory notes may be exchanged for cash at the Cashier's Office, Office of the

Controller, 110 Administration Building, Telephone No. 355-5025. If exchange of the completed promissory note is done by a person other than the person requesting the travel advance, approval for exchange must be obtained from the Controller before cashing at the Cashier's Office.

2. Check
   a. Checks may be picked up in Cashier's Office in lieu of cash.
   b. Requests to have checks mailed may be addressed to the Travel Advance Section, 110 Administration Building, Telephone No. 355-5025, with two copies of the travel authorization.

F. Due Date
   1. Travel advances are due thirty (30) days from the date when the trip is completed. Due dates may be extended for thirty (30) additional days upon approval of a written request submitted to the Travel Advance Section, 110 Administration, Telephone No. 355-5025.
   2. If a travel advance has not been repaid at the time the related travel voucher is processed, the amount outstanding will be deducted from the voucher and applied to the travel advance.

(Travel - Forms and Advances Cont.)

3. If the outstanding amount of travel advance is not paid by the due date, the University will deduct the amount due from the employee's payroll check. NO ADVANCE WILL BE MADE TO AN EMPLOYEE HAVING AN EXISTING DELINQUENT ADVANCE.

4. All payments must be made at the Cashier's Office, Office of the Controller, 110 Administration Building, Telephone No. 355-5025. Upon payment, the employee will receive a validated receipt.

V. TRAVEL VOUCHER - See page 75.8

VOUCHERS

I. DIRECT PAYMENT VOUCHER

A. Purpose

1. This voucher has been designed to simplify payment when a requisition and purchase order are impractical because of the nature of the payment. Examples include payments to lecturers and entertainers, refunds and other situations where an invoice is not normally submitted. Advance payments can normally be made using a Purchase Order Draft.

2. This voucher does not replace the normal purchasing procedure and therefore cannot be used in situations which require a requisition and purchase order (such as subscriptions) and must not be used after a purchase order has been issued.

B. Form

1. Five-part form, No. CO-ge-17. (See Sample, Page 75.11).

2. Form may be obtained at General Stores, Telephone No. 355-1700.

C. Preparation

1. Form must be typed by the initiating department, giving the complete name and address of the payee. If the payment represents compensation to an individual (for example, honorarium paid to a guest lecturer), the social security number of the payee must be included on the form in order to comply with IRS regulations.

(Vouchers Cont.)

2. Only one person, or company, can be paid on a single voucher.

3. Purpose for payment must be indicated in detail in the body of the voucher and should include dates, where applicable, such as in the case of performers or memberships.

4. Sales tax should not be included in the total payment as the University is tax exempt.

5. Any detail explaining the reason for the voucher should be stapled to the white copy.

6. Material to accompany the check, if any, should be attached to the blue copy.

7. The voucher requires the signature of the unit administrator.

D. Restrictions

1. Honorariums and Fees - see page 55.13

2. Direct payment vouchers should not be used for honorariums exceeding $1,500 or covering a period in excess of ten days. Such cases should be handled through the Payroll Office.

3. Direct payment vouchers may not be used for reimbursement of local meals and lodging at off-campus facilities. Reimbursement vouchers should be used in such instances.

4. Questions concerning the propriety of using direct payment vouchers to pay individuals should be addressed

(Vouchers Cont.)

to the Office of Financial Analysis, 394 Administration Building, <u>in advance of the performance of the services in question</u>.

E. Routing

1. Departments should retain the pink copy and forward the other four copies to the Voucher Processing Section for verification and approval.
   Vouchers may be walked through the Voucher Processing Section only in <u>emergency</u> situations.
   Direct Payment Vouchers charged to research grant accounts (account numbers beginning with 71) should be forwarded to the Office of Contract and Grant Administration, 302 Administration Building, for approval. Contract and Grant Administration will forward the voucher to the Voucher Processing Section.
   Direct Payment Vouchers charged to general fund salary accounts should be forwarded to the Budget Office, 443 Administration Building.
2. After audit, the Voucher Processing Section will forward vouchers to the Accounting Department for payment.
3. The Accounting Department compares the signature on the direct payment voucher to the signature on authorized signature cards (see Section 270, Pages 17 & 18, Volume II). <u>Direct payment vouchers must be</u>

(Vouchers Cont.)

signed by the unit administrator before payment can be made.

4. The Accounting Department will assign a voucher number and prepare a check.
5. Checks are mailed directly to payees with the blue copy.
6. The voucher is distributed as follows:

   White - Accounting Department

   Green - Department

   Blue - Payee

   Pink - Department (retained after typing)

II. MULTIPLE CHECK VOUCHER

A. Purpose

This voucher facilitates payments of a common nature to more than one payee (for example, fee refunds, payments to conference participants, etc.), and eliminates the need to prepare separate vouchers for each payee.

B. Form

1. Three-part form, No. CO-Ge-7. (See Sample, Page 75.12).
2. Form may be obtained from General Stores, Telephone No. 355-1700.

C. Preparation

1. Form must be typed by the initiating department giving the complete name and address of each payee. If the payments represent compensation to individuals for

(Vouchers Cont.)

services performed (for example, payments to conference participants), the social security number of each payee must be included on the form in order to comply with IRS regulations. If payment is for honoraria or services, see page 55.13.

2. If more than one page is necessary, separate multiple check vouchers must be prepared, with the total indicated on each multiple check voucher submitted.
3. If more than one account number is to be charged, the breakdown must be shown in the upper right hand corner.
4. Receipts, where applicable (conference receipts, etc.), should be attached to the voucher.
5. The multiple check voucher must be signed by the unit administrator.

D. Routing

1. Forward all copies to the Voucher Processing Section for verification and approval. Multiple check vouchers with charges to research grant accounts (account numbers beginning with 71) should be forwarded to the Office of Contract and Grant Administration, 302 Administration Building, for approval. Contract and Grant Administration will forward to Voucher Processing Section.
2. After approval, the Voucher Processing Section forwards to the Accounting Department for payment.

(Vouchers Cont.)

3. The Accounting Department compares the signature on the multiple check vouchers to the signature on authorized signature cards (see Section 270, Pages 17 & 18, Volume II). Multiple check vouchers must be signed by the unit administrator before payment can be made.
4. The Accounting Department assigns voucher numbers and prepares a check for each payee listed.
5. Checks are mailed directly to payees.
6. Voucher is distributed as follows:

   Original - Accounting Department

   Duplicate - Department

III. REIMBURSEMENT VOUCHER

A. Purpose

1. To reimburse petty cash fund.
2. To reimburse persons who use their own funds for legitimate University purposes such as procuring small quantities of supplies in an emergency or purchasing meals or lodging (while not in travel status) for University guests (see procedure for Meals & Lodging, Section 45.1). Use of this voucher does not replace the normal purchasing procedure and therefore cannot be used in situations which require a requisition and purchase order. This voucher must not be used for a transaction after a purchase order has been issued.

(Vouchers Cont.)

3. Reimbursement Vouchers should not be used for reimbursable payments which are to be mailed (subscriptions, conference fees, professional membership dues). These payments should be made directly by the department using a Direct Payment Voucher.

4. Purchases made by individuals from their own funds have a limited reimbursement of $50 for any one item.

B. Form

1. Three-part form, No. CO-ge-4a. (See Sample, page 75.13).

2. Form may be obtained at General Stores, Telephone No. 355-1700.

C. Preparation

1. The name of the person to be reimbursed should appear on the voucher together with the purpose of expenditure.

2. Several purchases may be listed on one voucher.

3. A receipted statement, showing date of purchase and amount of payment, should be attached to the voucher for each purchase. If the nature of the expenditure is such that no receipt is rendered (telephone calls, parking meters, etc.) the voucher must be signed by the person making the expenditure. In the event that a personal check must be used for a payment, only a paid receipt or a copy of the cancelled check is acceptable for reimbursement.

(Vouchers Cont.)

4. The voucher requires the signature of person to be reimbursed and the unit administrator.

D. Routing

1. Complete voucher should be forwarded to Voucher Processing Section for verification and approval. Reimbursement vouchers with charges to research grant accounts (account numbers beginning with 71) should be forwarded to the Office of Contract and Grant Administration, 302 Administration Building, for approval.
2. After approval, the Voucher Processing Section will forward to the Accounting Department for payment.
3. The Accounting Department compares signatures on reimbursement vouchers to signatures on authorized signature cards (see Section 270, Pages 17 & 18, Volume II). Reimbursement vouchers must be signed by the unit administrator before payment can be made.
4. The Accounting Department assigns a voucher number and prepares a check.
5. Checks are mailed directly to the persons to be reimbursed.
6. Voucher is distributed as follows:
   Original - Accounting Department
   Duplicate - Department

IV. TRAVEL VOUCHER

A. Purpose

To submit expenses incurred in travel reimbursable under

(Vouchers Cont.)

published Travel Regulations of the University.

B. Form

Form No. CO-tr-5g can be obtained from General Stores, Telephone No. 355-1700.

C. Preparation

1. Form must be typed in quadruplicate and all copies submitted according to instructions printed on the form.

2. Refer to the Reimbursement Chart in the MSU Travel Regulation booklet for:

   a. Maximum amount of reimbursement for travel,
   b. Itemization of travel expenses, and,
   c. Required proof or voucher certification to be attached to the Travel Voucher.

   NOTE: Since the University pays directly to local travel agencies for trip tickets of employees traveling overseas on official University business, no reimbursement can be made to or claimed by the traveler for the cost of these fares; nevertheless, the traveler must attach stubs or receipts covering international one-way or round-trip fares.

3. Travelers up to the dean level must have their travel vouchers approved by an administrator senior to them.

D. Routing

1. In-State travel vouchers must be forwarded to the Voucher

(Vouchers Cont.)

Processing Section, Office of the Controller, 366B Administration Building.

2. Travel vouchers covering Out-of-State and Overseas travel, along with the completed trip report and original travel authorization, must be sent to the Budget Office, 443 Administration Building. The completed trip report must show department name and 5-digit code along with social security number for faculty-staff and student number for students.

3. The Voucher Processing Section verifies and approves all In-State, Out-of-State, and Overseas travel vouchers. If a travel advance related to the travel voucher being processed has not yet been repaid, the amount outstanding will be deducted from the voucher and applied to the travel advance.

4. After approval, the Voucher Processing Section forwards vouchers to the Accounting Department for verification of:

   a. authorized signatures,
   b. correctness of account numbers, and,
   c. availability of funds.

5. The Accounting Department prepares a check and inserts the check number on the voucher.

6. The check is mailed as specified on the voucher by the individual traveler.

Date: 5-31-81

MANUAL OF BUSINESS PROCEDURES - VOLUME I

Michigan State University

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CONTROLLER'S OFFICE

Date: 5-31-81

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CONTROLLER'S OFFICE

Date: 5-31-81

MANUAL OF BUSINESS PROCEDURES - VOLUME II

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SERVICE AREAS

Date: 5-31-81

MISCELLANEOUS

PERSONNEL

Refer to the "Manual of Personnel Policies and Procedures" prepared by Personnel and Employee Relations and to the "Student Employment Manual" prepared by the Student Employment Office.

ALTERATIONS AND IMPROVEMENTS OF FACILITIES

I. POLICY

A. To insure integration with existing University facilities and to comply with safety and building codes, statutes, regulations and University specifications, all alterations or improvements to the facilities of MSU must receive proper authorization.

B. All interior alterations or improvements are under the initial jurisdiction of the Office of the University Architect, 412 Olds Hall, Telephone No. 355-1846.

C. Before undertaking any alteration or improvement within a building, departments must:

1) obtain approval from the Office of the University Architect concerning room use and design; and

2) specify appropriate and adequate funding arrangements to cover the cost of the project.

D. An alteration or improvement within an existing building is a change which requires a modification to the walls, floors, ceilings, utilities, attachment of furnitures or partitions to such surfaces.

E. Installation of equipment which will change consumption of utilities is considered an alteration within the building.

(Alterations and Improvements of Facilities cont.)

II. INITIAL REQUEST

A. The department or unit prepares in triplicate Form 0-5884, "Request for Interdepartmental Material or Service," to get an estimate of the cost of the project described thereon; the form signed by the unit administrator is forwarded through the corresponding dean or appropriate administrative officer to the Office of the University Architect.

B. The Office of the University Architect will either disapprove the request and return it to the department or will approve it and forward it to the Physical Plant Division for an estimate. The estimate will be returned to the requesting department either directly by the Physical Plant Division or through the Office of the University Architect.

C. Before reaching a final decision on the proposed alterations, consideration should be given to: funding, timing, urgency, and priorities or plans for the space involved. Departments are to consult with the Office of the University Architect at this stage.

III. FINAL REQUEST - If the department wishes to proceed with the project, it will prepare in triplicate, and forward a second Form 0-5884, "Request for Interdepartmental Material or Service," to the Office of the University

MSU BOOKSTORE

I. BOOK LISTS

A. General

1. The MSU Bookstore, located in the Center for International Programs Building, telephone 355-3450, is responsible for the purchasing of required books and materials and recommended supplementary readings for courses offered each term by all departments of the University.

2. At the beginning of each term, the MSU Bookstore sends blank forms and instruction sheets to all departments for completion based on required and recommended materials for the following term.

3. Departments must return the completed forms as soon as possible to the MSU Bookstore to insure that the required books and materials needed for specified courses are in stock before registration for the following term.

4. The MSU Bookstore accepts book lists each term as the current and complete requirements. Departments should not assume that books and materials are on hand from past book list requirements.

5. The MSU Bookstore prepares a summary of the book lists and materials and sends it to all bookstores serving the MSU area who subscribe for this information.

(MSU Bookstore Cont.)

B. Forms

1. The "Book Requirements" form is a four-part form (see sample, page 205.11). Additional copies, if needed, are available at the MSU Bookstore.

2. The "Textbook Order Form" (see sample, page 205.12) is supplied by the MSU Bookstore to departments for distribution to individual faculty members teaching specified courses. Information obtained through this form is used by departments in the preparation of the "Book Requirements" form.

C. Preparation - Book Requirements

1. The department must list all:

   a) required books and materials for courses even though a majority of the students may already have the books and materials from preceding or prerequisite courses;

   b) recommended or supplementary readings;

   c) materials such as art, engineering, or other scientific items which they feel should be made available to students.

D. Distribution

1. After the department and the Office of the Dean have signed all copies, the department distributes the form as follows:

(MSU Bookstore Cont.)

a) White original - MSU Bookstore

b) Pink - Department

c) Green - Dean

d) Yellow - 220 Jenison Fieldhouse

2. The book lists should not be delayed pending late additions; instead, the departments may supplement the lists by sending an additional list.

II. BOOKS

A. Desk Copies

1. The "Desk Copy Request Form" (see sample, page 205.15) is available at the departmental offices for requesting desk copies from the publishers. Additional forms may be requested from the MSU Bookstore.

2. Publishers furnish desk copies directly to departments.

3. Books obtained by departments from the MSU Bookstore for use as desk copies are <u>charged to the departmental account</u> the same as any other purchase.

4. When the department receives the desk copy from the publisher, the copy must be returned within 30 days to the MSU Bookstore for full credit.

III. PURCHASING BOOKS

A. Policy

1. Except as noted below, all book purchases are to be directed to the MSU Bookstore and <u>not</u> to the Purchasing Department.

(MSU Bookstore Cont.)

2. Periodicals, with the exception of those originating from the Superintendent of Documents and National Technical Information Service; solution manuals and answer books; and examination copies of books for review purposes, <u>must be ordered through the Purchasing Department</u>.

3. In general, the Bookstore cannot furnish the following and an alternate method of procurement should be considered (i.e., <u>Purchasing or direct pay voucher</u>):

   a) material offered by an organization which lists one price (usually lower) for members and another price (usually higher) for nonmembers;

   b) material at special prepublication or prerelease discounts;

   c) other special offers by vendors, such as, buying book A and getting book B (which usually retails for $5.95) at $1.00.

4. Requests for individual articles from journals or books which are not in the University Library collection should be directed to Interlibrary Borrowing and <u>not</u> to the MSU Bookstore.

IV. BOOKS AND SUPPLIES IN STOCK

A. Departments may obtain books and supplies at the MSU Bookstore by signing an itemized receipt ticket (interdepartmental charge). The signed receipt ticket

(MSU Bookstore Cont.)

authorizes the MSU Bookstore to issue an interdepartmental charge against the department's account.

B. A 10% discount on books and a 20% discount on supplies is allowed on departmental purchases from in-stock merchandise charged to University accounts.

V. BOOKS NOT IN STOCK

A. Books not in stock will be ordered and, upon delivery, billed by the MSU Bookstore at <u>current list price</u> plus shipping and/or handling charges from the publisher.

B. Books not discounted by publishers will be billed at cost plus shipping and/or handling charges from the publisher plus a handling charge from the Bookstore.

C. Free materials will be sent out at no charge, however, the department/individual will be billed a handling charge from the Bookstore.

VI. SPECIAL DEPARTMENTAL ORDERS

A. Special orders for books and supplies are accepted from University departments.

B. Requests are to be made by using the green "Special Order" forms (see sample, Page 205.13) which are available from the MSU Bookstore.

C. The form should give a <u>complete and unambiguous name</u> of the department ordering the material and the name must be that of the account number given. <u>Do not abbreviate</u> the name of the department. Do not give the

(MSU Bookstore Cont.)

name of an individual in the department in the blank marked "Dept."

D. Only <u>one title per order</u> should be submitted.

E. In the blank marked "For Use By" type or print the name and telephone number of the individual who is ordering the material. This name is listed on the interdepartmental charge ticket and is necessary for later verification of charges against departmental accounts when they appear on the fund ledgers.

VII. SPECIAL PERSONAL ORDERS

A. Special orders for books and supplies are accepted from individuals and from companies or institutions not affiliated with the University.

B. Requests should be made by using the white "Special Order" forms (see sample, Page 205.14) which are available from the MSU Bookstore.

C. A deposit from the price shown in <u>Books in Print</u> plus sales tax is required on all special orders. When the <u>Books in Print</u> price is not available, a deposit of $2.00 plus sales tax on paperback books and $5.00 plus sales tax on hardcover books will be required. A customer may request that the order be telephoned or telexed to the publisher and that the material be shipped special handling. Charges for these services are as follows:

(MSU Bookstore Cont.)

Telephone	$1.35
Telex	.50
Special Handling	.35

Telephone and telex charges are not refundable.

VIII. SHIPMENT OFF CAMPUS

A. The MSU Bookstore will ship books and/or other merchandise to off-campus locations, either on departmental account or charged to an individual. However, a shipping/handling charge will be assessed for this service.

IX. SUPERINTENDENT OF DOCUMENTS AND NATIONAL TECHNICAL INFORMATION SERVICE

A. All materials to be purchased from the Superintendent of Documents and the National Technical Information Service (NTIS), including <u>subscriptions, microfiche, microfilm, and computer tapes</u>, must be ordered through the MSU Bookstore using Special Order forms. If the stock number or document number is known, it should be included on the order.

B. Subscriptions from these two sources should be clearly marked as such on the order form. The Bookstore will have subscriptions mailed directly to the department to expedite delivery. Because of direct mailing, departments will also receive the renewal notices on subscriptions, which are generally sent out well in advance of

(MSU Bookstore Cont.)

the expiration dates. A renewal should be so noted on the Special Order form and the renewal card sent with the order to avoid duplication or lapses of the subscription.

X. MERCHANDISE RETURN POLICY

A. In-stock merchandise purchased from the MSU Bookstore may be returned within 30 days from the date of purchase, together with corresponding invoice, only if merchandise is new and in saleable condition. With the exception of merchandise which is defective or which is received incorrectly from the vendor, special imprint or special order merchandise not normally carried by the MSU Bookstore may not be returned.

XI. RECEIPT TICKET

A. A pre-numbered receipt ticket is issued to make interdepartmental charges. The date, account name and number, and detail of the merchandise received is entered on the ticket.

B. The receipt ticket is a three-part form distributed as follows:

1) original - Accounting Department, Office of the Controller;
2) duplicate - Department
3) triplicate - Retained by MSU Bookstore

(MSU Bookstore Cont.)

C. Charges are cut off at noon on the last working day of each month and forwarded to the Accounting Department for posting to the fund ledgers.

XII. BUDGET RESPONSIBILITY

A. Departments are responsible for requesting only materials that can be paid from available balances and used exclusively for university business.

B. Encumbrances are <u>not posted</u> to the fund ledgers for materials and services furnished by the MSU Bookstore.

XIII. PUBLICATION OF MATERIALS FOR RESALE

A. Policy

1. The MSU Press has the duty to publish any teaching materials prepared by faculty members for the use of and required purchase by the students of MSU. The MSU Press has the authority to issue a waiver to this rule in certain exceptional cases.

2. Under no circumstances is a department permitted to publish its own teaching materials for sale by the MSU Bookstore or directly to MSU students.

B. Publication of Materials for Resale - MSU Bookstore

1. If a written waiver is obtained from the MSU Press, the faculty or department would present this waiver along with the original manuscript to the MSU Bookstore together with a "Request for Publication of Materials for Resale" (see sample, Page 205.16).

(MSU Bookstore Cont.)

This form is available at the MSU Bookstore.

2. The "Request for Publication" must be signed by the Department Chairperson and then upon approval by the MSU Bookstore, distributed as follows:

a) original - MSU Bookstore

b) pink - MSU Press

c) green - MSU Printing Service

d) yellow - Department

1. White original to MSU Book Store
2. Pink copy for Department file
3. Green copy to Dean

MSU BOOK STORE – BOOK REQUIREMENTS

TERM: ______________________

DEPARTMENT______________________

Course and Section	AUTHOR	TITLE & EDITION Paper or Hardback	PUBLISHER	Should Student Have Book from Prior Course		Is This Text Required or Recommended		Do you intend to use this text in future terms? If YES indicate term.	Instructors Name	Estimated Enrollment This Term	Bookstore Use		
				YES	NO	Req.	Rec.				On Hand	ORD	Buy Back

O-8632 Rev. 4-6-73

IMPORTANT NOTICE: This completed book list must be returned to the M.S.U. Book Store on or before ______________
This will increase the possibility of our having the books and/or supplies in stock when class begins.
It will also enable us to buy back books from MSU Students before committing for new books.
Please notify us immediately of any cancellations or changes to this list.

DATE: ____________ ______________________ Head of Department DATE: ____________ ______________________ Dean

Page________of________Pages

Page: 205.11
Date: 5-31-81

MSU BOOKSTORE TEXTBOOK ORDER FORM

Term ____________________

SECRETARIES: This form is designed to assist you in gathering information. Do **not** return this form to the bookstore. Send book requirement form 8632 **only.**

All desk copies must be ordered directly by your department. Publishers will not send desk copies to bookstores.

INSTRUCTORS: Return this form to department office by ____________________

Prepare one form for each title required.

Dept. ____________________ Course No. __________ Section No. __________

Instructor ____________________ Desk Copies Required __________

Author ____________________

Title ____________________ Edition ☐ latest ☐ other __________

Publisher ____________________

Bookstore purchase orders specify that paperback editions are always to be sent **when available.** If you desire a hardback edition where paper is available, please designate your choice under special instructions.

Is this book Required ☐ Estimated enrollment __________

or Recommended ☐ Suggested Quantity __________

Should students have book from a prior term? Yes ☐ No ☐

Is this book scheduled to be used again? Yes ☐ Term __________ No ☐ Undecided ☐

Special Instructions ____________________

____

For information or assistance call 355-3455 or 355-3456

DEPARTMENTAL
SPECIAL ORDER
MICHIGAN STATE UNIVERSITY
MSU Book Store

DATE ____________________

DELIVER TO ______________________________________
Location or Bldg. No. must be given

SPECIAL ORDER D 1594
NUMBER
REQUISITION NO.

DEPT. ____________________
Requisitioned by

ACCOUNT NO. ____________________

Title ______________________________________ **Number Copies** __________

Author ______________________________ **Publisher** ____________________

Book Store PO No.

INSTRUCTIONS
1. ONLY ONE TITLE PER ORDER.
2. RETAIN WHITE COPY FOR YOUR FILES.
3. SEND GREEN AND YELLOW COPIES TO THE BOOK STORE.
4. ONE COPY WILL BE RETURNED WITH THE BOOK.

Signed ______________________________
Signature of Head of Dept. or Authorized Representative

Approved ______________________________
Signature of Dean or Head of Division

For Use By ______________________________
Name of Individual

O-4201

MSU is an Affirmative Action/Equal Opportunity Institution

MSU BOOK STORE • MICHIGAN STATE UNIVERSITY • East Lansing, Michigan 48824 • Phone (517) 355-3450

SPECIAL ORDER № 2644

Date ____________________

Name *(Print)* ____

Address ____
Street

____
City State Zip Code

Phone Area Code ( ) - ____________________

Quantity ____________________ Author ____

Title ____

Publisher ____

Current Retail Price ____________ $ ____________
Michigan Sales Tax ____________ $ ____________
Total Gross Amount ____________ $ ____________
Deposit Price from Books in Print or Others $ ____________
Deposit-Phone-Telex-Sp. Handling ____________ $ ____________
Net Due after Deposits ____________ $ ____________

1. **You will be charged at the current retail price when you pick up the merchandise.**
2. **No refunds will be given on any order cancelled within one month from date of order. Full refunds may be given on orders cancelled after one month, if merchandise has not yet been delivered. Deposits for telephone charges, telex orders and special handling requests are not refundable.**
3. **We cannot guarantee delivery of any merchandise.**
4. **You will be notified in writing when your merchandise arrives.**
5. **Pick up your order at our customer service department.**
6. **Prices subject to change without notice.**
7. **Special order merchandise is not returnable.**
8. **Inquiries on your order. Call 517-353-6350 Monday - Friday 7:30 to 4:30 p.m.**

Bookstore P.O. No. ____________________
Date Ordered ____________________
Date Received ____________________
Date Picked Up ____________________
Picked Up By ____________________

____
Signature of Bookstore Employee Taking Order

____
Signature of Customer Placing Order

O-9684

DESK COPY REQUEST FORM

(Rev. November 1972)

(See notes at bottom)

Publishers and bookstores prefer that instructors write directly to the publishers for desk copies.

Date ______________

To: ______________________________
(Publisher)

____
(Street)

____
(City, State, Zip Code)

Your book ______________________________
(Specify author, complete title, and edition)

____

Publishers Book Number ______________________________

has been adopted as a __________ required __________ recommended text in my course. ______

______________________________. My order for __________ copies of this
(Course number and Title   (Number)

text was placed with ______________________________
(Name of Bookstore)

on ______________. I have not previously received a desk* or complimentary* copy of this
(Date)

text.

Name ______________________________ Rank ______________

Department ______________________________

School ______________________________

Street Address ______________________________

City & State ______________________________

1. This form should be used to request Desk copies only. Complimentary copies should be requested directly from the publisher on departmental stationery, including your rank, course title, and projected enrollment. It should be recognized that some publishers do not make complimentary copies available.
2. When ordering texts for class use please allow sufficient time for order processing, mailing, shipping, etc.
3. In order to standardize terminology, the Association of American Publishers, Inc. has adopted the following terms and definitions:

   *Desk Copy - A book furnished free for a faculty member's use when copies of that book have been ordered for use in a specific course. A complimentary copy previously sent should be considered a desk copy on adoption.

   *Complimentary Copy - A book sent to a faculty member for consideration for adoption.

   On-Approval Copy - A book sent to a faculty member, accompanied by or followed by an invoice or bill seeking payment or return of the book within a specific period of time, for consideration toward purchase or course adoption.

   Review Copy - A book sent to a journal, newspaper, or other periodical to be used for the (eventual) writing of a review.

Printed in U.S.A.

MSU BOOK STORE

Michigan State University

REQUEST FOR PUBLICATION OF MATERIAL FOR RESALE

1. In making this request for the MSU BOOK STORE to publish and offer for sale the material identified below the department agrees to comply with University policies and procedures relating to the publication and distribution of such materials.

2. Department ______________________________

3. Title of Material ______________________________

4. Quantity Ordered ______________________________

5. Term(s) to be used (Maximum one academic year) ______________________________

6. We agree that the cost of all unsold material may be charged back to the department at the end of the designated term(s) of usage.

7. We agree to provide a written waiver of responsibility for publication from MSU PRESS.

8. I certify that I have authority to commit funds for the account listed below and to encumber this account for any unsold material as outlined above.

   Account Name ______________________________

   Account Number ______________________________

   ______________________________ Date ______________________________
   Dept. Chairman (*Signature*)

9. Approval ______________________________ Date ______________________________
   MSU Book Store

Distribution:
White Original — MSU Book Store
Pink — MSU Press
Green — MSU Printing
Canary — Department

O-8887

ADMINISTRATIVE DATA PROCESSING DEPARTMENT

I. GENERAL

The Administrative Data Processing Department, located at 2 Administration Building (telephone 353-4420) is responsible for providing administrative data processing support to MSU colleges and departments, and the development and implementation of University management information systems.

II. REQUESTS FOR SERVICES

A. Programming Services

Requesting department must send a Request for Programming Support (available through General Stores) to the Data Processing Department outlining the programming services required. Requests for programming services not submitted on a Request for Programming Support form will be returned to the requesting department. See Exhibits I and II for instructions on completing the Request for Programming Support. Completed requests should be carried or mailed to the Department Office, Room 2 Administration Building.

B. Production Services

Requests for output from currently operating University systems not requiring programming support should be submitted in written form to Data Processing. User-provided input necessary to run the job, as well as written requests for production services, should be delivered to the Input/Output Window located on the ground level, Administration Building. Requests should specify type of output (punched cards, printouts) and any requirements for interpreting, carbon removal ("decarbing") or page separation ("bursting"), quantity of output, sequence of information, etc.

(Administrative Data Processing Department Cont.)

C. Equipment Acquisitions

Requests for Data Processing equipment for use by departments (CRT's printers, keypunch machines, etc.) should be addressed to the Data Processing Department and contain the type(s) of equipment desired, the location(s) at which the equipment will be used, the user contact person's name and telephone number, and the date the equipment should be installed. A representative of Data Processing will then prepare a cost estimate for the specific equipment required to meet the needs of the user department and will consult with the user department, as required, to facilitate the installation.

User Departments requiring terminals should notify Data Processing as soon as the need is identified. There are certain delays in equipment availability. There may also be certain limitations on the number of devices that can be communicating with the IBM 370/168, due to the present configuration. Early notification allows the department to plan for and overcome these problems.

D. Teleprocessing Considerations

The following list indicates what device types, their uses and protocols will be acceptable.

1. Local Terminals - directly attached to our IBM 370/168 computer by coaxial cable, possible only within a limited number of feet.
   a. For use in CICS and/or TSO
      (1) IBM 3277 or IBM 3278 cathode ray terminals (or plug compatible device).
      (2) IBM 3284 or IBM 3287 printer (or plug compatible device).
2. Remote Terminals - attached to our computer by modems and telephone

(Administrative Data Processing Department Cont.)

line (or broad band cable).

a. For use in CICS

(1) IBM 3767 printer/keyboard terminal (or plug compatible device). The protocol for this device is asynchronous and the speed must be 1200 baud.

(2) IBM 3271, 3275, or 3276 remote control unit (or plug compatible device). The protocol for this device is bi-synchronous and the speed can be up to 9600 baud.

(3) IBM 3277 or 3278 cathode ray terminals (or plug compatible device).

(4) IBM 3284 or 3287 printer (or plug compatible device).

b. For use as Remote Job Entry device.

(1) IBM 2780 (or plug compatible device). The protocol for this device is bi-synchronous and the speed must be 2400 baud.

c. Data Processing does not support "remote" devices for use in TSO.

E. Equipment Repair Service

The Data Processing Department will secure repair service for all machines on lease through Data Processing. Requests for repairs should be phoned to the Data Processing Department (3-4420) and the following information provided:

1. machine type and serial number
2. location of machine
3. person to be contacted
4. office address and phone number of the contact person
5. description of the malfunction or service required

(Administrative Data Processing Department Cont.)

F. Cost Estimates

Cost estimates for services will be prepared, at the user department's request, by Data Processing. The requesting department will, after reviewing the estimate, confirm in writing that the project is to continue. Accurate cost estimates require evaluation of the request; therefore, estimates cannot be given over the telephone.

III. PRESERVATION OF PERSONAL PRIVACY AND CONTROL OF SENSITIVE FILES

A. There exists public and legislative concern and regulation about individual rights to personal privacy. Use of computerized data processing has greatly increased the volume of available personal data, and has sensitized public awareness to the privacy issue. The computer is a tool to be used or misused. The issue of individual privacy and the computer, therefore, can only be resolved by regulating the user, not the computer.

B. Overall responsibility for the security of the Data Processing Department and all facilities located in the Department rests with the Director of Data Processing who prescribes the procedures by which users may gain access to the Department. Beyond the responsibilities of the Director, the overall responsibility for data security of software applications/programs/data bases resides with the functional file owner as listed below:

Data Files	Functional File Owner
Student Records	Registrar
Admissions	Office of Admissions
Alumni	Alumni Association

(Administrative Data Processing Department Cont.)

Data Files	Functional File Owner
Development Fund	Development Fund
University Business	Assistant Vice President for Finance
Budget	Office of Planning and Budgets
Academic Personnel	Provost
Non-Academic Personnel	Director of Personnel

C. No personal or sensitive information will be extracted from automated files without the specific prior written approval of the functional file owner. The Data Processing Department cannot honor any request for data or access to source programs without such prior written approval. A copy of the release authorization request should be sent to the Data Processing Department by the requesting user. Release authorization is normally granted on a one-time basis only for specific information or data. Should the requestor require the information on a recurring basis, the original request for the release of the data or information must specifically identify the request as a recurring authorization request.

IV. METHOD OF PAYMENT

Payments for services rendered to the user department is made through transfer of funds from accounts established by the Office of the Controller. Units without University account numbers are billed by the Accounts Receivable Department, Office of the Controller; these payments must be made at the Cashier's Office, 110 Administration Building.

(Administrative Data Processing Department Cont.)

V. BILLING AND MONTHLY STATEMENTS

A. Data Processing prepares two copies of the billing invoice, one of which is sent to the user department while the other is retained by Data Processing. Questions regarding the billing invoice should be directed to the Data Processing Department Office, 353-4420. All transactions are cut off and recorded through the last day of the month.

B. Department charges will be reflected on the monthly ledger distributed by the Accounting Department. Monthly statements for non-University account number holders are processed by the Accounts Receivable Department.

C. Charges for services rendered may not be divided between two or more accounts. Charges will be billed to the requesting department. Two or more departments sharing the cost should make their own arrangements for distribution of the charge.

(Administrative Data Processing Department Cont.)

EXHIBIT I

REQUEST FOR PROGRAMMING SUPPORT COMPLETION GUIDE

The information which follows is provided as a guide for preparation of the Request for Programming Support form. The sections (numbers) listed refer to specific areas on the form. Sections (numbers) not referenced are for Data Processing internal use only. (See page 210.8.)

Section	Explanation
(4)	The name and phone number informs ADP who the requestor is and for what department the work is required.
(5)	The date is the day you wrote your request.
(6)	The contact person is someone, other than the writer of the request, who is responsible for working with ADP. If the writer and the contact are one and the same person, (6) should be left blank.
(7)	Please provide your six-digit University account number against which the work should be charged (even if the work is billed as "courtesy").
(8)	Some Departments require the authorization of specific persons before obligations can be assumed for that Department, no matter who has requested the service or obligation. If your Departmental policies require an authorized signature, please provide ADP with the names and the signatures of those authorized to request service. Each "Request" must then be signed by one of these people. ADP will verify signatures whenever possible.
(9)	Please specify the type of work you wish to have done by checking the appropriate boxes:
	New-System Development should be checked if your request is for the design and implementation of a new system. A cost estimate will be done if this box is checked.
	Modification to Existing System is appropriate when work presently done by ADP must be changed in some way. The change is to be a permanent change to an on-going productional system.

(Administrative Data Processing Department Cont.)

Section	Explanation
	Cost Estimate should be checked when you are asking "how much would it cost if I wanted to . . ." Cost estimates are not given over the phone as a rule since many of the specifics that affect the estimate may not be known at the time.
	Special Requests are those services to be provided in a short amount of time and will occur only once (or so infrequently that a permanent change to an on-going system need not be made). If you are unsure that your request is "special", ADP will assist in making that determination.
	Revision of Prior Document Number _____ should be marked only if you are revising a previous "Request". Please indicate the document number of the prior request.
(10)	On-going systems and programs have been assigned a project code. The code contains one or two letters and two to four numbers (e.g., H0504, RR271). If you have existing project codes that relate to your request, please provide them. If no project code has been assigned, or you do not know the code, leave this section blank. ADP will complete it.
	If you know the name of the system, or particular report that relates to your request, please provide this information for clarification.
(11)	The subject is a brief synopsis of your request. It is comparable to the "SUBJECT" line of a memorandum and is used for identification of your project on printed PCS reports. Please limit this line to no more than forty characters.
(12)	If a specific calendar date deadline must be met, please provide the date upon which the work must be completed, assuming that the request is to be completed by 8:00 a.m. that day. Do not specify ASAP.
(13)	Some rank ordering is necessary, if you have multiple requests pending, to insure that ADP resources are directed to the more important, or more immediate, needs of the University. You need not enter a number; "ahead of XXXXXX" will suffice. You will then be able to establish a ranked priority when you review your requests. A priority of "99" will be assigned if this area is left blank, and the request will be placed at the bottom of pending requests.
(14)	The specifics of the request should be detailed. Use additional sheets as necessary. Include any sample reports you have.

MICHIGAN STATE UNIVERSITY

(1) ADMINISTRATIVE DATA PROCESSING

REQUEST FOR PROGRAMMING SUPPORT

Send to: Data Processing — Programming Request
Room 2 Administration Building 353-4420

USER CODE
(2) Page: 210.9 Date: 5-31-81
DOCUMENT NUMBER
(3)

This section to be completed by Requestor *(Type or print in black ink)*

REQUESTOR'S NAME, TITLE, DEPARTMENT	PHONE	DATE PREPARED	AUTHORIZING SIGNATURE(S)
(4)	(4)	(5)	(8)
USER CONTACT, IF DIFFERENT THAN REQUESTOR	PHONE	ACCOUNT NUMBER	
(6)	(6)	(7)	

REQUEST FOR:

(9)

- ☐ New System Development
- ☐ Modification of Existing System
- ☐ Cost Estimate
- ☐ Special Request
- ☐ Revision of Prior Document Number

PROJECT CODE	SYSTEM NAME (if appropriate)	PROGRAM OR REPORT (if appropriate)
(10)	(10)	(10)

SUBJECT OF REQUEST *(Limit 40 Characters)*	REQUESTED COMPLETION DATE	PRIORITY INFORMATION
(11)	(12)	(13)

DESCRIPTION OF REQUEST: Explain Briefly, but Specifically, the Service Being Requested. Attach Exhibits as Required. Use additional sheets if necessary.

(14)

NOTE: This form is available through General Stores in pads of 25.
Order #140-2448, FORM DATA PROC PROGRAMMING REQ.

This Section to be Completed by Data Processing

DATE STARTED	***PROJECT COMPLETION INFORMATION***	DATE COMPLETED

APPROVAL ACCEPTANCE SIGNATURES (if appropriate)		Date	Comments/Work Days
	Project Leader/Programmer		
	Supervisor		
	Requestor		

KEYS AND LOCK SERVICE

I. GENERAL

A. This section outlines procedures to obtain keys to University facilities and to get various other lock services.

B. The Key Shop is located in the Physical Plant Building, telephone 353-1760, and is open from 7:30 a.m. to 5:00 p.m. weekdays, including noon hours.

C. While lock and key service or arrangements can be initiated by a telephone call, detailed and timely paperwork is required to maintain security.

II. AUTHORIZED SIGNATURES

A. The Dean, Department Chairperson, or a designated representative controls the issue and duplication of keys for their assigned areas.

B. This authority is recognized by presubmitted signatures. No key will be issued by the Key Shop without the written approval of a unit administrator.

C. Each department or college is responsible for periodic reviews of the master list of unit administrators and submission of revised authorized signatures to reflect any staff changes.

III. KEY DUPLICATION PROCEDURE

A. Original keys for a building and major building alterations are charged against the construction costs. Duplicate keys are charged to departmental accounts.

(Keys and Locks Cont.)

B. Duplicates are obtained by presenting a completed "Request for Keys" (form CO-ge-34) to the Key Shop. A separate form must be prepared for each type (code) requested (e.g. master, submaster, room key). The form is available from Stores (see sample, page 225.4).

C. The "Request for Keys" must carry the signature of a unit administrator on the Key Shop's master list.

D. The person receiving the keys signs both copies of the "Request for Keys." The original is returned to the department and the duplicate is retained by the Key Shop.

IV. KEY ASSIGNMENT

A. Each college, department, or division issues keys to its personnel and is responsible to keep records to assure building security and control.

B. The form "Assignment of Keys by Departments" (form CO-ge-33) assists in this recordkeeping (see sample, page 225.4). One completed copy should be filed in key number sequence and one copy alphabetically by name.

C. All keys should be returned to the department when the employee transfers or leaves the University. If any key is not returned, the department should complete a "Collection Advice" form requesting the Accounts Receivable Division of the Controller's Office to collect an appropriate amount. The amount might vary substantially, based on the type of keys, security needs, and the cost of reestablishing security.

(Keys and Locks Cont.)

V. LOCK SERVICE

A. Routine lock service for doors in main campus buildings used for funded academic, research, or administrative functions is performed without charge.

B. Specialized lock service is available and charged to the appropriate departmental account. This includes building or area rekeying, furniture lock service and keys, combination safe work, padlocks, and other related services.

MAIL DISTRIBUTION LABELS

I. Departments of the University may order sets of labels for mailing official communications to persons holding positions with administrative responsibility in the different departments.

II. CODES - Each letter represents a code according to line of authority and the respective administrative titles under it:

ACADEMIC CODES	ADMINISTRATIVE TITLES
A	DEANS DIRECTORS PROVOST ASSOC PROVOSTS ASST PROVOST ASST COORDINATOR
B	ASST DEANS ASSOC DEANS COORDINATOR ASST TO PROVOST
C	DIRECTORS CHAIRMEN EDITOR DIRECTOR ADVISE COORDINATOR ASST TO DEANS ADM DIR SECRETARY MANAGERS EXEC DIRECTOR SUPERVISOR ASSOC DIR PROG DIRECTOR
D	ASSOC DIRECTORS MANAGERS DIRECTOR ASST DIRECTORS ADVISOR

(Mail Distribution Labels Cont.)

NON-ACADEMIC CODES	ADMINISTRATIVE TITLES
J	VICE PRESIDENTS EXE VIC PRES PRESIDENT ASST TO PRES
K	ASSOC VP ASST VP SPECIAL ASST CHAIRPERSON DIRECTOR ADM ASST CONTROLLER BUDGET OFFICER EXEC DIR OMBUDSMAN ASST TO PRES OFFICER
L	DIRECTORS SUPERINTEND ASST DIRECTORS ASSOC DIRECTORS ASSOC DEAN COORDINATORS ARCHITECT EDITORS MANAGERS REGISTRAR EXC DIR ENGINEER ADMINISTRATOR ASST MANAGERS ASST CONT
M	COORDINATORS ASSOC DIRS ASST DIRS COORDINATORS SUPERVISORS AREA DIRS ASST MGRS MANAGERS ASSOC EDITORS DIRECTORS CURATORS SUPERINTENDENTS FIN ANALYST PUR AGENT CHIEF ACCT ANALYST ACCT SUPERVISOR

(Mail Distribution Labels Cont.)

III. ORDERING OF LABELS - Send a completed Request for Programming Support (available from General Stores), signed by the Department Chairman or authorized representative, to Data Processing-Programming Request, Room 2 Administration Building.

See Exhibit I, page 240.6 for complete information.

If you wish a cost estimate prior to the production of the labels, check the box marked "Cost Estimate" in the section headed "REQUEST FOR:". An estimate will be prepared and your approval required before the labels are produced.

If you wish to have the labels produced without a cost estimate, check the box marked "Special Request" in the section headed "REQUEST FOR:". Labels will then be produced according to your specifications.

IV. USE AND DISTRIBUTION

A. The labels are pressure sensitive and easily attached to an envelope or on the front of the document to be mailed.

B. The address contains:

1) Administrative title (position)
2) College, office, or department
3) Sub-unit of college, office, or department
4) Distribution code

as indicated in the following example:

Chairman
College of Agriculture
Department of Forestry
D-M

(Mail Distribution Labels Cont.)

C. The distribution code indicates the range of individuals to whom documents are to be mailed. Examples:

CODE	CODE FOR WHICH LABELS WERE MADE
D	D
A-D	A, B, C, D (ALL ACADEMIC)
D,M	D & M
M	M
J-M	J, K, L, M (ALL NON-ACADEMIC)
A-D, J-M	ALL (ACADEMIC & NON-ACADEMIC)

IV. NUMBER OF LABELS - The number of labels that will be printed will vary as administrative positions are adjusted. Currently, the number of labels produced for each distribution is as follows:

	A - 35	
	B - 61	
	C - 195	
	D - 19	
Total Academic		310
	J - 11	
	K - 24	
	L - 46	
	M - 111	
Total Non-Academic		192
TOTAL OF ALL CODES		502

V. CHANGES - Operating units should contact the Campus Mail Service, (telephone 355-8294) to initiate changes to the labels.

	MICHIGAN STATE UNIVERSITY ADMINISTRATIVE DATA PROCESSING REQUEST FOR PROGRAMMING SUPPORT Send to Data Processing-Programming Request Room 2 Administration Building 353-4420	USER CODE Page: 240.6 Date: 5-31-81 DOCUMENT NUMBER

This section to be completed by Requestor (TYPE OR PRINT IN BLACK INK)

REQUESTOR'S NAME, TITLE, DEPARTMENT	PHONE	DATE PREPARED	AUTHORIZING SIGNATURE(S)
AS APPROPRIATE	AS APPROPRIATE		AS APPROPRIATE
USER CONTACT, IF DIFFERENT THAN REQUESTOR	PHONE	ACCOUNT NUMBER	
IF APPROPRIATE		XX-XXXX	

REQUEST FOR:

- ☐ New System Development
- *BELOW ☒ Cost Estimate
- ☐ Revision of Prior Document Number ____________
- ☐ Modification of Existing System
- ☒ Special Request

Project Code	System Name (if appropriate)	Program or Report (if appropriate)
@BELOW		G0491

SUBJECT OF REQUEST (Limit 42 Characters)	REQUESTED COMPLETION DATE	PRIORITY INFORMATION
MAILING LABELS	AS APPROPRIATE	

DESCRIPTION OF REQUEST: (Explain Briefly, but Specifically, the Service Being Requested - Attach Exhibits as Required (use additional sheets if necessary).

PLEASE PROVIDE _____ SET(S) OF MAILING LABELS, USING MANUAL OF BUSINESS PROCEDURES

CODE(S) __________. COMPLETED LABELS SHOULD BE DELIVERED TO:

_____________________________ DEPARTMENT

_______________________________(BUILDING NAME AND OFFICE NUMBER)

ATTENTION:_______________________________

* Please check COST ESTIMATE if an estimate is to be rendered prior to production of the labels. Check SPECIAL REQUEST if no cost estimate is required prior to production of the labels.

@ Some users have on-going project code numbers against which labels may be prepared. Please provide project code number if known. If no project codes are assigned to your department, or if you do not know the code, leave this space blank and a project code will be assigned by Data Processing.

This Section to be Completed by Data Processing

DATE STARTED	*PROJECT COMPLETION INFORMATION*	DATE COMPLETED

		Date	Comments/Work Days
APPROVAL ACCEPTANCE SIGNATURES (if appropriate)	Project Leader/Programmer		
	Supervisor		
	Requestor		

MSU 427 (10/80)

EQUIPMENT CREDITS, TRANSFERS, AND DISPOSAL

I. POLICY

A. All equipment obtained by the University regardless of the source of funds or given as a purchase bonus or gift, is subject to University control and may be disposed of only in accordance with the procedures established in this section of the Manual.

B. Transfer of equipment purchased with sponsored research funds or grant funds may require specific approval of the granting agency. Questions in this regard should be referred to Contract and Grant Administration, Room 302 Administration Building, Telephone Number 355-5040.

II. SURPLUS EQUIPMENT

A. Release

1. Departments should make a periodic review of equipment on hand in order to ascertain what equipment has no value or use for the department and thus determine if that particular equipment can be released.

2. Under certain circumstances departments can receive funds from released surplus equipment for purchase of new equipment.

B. Option A

1. Surplus equipment can be transferred to the Salvage Yard, General Stores, as follows:

(Equipment Credits, Transfers, and Disposal Cont.)

a) Department prepares "Equipment Transfer Notice," Form No. 0-11583, listing items to be transferred. The Equipment Transfer Notice (sample on Page 300.9) may be obtained from General Stores via "Request for Supplies from Stores," Form No. 0-8586, by ordering Stock No. 1402492.

b) Releasing department signs form and mails all copies to the Salvage Department.

c) Salvage picks up equipment and signs as receiving department, leaving canary copy with the releasing department.

d) Salvage retains pink copy, sends white copy to the Accounting Department, Office of the Controller, and blue copy to the Inventory Department.

C. Option B

1. Surplus equipment can be sold to another department. (If a department is unable to locate another department to purchase the surplus equipment, the items should be advertised in the monthly bulletin entitled "Budget Booster." Call General Stores, 5-1700, for details.) The procedure for selling surplus equipment to another department is:

a) Releasing department must prepare and sign "Equipment Transfer Notice," Form No. 0-11583, listing the items to be sold with agreed value in the

(Equipment Credits, Transfers, and Disposal Cont.)

"Credit Amount (If Sold)" column. Form No. 0-11583 (sample on Page 300.9) may be obtained from General Stores.

b) When equipment is delivered, the receiving department will sign all copies of form and retain the pink copy.

c) The releasing department will retain the canary copy of the form and send the white to the Accounting Department, Office of the Controller, and the blue to the Inventory Department.

d) Assistance in moving the equipment may be obtained from the Salvage Yard subject to a service fee as outlined in "III. Salvage Department" below.

D. Option C

1. Departments can sell surplus equipment directly to off-campus buyers provided that:

   a) The department doing the selling supplies the Purchasing Department with the Purchase Order Number on which the equipment was purchased, the date of the order, and the account number to which the order was charged.

   b) The department obtains written approval (signed Equipment Transfer Notice) from the Purchasing Department so as to insure that no department on campus is in need or wants to buy the equipment,

(Equipment Credits, Transfers, and Disposal Cont.)

and a fair market price is charged to the buyer.

2. Credits for off-campus sales of surplus equipment will be credited in the same manner as credits for sales of surplus equipment to departments of the University. The off-campus buyer becomes the Department Receiving Equipment and receives the pink copy of Form 0-11583.

3. Off-campus buyers must make checks payable to Michigan State University.

4. Releasing Department should send checks received from sales of surplus equipment, together with white copy of completed Form 0-11583, to the Accounting Department, Office of the Controller, Room 360 Administration Building, and blue copy to the Inventory Department.

E. Credit for Department Releasing Equipment

1. General Fund Accounts

a) Upon receipt of the copy of the "Equipment Transfer Notice," (signed by the releasing department and the receiving department), the Accounting Department will make entries as follows:

1) Department transfers equipment to another department; debit receiving department account and credit 21-3244. (See item "4" below)

2) Department sells equipment to Salvage Yard; debit Salvage Department account and credit 21-3244. (See item "4" below)

(Equipment Credits, Transfers, and Disposal Cont.)

3) Department sells equipment off-campus; deposit check crediting account 21-3244. (See item "4" below)

4) Account 21-3244 will receive and retain the acquired value of transferred equipment in the name of the releasing department.

5) The Accounting Department will maintain a record of the amount of the funds available for each department that has turned equipment over to Salvage Yard, or transferred equipment to another department, or sold to an off-campus buyer. Department may check this balance by calling the Accounting Department, Telephone No. 355-5000.

6) Department with credit may utilize the amount of the credit for purchase of equipment by indicating account number 21-3244 on the requisition to Purchasing (not exceeding the amount of their credit).

7) Funds not used by the department by June 30 of each year will revert to the General Fund, except that unused funds from the sale of equipment following January 1 of one fiscal year shall be carried forward for use in the next fiscal year.

(Equipment Credits, Transfers, and Disposal Cont.)

2. Auxiliary, Athletics, Clearing and Deposit Accounts

   Revenues obtained from the sale of used equipment originally purchased from auxiliary, athletics, clearing and deposit accounts (21 accounts), should be credited back to these accounts.

III. SALVAGE DEPARTMENT

A. Purpose

1. Provide a means for disposing of salvageable materials, supplies and equipment no longer needed or usable by the department.
2. Make these items available to other departments that may have a use for them or to dispose of these items through cash sales to any prospective buyer.

B. Services

1. Pick up and deliver equipment transferred between departments. A handling charge is made by the Salvage Department to the receiving department.
2. Pick up materials and equipment that are transferred to Salvage Department. There is no charge to the department for moving equipment and materials transferred to Salvage Department.
3. Deliver materials and equipment purchased from Salvage to requesting departments.
4. For information regarding services of Salvage Department, call Telephone No. 355-0364.

IV. EQUIPMENT INVENTORY

A. What is Included

1. New and used equipment costing $300 or more and having a useful life span of more than three years is classified as equipment.

2. All expenditures classified as equipment are physically inventoried and are assigned an inventory number in relation to departmental responsibility. The inventory number contains one or two letter(s) which identifies the department responsible for the equipment.

B. Inventory Listings

1. Annually in July, the Inventory Department will furnish a detailed equipment inventory listing to each department. The listings include the equipment for which that department has an administrative responsibility.

2. An annual equipment inventory insurance report furnished with the detailed listing must be completed by the department and returned to the Inventory Department by August 10th.

3. Each department is responsible for taking the physical inventory by comparing equipment on hand with the inventory listing.

4. Any differences or discrepancies such as equipment on hand but not on the listing or equipment on the listing but not on hand must be reported in writing to the Inventory Department.

5. The listings and differences, if any, should be returned to the Inventory Department by September 1st.

C. Equipment Salvaged, Sold, Transferred, Lost, Stolen or Traded-In

1. Equipment which has been disposed of, by any means other than as a trade-in on a purchase order, must be reported on an Equipment Transfer Notice to the Inventory Department indicating the Inventory number, if known, and a brief description of the item.

2. The inventory number and a description of the equipment traded in, when applicable, should be written on the Purchase Requisition.

V. EQUIPMENT TAKEN OFF CAMPUS

A. University Policy

1. University policy stipulates that equipment owned by the University cannot be taken off campus. Any exception to this policy can only be made with the prior written approval of the Secretary of the Board of Trustees.

2. Following the approval of the Secretary of the Board of Trustees, a copy of the approval, listing the item(s) and inventory number(s), must be submitted to the:

a) Inventory Department; and

b) Insurance Department, Office of the Controller.

Michigan State University

EQUIPMENT TRANSFER NOTICE

PURPOSE: CHECK ONE

- ☐ 1. To transfer equipment to Salvage Department
- ☐ 2. To transfer equipment to Stores for credit (attach copy of Stores estimate)
- ☐ 3. To transfer equipment to another department for no credit
- ☐ 4. To transfer equipment to another department for credit
- ☐ 5. To transfer equipment to an off-campus purchaser (Purchasing Dept. approval required)

Date

RELEASING DEPARTMENT	RECEIVING DEPARTMENT OR PURCHASER
CREDIT ACCOUNT NO.:	CHARGE ACCOUNT NO.:
DEPARTMENT NAME:	DEPARTMENT NAME:
EQUIPMENT LOCATION:	EQUIPMENT LOCATION:
TELEPHONE NUMBER:	TELEPHONE NUMBER:

DESCRIPTION	Original Purchase Account Number	MSU Equipment Inventory Number	Inventory Department Use Only	Credit Amount (If Sold)

Signature — Department Releasing Equipment Date	Signature — Department Receiving Equipment Date
Signature — Contract and Grant Administration — Within Grant Restrictions Date	Signature — Purchasing Dept. — Off-Campus Sale Approval Date

INSTRUCTIONS

1. **Refer to the Manual Of Business Procedures page 300.1-2 for regulations covering the use of this form.**
2. **Distribute completed form as follows:**

    White — General Stores — if checked No. 1 above.
    Bookkeeping Dept. — If checked No. 2, 4, or 5 above. (If No. 5 attach payment check)
    Canary — Releasing Department
    Pink — Receiving Department or Off-Campus Purchaser
    Blue — Inventory Department

FELLOWSHIP AND TRAINEESHIP APPOINTMENTS

I. GENERAL

A. An Appointment Recommendation Form must be prepared for each student receiving a fellowship or a traineeship grant, except for those enrolled in the Science-Mathematics Summer Institute or Academic Year Institute. One appointment form may be submitted for each group enrolled in these programs with a detail list attached which gives the required information.

B. Fellowships or traineeships to be paid from funds awarded to Michigan State University by a Federal government agency may require submission of separate appointment forms to the agency. If more information is required contact Contract and Grant Administration.

II. FORMS

Appointment forms for graduate students may be obtained from the Office of the Graduate School. (See sample, Page 305.3).

III. STIPENDS

A. Stipend payments to students receiving fellowships or traineeships are made monthly and checks are mailed to the departments for distribution on the 15th day of each month. The payments are not processed through the Payroll Department; therefore, no Federal Income Tax is withheld.

(Fellowship and Traineeship Appointments Cont.)

B. Recipients of Post Doctoral Fellowship Awards will be paid through the Office of Contract and Grant Administration.

C. Authorization for payment of stipends is provided by the approved fellowship or traineeship appointment form. To maintain proper accounting control over the accounts, no payments can be made until the appointment form is properly completed, signed, and received by the Fellowship Section of the Office of Contract and Grant Administration.

IV. FEES

If the fellowship appointment provides money for fees, the student will receive this credit at the time of registration.

V. AMENDMENT OR TERMINATION

Fellowship or traineeship appointments may be amended or terminated by preparing a new appointment form. A space is provided to indicate the reason for the amendment or termination.

VI. OATH CARDS

Persons appointed to a fellowship or a traineeship are not required to sign oath cards.

PLEASE TYPE

MICHIGAN STATE UNIVERSITY
APPOINTMENT RECOMMENDATION OF GRADUATE FELLOW, SCHOLAR OR TRAINEE

A Name ______________________________ Student No. ____________ Date ____________
Last First Middle

Department ______________________ College ______________________ Sex: M☐ F☐

Michigan Resident: Yes☐ No☐ Citizen of ______________________ (Country) Soc. Sec. No. ______________

Student is enrolled in a Masters ☐, Doctoral ☐, Medical ☐
Non-degree ☐ Other ______________ (specify) Program

Fees are to be charged to student ☐ or account ____________ (Appointee must pay fees and out-of-state tuition, if non-Michigan resident, unless paid by the sponsor)

Check One:

_____New appointment _____Predoctoral _____Postdoctoral
_____Amended appointment Effective Date ____________ Reason ______________________
_____Termination Effective Date ____________ Reason ______________________

B New or present appointment:

Fellowship, Scholarship or Traineeship	Total Stipend	Monthly Stipend	Account Number	Period of Appointment
				Fall ☐19____ Other: Winter ☐19____ From ____________ Spring ☐19____ To ____________

Amended appointment:

Fellowship, Scholarship or Traineeship	Total Stipend	Monthly Stipend	Account Number	Period of Appointment
				Fall ☐19____ Other: Winter ☐19____ From ____________ Spring ☐19____ To ____________

C Academic Background:

Highest degree earned ____________ Year ____________
Major ______________________
Institution ______________________

GRADE REPORT	Credits Earned	G.P.A.
Last two years of undergraduate program		
Masters Program at MSU		
Current Program (if other than Masters)		

CERTIFICATE

D I hereby certify that under this appointment there will be no employer-employee relationship existing between the appointee and the University.

The appointee will not be required to perform any services for Michigan State University or the granting agency.

____
Chairperson/Director Date

E APPROVED:

____
Dean of College Date

____
Dean of The Graduate School Date

*DO NOT DETACH COPIES (Distribution will be made after final approval).

Last name | First | Middle | Soc. Sec. # | Student # | Dept.

(Gifts and Grants Cont.)

is completed, the budget should be reviewed by the Office of Contract and Grant Administration, for conformity with policies on such matters as allowable direct and indirect costs.

2. Direct costs involve expenditures for salaries, supplies and services, and purchase of equipment. Indirect costs involve administrative services, maintenance and operation of physical facilities and other expenditures that cannot be related directly to the research project. Indirect costs are based on a percentage of salaries and wages or a fixed percentage of the total estimated direct cost of the research proposal.
3. The proposal should not be submitted to an outside agency before it is approved by the unit administrator, dean, Vice President for Finance and Operations and Treasurer, and Vice President for Research Development.
4. If human subjects are involved in the proposed research, approval by the University Committee on Research Involving Human Subjects is required.
5. If animals are to be used in the proposed research, approval of the Committee on Animal Facilities and Care is required.

(Gifts and Grants Cont.)

two days to review the proposal and the Office of Research Development has two days to review the proposal in advance of the time needed to meet the deadline established by the sponsoring agency.

13. The Office of Research Development will mail proposals to the potential sponsor if requested by the department.

C. Cooperative Research Agreement

1. If a formal proposal is not required as determined through initial discussions with a sponsor, a Cooperative Research Agreement should be prepared. Forms are available at the Office of Research Development (355-0300) (see sample of agreement, page 315.12). Cooperative Research Agreements frequently commit resources of the University in a manner requiring special evaluation and legal counsel.

2. Research activities utilizing the Cooperative Research Agreement should be processed for campus approvals the same as formal proposals. These agreements require unit administrator, college and university level approval <u>before</u> the agreement is completed.

(Gifts and Grants Cont.)

D. Procedures after Approval by Outside Agency

1. Sponsor should notify the project leader of action taken, with copies submitted to the Office of Contract and Grant Administration, Telephone 355-5040, and the Office of Research Development.

2. For formal proposals, the project leader should prepare a Gifts and Grants form (Form No. CO-ge-12e), attach a copy of the letter of award and submit through channels for acceptance by the Board of Trustees.

3. Cooperative Research Agreements should be signed by the sponsor, accompanied by the sponsor's check, if applicable, and a completed Gifts and Grants form, then be submitted for acceptance by the Board of Trustees. The number of copies of the Cooperative Research Agreement will depend on requirements of the college.

II. FORMS REQUIRED FOR PRESENTING GIFTS AND GRANTS FOR ACCEPTANCE BY BOARD OF TRUSTEES

A. <u>Gifts and Grants</u>, Stock No. 140-2499 (see sample, page 315.13). Forms may be obtained at General Stores, Telephone No. 355-1700.

B. <u>Scholarship and Loan Fund Gifts</u>, Stock No. 140-2500 (see sample, page 315.14). Forms may be obtained at General Stores, Telephone No. 355-1700.

(Gifts and Grants Cont.)

IV. REQUIRED SIGNATURES

A. Gifts and Grants - Forms should be submitted for approval in the following order:

1. Unit Administrator
2. Director of Experiment Station - (when applicable)
3. Dean of college
4. Vice President for Research and Graduate Studies
5. Vice President for Finance and Operations and Treasurer
6. Secretary to the Board of Trustees

B. Scholarship Gifts - Forms should be submitted for approval in the following order:

1. Office of Admissions and Scholarships
2. Vice President for Finance and Operations and Treasurer
3. Secretary to the Board of Trustees

C. Loan Fund Gifts - Forms should be submitted for approval in the following order:

1. Dean of Students
2. Vice President for Finance and Operations and Treasurer
3. Secretary to the Board of Trustees

D. Consignment Equipment - Forms should be submitted for approval in the following order:

1. Unit Administrator
2. Dean of college
3. Secretary to the Board of Trustees

(Gifts and Grants Cont.)

D. After the Gifts and Grants form has been approved. any checks received by the department should be forwarded to the Office of Contract and Grant Administration, with a memorandum indicating the purpose for the check. Departments and colleges are not permitted to deposit or cash checks.

VII. EXPENDITURES

Expenditures of funds must be made in accordance with policies established by the University unless additionally restricted by the terms of the grant or contract.

VIII. REPORTS

A. Project leaders will be responsible for preparing technical reports as required by the terms of the grant or contract. Under no circumstances should project leaders submit financial reports.

B. Financial reports will be prepared by the Office of Contract and Grant Administration.

Form No.
co-ge-12e

MICHIGAN STATE UNIVERSITY
GIFTS AND GRANTS

Date ____________________

To the Board of Trustees, Michigan State University:

SOURCE OF FUNDS:

It is recommended that a grant of $ ______________ from ______________________
Name of Donor

______________, ______________, ______________, ______
Street Address City State Zip

be accepted by the Board of Trustees.

USE OF FUNDS:

These funds are to be used within the period from ______________ to ______________
Date Date

under the direction of ______________ in the department of ______________
Add co-director if applicable

The objective of the project is ______________________________
Brief title limited to 63 spaces

____
Amplify briefly if useful

______________ for general field of ______________

CREDIT TO:

______________ ______ ______________ ______
College Percent(s) Other(s) Percent(s),

DOCUMENTATION OF Gift, Grant or Contract

______ Grant Proposal ______________
ORD No.

______ Other (Attach award letter or other evidence of grant and check, if received.)

UNIVERSITY BUSINESS OFFICE ONLY

Check No. ______________ in the amount

of $ ______________ deposited ______________

to account no. ______________.

APPROVALS:

______________ ______ ______________ ______
Department Chairperson Date Vice President Research and Graduate Studies Date

______________ ______ ______________ ______
Agriculture Experiment Station Director, Division Director, or Research Unit Director (if applicable) Date Vice President University Development Date

______________ ______ ______________ ______
Dean Date Vice President Business and Finance Date

______________ ______
Secretary Board of Trustees Date

DISTRIBUTION:

Original — V. Pres. Bus. Fin.
1st copy — Secretary of Board
2nd copy — V. Pres. Res. & Grad. Stds.
3rd copy — Vice Pres. Univ. Dev.
4th copy — Dean
5th copy — Chairperson or Director

0-10345

MSU is an Affirmative Action/Equal Opportunity Institution

POSTAGE CHARGES

I. In order to promote efficiency and to make postage charges adaptable to computerized accounting, a system of authorizing postage charges against University accounts at the Campus Mail Room was established.

II. PROCEDURE FOR OBTAINING POSTAGE CARDS

A. Mail Service Request cards are available from General Stores, stock number 140-2557 (see sample, page 325.3).

B. Using the appropriate spaces in that card, type in the department name, account number and classification of account (if any) for departmental bookkeeping. Departments that have frequent mailings may find it more convenient to have University Printing overprint this information on the cards.

C. A person designated by the unit administrator of a department must sign this card authorizing personnel in the Mail Room to process the mail. Mail cannot be processed unless accompanied by a completed and signed card.

D. Each letter, group of letters, or parcels sent to the Mail Room for U.S. postage must be accompanied by a signed postage card from the department.

III. REPORTS

Postage charges will be cut off on the last day of each month. At the end of each month, each department will

(Postage Charges Cont.)

receive a tabulated list of all postage charges made against specified departmental accounts. The list should be reviewed for accuracy.

Department Name	Account Number	Classification Code

MICHIGAN STATE UNIVERSITY
MAIL SERVICE REQUEST

Date ______________________ Approved by: ______________________ Signature

DOMESTIC		INTERNATIONAL	
First Class	☐	Air Mail	☐
Third Class	☐	Surface	☐
Parcel Post	☐	Books	☐
Spec. Fourth	☐	Printed Matter	☐

Other______________________________________
Specify

Service Endorsements Must Also Be On Packages and Flats

THS CARD **MUST** BE SIGNED AND ATTACHED
TO ALL MAIL THAT YOU WISH PROCESSED.

CAMPUS MAIL ROOM ONLY POSTAGE CHARGES
____
____
____
____
TOTAL

Michigan State University Printing O-12464
MSU is an Affirmative Action/Equal Opportunity Institution
Stock No. 140-2557

Date: 5-31-81

MANUAL OF BUSINESS PROCEDURES - VOLUME II

Michigan State University

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SERVICE AREAS