MICHIGAN STATE UNIVERSITY

OFFICE OF THE CONTROLLER
305 JOHN A. HANNAH ADMINISTRATION BUILDING
TELEPHONE (517) 355-5020

EAST LANSING • MICHIGAN • 48824-1046

May 31, 1984

MEMORANDUM

TO: Deans, Chairpersons, Directors and Department Heads

FROM: Lowell E. Levi, Controller

SUBJECT: ANNUAL UPDATE TO THE MSU MANUAL OF BUSINESS PROCEDURES

The 1984 Revisions to the Manual of Business Procedures are enclosed. Pages referenced below (dated May 31, 1984) should be substituted for corresponding pages dated earlier.

A brief explanation of the changes follows:

VOLUME I:

Table of Contents - Addition of Section 68, "Authorized Signature Forms" and addition of Section 46, "Food and Lodging Purchased on Campus Charged to University Accounts."

Section 15 - Stock numbers listed for forms referenced.

Section 16 - Check cashing charge increased to 60¢ from 50¢; service charge for returned checks increased to $9 from $8.

Section 20 - New Expense Classification Codes:
009 - Resident Assistant
881 - Housing Program Expense;
changed cost amount for classifying as materials and supplies from $300 to $500.

Section 43 - Department name change to Payroll Department (formerly Payroll Office).

Section 46 - New Section. Outlines procedures to be followed when food and/or lodging purchased on campus is charged to University accounts.

Section 55 - Change reflects new job classification ranking system for Administrative-Professional personnel-AP05 (formerly AP11); "Work Week" changed to "Pay Period."

Section 65 - New Revenue Classification Codes:
920 - Employee Health Charges
921 - Student Health Charges
922 - Health Service Cards

Section 66 - Clarification of Note D on final page.

Section 68 - New Section. Authorized Departmental Signatures form (based upon departmental units) to facilitate the monitoring of transactions for authorized signatures.

Section 75 - Department name changes: Payroll Department and Accounts Payable (formerly Payroll Office and Accounts Payable Section of Accounting); revised Direct Payment Voucher.

VOLUME II:

Section 210 - CICS access procedures outlined.

Section 230 - Policies for assignment of animal space outlined to replace "Housing Facilities" paragraphs.

Section 235 - Clarification of policies and procedures of Library Copy Centers.

Section 236 - Clarification of procedures of Library Database Searching Services.

Section 255 - Office Services Department change in services offered.

Section 270 - Material Return Slip stock number changed; page numbers referenced updated; authorized signatures paragraphs deleted.

Section 275 - Radio Broadcasting Department change in services offered.

Section 280 - Telephone numbers changed; changed procedure for requesting telephone directory changes.

Section 285 - Change of copy center location to Nisbet Building, room 330 (formerly Natural Science, room 133).

Section 300 - "Equipment Inventory" redefined (Cost and Useful Life changed); department name change to Insurance and Risk Management (formerly Insurance Department).

Section 320 - Department name changes: Vice President for Finance and Operations and Treasurer; Associate Vice President for Business and Finance; and Assistant Vice President for Finance (formerly Vice President for Business and Finance; and Assistant Vice President for Business and Finance).

Section 325 - Department name change to Mail Processing (formerly Campus Mail Room).

Date: 5-31-84

MANUAL OF BUSINESS PROCEDURES - VOLUME I

Michigan State University

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CONTROLLER'S OFFICE

(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. Academic and Administrative-Professional personnel ranked AP-05 and above are considered to be exempt employees. All other employees are non-exempt.

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.)

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 55.23).

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 pay period.

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) For hourly employees, excluding Clerical-Technical, overtime must be submitted on a red payroll overtime time card. Clerical-Technical overtime must be submitted on a green payroll overtime time card. Salary overtime must be submitted on a blue payroll overtime card (See Sample, Page 55.24). The payroll overtime cards provide for increasing overtime hours earned by 50% to reflect a time and one-half payment. Hours reported on the payroll overtime cards must be rounded off to the nearest tenth of an hour.

2) All red and green 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 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 Housing 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-05 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 military pay will be deducted from 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 balance will be paid to the employee and will be subject to withholding and social security taxes.

CHECK CASHING

The Cashier's Office, 110 Administration Building will cash 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 60¢ for each check cashed.

D. No two-party checks will be cashed except checks received by students from their parents (or legal guardians) 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.

F. A service charge of $9 will be assessed for any check returned for any reason other than a bank error.

FOOD AND LODGING PURCHASED ON CAMPUS CHARGED TO UNIVERSITY ACCOUNTS

I. GENERAL

This section sets forth the procedures to be followed when charging meals, lodging or refreshments to University accounts. These procedures apply to purchases made at University facilities and the University Club. These purchases must be made in accordance with the Expenditure Policies and Guidelines for Food, Lodging and Beverages, Section 45.

II. PURCHASES FROM RESIDENCE HALLS

Meal tickets for use in a residence hall can be purchased in the respective residence hall. Departments will be billed for meal tickets via a Housing and Food Service Transfer Charge. The transfer charge will list the serial numbers of the tickets purchased.

1. When five or less tickets are purchased, the user should list the names of the ticket users on the transfer charge.
2. When more than five tickets are purchased, the name or purpose of the group should be listed on the transfer charge.
3. When meal tickets are purchased in a group, and used on a piecemeal basis, the department must record the ticket number, the name of the person using the ticket and the date the ticket was used on a University Housing Meal Ticket Record (see example, page 46.3). Departments may make copies of page 46.3 to use for this purpose. The completed Meal Ticket Record should be maintained in the department as documentation of the tickets used.

Food and Lodging Purchased on Campus Charged to University Accounts (Continued)

III. PURCHASES FROM CROSSROADS CAFETERIA, KELLOGG CENTER, THE UNION BUILDING AND UNIVERSITY CLUB

A. A prenumbered charge slip is to be used to make interdepartmental charges for food services and/or lodging (see examples of charge slips for each of the above starting on page 46.4).

B. The prenumbered charge slip must contain the following information:

1. Name of department making the charge
2. Account number to be charged
3. Date of the charge
4. Name of person(s) served. If more than five people are involved names need not be listed. Simply indicate the name or purpose of the group. (If non-university, indicate relationship to department.)
5. Signature of authorized department representative

UNIVERSITY HOUSING
MEAL TICKET RECORD

TICKET #________ through #________

RECEIVED BY:____________________________ DATE:______________

TICKET #	TICKET ISSUED TO	DATE

CHARGE ACCOUNT

Name ______________________

____

Number ______________________

MICHIGAN STATE UNIVERSITY
East Lansing

RECEIPT TICKET

№ 3332

DATE ______________________

Receipt of the following **CROSS ROADS SERVICES** is acknoledged:
You are authorized to charge this amount to the account name and number shown above.

ITEM	COST
	$
Sales Tax	
TOTAL	$

Please sign and return the White copy to the CROSSROADS CAFE, 124 International Center.
Retain the Pink copy for your files.

0-12029
MSU is an Affirmative Action/Equal Opportunity Institution

Signed ______________________
Dept. Head or authorized representative

The Kellogg Center
Michigan State University
East Lansing, Michigan 48824
517-332-6571

The Kellogg Center
Michigan State University
East Lansing, Michigan 48824
517-332-6571

DATE	REFERENCE NO.	DESCRIPTION	CHARGES/CR	DATE	REFERENCE NO.	DESCRIPTION	CHARGES/CR

MSU UNION BUILDING

Page: 46.6
Date: 5-31-84

Department Name ____________________

Date __________ 19 ______

Address ______________ Phone ______

Purpose ____________________

Account # ______________

____

№ 4524

receipt of the following UNION __________ SERVICES is acknowledged: Information required by University Business Office- NUMBER and names of persons served

	COST
	$

MSU is an Affirmative Action Equal Opportunity Institution

You are authorized to charge this amount to the account name and number shown above...........

TOTAL $ __________

Please sign and return the White and Yellow copies to the Union Accounting Office. Retain the Pink copy f(your files.

Signed ____________________
Dept. Head or authorized representative

0-14469

WILEDEN-CULLEN COMPANY - LANSING, MICH.

PLEASE COMPLETE INFORMATION WHERE CIRCLED. RETURN THE WHITE COPY TO THE UNIVERSITY CLUB. RETAIN THE PINK COPY FOR YOUR FILES.

MICHIGAN STATE UNIVERSITY
EAST LANSING, MICHIGAN

No. 38377

DATE	ACCT. NO. CHARGED	DEPARTMENT	ADDRESS

Receipt of the following THE UNIVERSITY CLUB services is acknowledged

DATE	ITEM	INFORMATION REQUIRED BY UNIVERSITY BUSINESS OFFICE: NUMBER AND NAMES OF PERSONS SERVED	ORGANIZATION REPRESENTED AND PURPOSE	COST

You are authorized to charge this amount to the Dept. and Acct. number shown above → TOTAL $

SIGNED ______________________
DEPT. HEAD OR AUTHORIZED REPRESENTATIVE

LOST, STOLEN OR DESTROYED CHECKS

In the event that a check is stolen, notify the appropriate office immediately. If the check is lost, please make a thorough search before notifying the appropriate office. If the check is a payroll check, notify the Payroll Department, 350 Administration Building. All other checks should be reported to the Accounting Department, 360 Administration Building. The following procedures will be followed:

1. The payee must come to the appropriate office and fill out a lost check form.
2. A stop payment is immediately placed on the check.
3. After the bank has confirmed that the check has not been cashed prior to the stop payment, a duplicate check will be issued.

EXPENDITURE CODES

I. GENERAL

Proper classification of all expenditures aids in budget planning and control. The object classification becomes a basis for the preparation of reports and expense studies. To insure accuracy of reports, it is important that all expenditures be properly classified by the user departments.

II. EXPENDITURE CLASSIFICATION CODES:

001 Ranked Faculty Salary

002 Unranked Faculty Salary

003 Graduate Assistant Salary

004 Administrative-Professional

005 Clerical-Technical Salary

006 Other Salaries

007 Regular Labor Payroll

008 Student Labor Payroll

009 Resident Assistant

010 Personal Services

011 Retirement

012 Social Security

013 Payroll Deductions

014 Hospitalization Insurance

015 Fringe Benefits

016 Unemployment Compensation

NOTE - CODES 001-010 COVER ALL SALARIES AND WAGES. CODES 011-017 FOR USE BY PERSONNEL AND CONTROLLER'S OFFICE ONLY.

(Expenditure Codes Continued)

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, including offices supplies, chemicals, fuels, forage and stable supplies, carpeting, drapes, small tools, etc.

090 Equipment - New or used items costing $500 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 - THE ABOVE ITEMS COSTING LESS THAN $500 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.

(Expenditure Codes Continued)

190-199 Resale Items - Items purchased for resale by the MSU Bookstore, General Stores, Food Stores, Concessions, Crossroads Cafeteria, etc.

810 Insurance

811 Tuition - Tuition paid to East Lansing schools

812 Maintenance and Repairs - Equipment and building

813 Trustee Fees

814 Laundry - Laundry and cleaning

880 Distribution of Expenditures for Dormitories and Union Building

881 Housing Program Expense

890 Major Repairs for Dormitories and Union Building

(Revenue Codes Continued)

910 Endowment Income - For use by Vice President for Finance and Operations and Treasurer only.

911 Other Investment Income - For use by Vice President for Finance and Operations and Treasurer only.

912 Sales and Services of Educational Activities - Revenues of educational departments not directly associated with the training of students, e.g., film rentals, sales of scientific and literary publications, testing services, etc.

913 Auxiliary Activities - Housing and Food Services summer room and board

914 Auxiliary Activities - Housing and Food Services summer conferences

915 Auxiliary Activities - Housing and Food Services buildings

916 Auxiliary Activities - Housing and Food Services dining room

917 Auxiliary Activities - Housing and Food Services grill

918 Auxiliary Activities - Athletics

919 Auxiliary Activities - Other

920 Employee Health Charges

921 Student Health Fees

922 Health Service Cards

925 Sales and Services of Hospitals

930 Other Sources - To be used for revenue that does not fit into any other category.

931 Other Sources-Application Fees - Fees collected from individuals applying for admission to the University.

(Revenue Codes Continued)

950 Decrease (Increase) in Restricted Revenues Held for Future Expenditures - For use by Vice President for Finance and Operations and Treasurer only.

995 Non-University Revenue - To be used for funds collected that do not belong to the University, e.g., sales tax, deposits to any Agency account.

III. GUIDELINES

A. Revolving accounts - All accounts in the range 21-2700 through 21-3199 that are not dormitory or university housing accounts will use 919. Accounts in the range 21-2500 through 21-2699 will use either 912 or 930 depending on whether or not the account belongs to an educational department.

B. Clearing and Deposit, and Agency Accounts - All accounts in the ranges 21-3200 through 21-3399 and 31-3501 through 31-4999 will use 995.

C. A code must be used for all transactions affecting revenue. Therefore, all cash deposits will require a code and journal entry request and interdepartmental transfers may require a code.

D. The above guidelines and the notations in item II above, "For use by Vice President for Finance and Operations and Treasurer only" are generally true, but there may be exceptions. If there are questions about these guidelines or any other facet of revenue coding, contact the Accounting Department, 360 Administration Building.

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 Voucher	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 - Note D		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 - Unit administrators must have their travel vouchers signed by their dean or assistant vice president. Deans may sign their own travel reimbursement voucher but must have their Official University Travel Authorization form signed by the Provost.

VOUCHERS

I. DIRECT PAYMENT VOUCHER

A. Purpose

1. This voucher was 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

Direct Payment Voucher forms (see sample, page 75.11) may be obtained from General Stores, stock number 140-2478.

C. Preparation

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

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

(Vouchers Continued)

3. The 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, including invoices or contracts 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 must be signed by an authorized signer.

D. Restrictions

1. Honorariums and Fees - See page 55.13. Direct payment vouchers should not be used for honorariums exceeding $1,500 or covering a period in excess of ten days for an entire project. Such cases should be handled through the Payroll Department.
2. 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.
3. Questions concerning the propriety of using direct payment vouchers to pay individuals should be addressed to Accounts Payable, 366 Administration Building, telephone number 355-0331, in advance of the performance of the services in question.

(Vouchers Continued)

E. Routing

1. Departments should retain the pink copy and forward the other three copies to Accounts Payable for verification and approval. A voucher may be walked through Accounts Payable only in the case of a University emergency. Travel and reimbursement vouchers are not processed in this manner. A direct payment voucher charged to research grant accounts (account numbers in the range 71-0100 through 71-5999) 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 Accounts Payable. A direct payment voucher charged to a general fund salary account should be forwarded to the Office of Planning and Budgets, 321 Administration Building.
2. After audit, Accounts Payable will forward the voucher to the Accounting Department for payment.
3. Accounting compares the signature on the direct payment voucher to the signature on authorized signature cards.
4. Accounting will assign a voucher number and prepare a check.
5. The check is mailed directly to the payee with the blue copy.

(Vouchers Continued)

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 (e.g., fee refunds, payments to conference participants, etc.), and eliminates the need to prepare separate vouchers for each payee.

B. Form

Multiple Check Voucher forms (see sample, page 75.12) may be obtained from General Stores, stock number 140-2570.

C. Preparation

1. The form must be typed by the initiating department giving the complete name and address of each payee. If the payee is on campus, the address must conform to requirements established by the Campus Mail Service.

   If the payments represent compensation to individuals for services performed (e.g., payments to conference participants), the social security number and home address of each payee must be included on the form in order to comply with IRS regulations. If the payments are for honoraria or services, see page 55.13.

(Vouchers Continued)

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. Multiple check vouchers may only be charged to one account.
4. Receipts, where applicable (conference receipts, etc.), must be attached to the voucher.
5. The multiple check voucher must be signed by an authorized signer.

D. Routing

1. Forward all copies to Accounts Payable, 366 Administration Building, for verification and approval. A multiple check voucher with charges to research grant accounts (account numbers in the range 71-0100 through 71-5999) 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 Accounts Payable.
2. After approval, Accounts Payable forwards the voucher to the Accounting Department for payment.
3. Accounting compares the signature on the multiple check voucher to the signatures on authorized signature cards.
4. Accounting assigns voucher numbers and prepares a check for each payee listed.
5. THe checks are mailed directly to the payees.

(Vouchers Continued)

6. The voucher is distributed as follows:

   White - Accounting Department

   Green - Department

III. REIMBURSEMENT VOUCHER

A. Purposes

1. To reimburse a 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 Section 45). 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.
3. Reimbursement vouchers should not be used for reimbursable payments which are to be mailed (e.g., conference fees, professional membership dues, etc.). These payments should be made directly by the department by using a direct payment voucher.
4. Purchases made by individuals from their own funds have a limited reimbursement of $50 for any one item.

(Vouchers Continued)

B. Form

The three-part Reimbursement Voucher forms (see sample, page 75.13) may be obtained from General Stores, stock number 140-2646.

C. Preparation

1. The form must be typed by the initiating department giving the complete name and address of the payee. If the payee is on campus, the address must conform to requirements established by the Campus Mail Service. The purpose of the expenditure also must be noted.
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 (e.g., 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.
4. The voucher requires the signature of the person to be reimbursed and an authorized signer for the account(s) charged.

D. Routing

1. The complete voucher should be forwarded to Accounts Payable, 366 Administration Building, for verification

(Vouchers Continued)

and approval. A reimbursement voucher with charges to research grant accounts (account numbers in the range 71-0100 through 71-5999) should be forwarded to the Office of Contract and Grant Administration, 302 Administration Building, for approval.

2. After approval, Accounts Payable will forward the voucher to the Accounting Department for payment.
3. Accounting compares signature on the reimbursement voucher to signatures on authorized signature cards.
4. Accounting assigns a voucher number and prepares a check.
5. Checks are mailed directly to the persons to be reimbursed.
6. The voucher is distributed as follows:

   White - Accounting Department

   Green - Department

   Blue - Payee

IV. TRAVEL VOUCHER

A. Purpose

To submit expenses incurred during travel, reimbursable under the published travel regulations of the University. Copies of the MSU Travel Regulations may be obtained by calling 355-0343.

B. Form

Travel Voucher forms may be obtained from General Stores, stock number 140-2786 (see sample, page 75.14).

(Vouchers Continued)

C. Preparation

1. The form must be typed in triplicate and all copies submitted according to instructions printed on the form. The complete name and address of the payee must be included. If the payee is on campus, the address must conform to requirements established by the Campus Mail Service.

2. Refer to the Reimbursement Chart in the MSU Travel Regulations 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 directly pays local travel agencies for travel fares 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. The travel voucher must be signed in accordance with the signature requirements (see Section 66). Unit administrators must have their travel voucher signed by their dean or assistant vice president. Deans may sign their own travel reimbursement voucher, but must have their official University travel authorization form signed by the Provost.

D. Routing

1. In-state travel vouchers, along with the original travel authorization, must be forwarded to Accounts Payable, 366 Administration Building.

(Vouchers Continued)

2. Travel vouchers covering out-of-state or overseas travel, along with the completed out-of-state trip report and original travel authorization, must also be sent to Accounts Payable. The completed trip report must show department name <u>and</u> 5-digit code along with social security number for faculty and/or staff and student number for students.

3. Accounts Payable verifies and approves all in-state, out-of-state and overseas travel vouchers. If a travel advance related to a 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, Accounts Payable forwards the voucher to the Accounting Department for verification of:

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

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

6. The voucher is distributed as follows:

   White - Accounting Department

   Green - Department

   Blue - Payee

7. The check is mailed to the payee at the address indicated on the voucher.

INSTRUCTIONS:

1. Prepare typewritten in quadruplicate and obtain required Signatures.
2. Refer to Manual of Business Procedures for correct preparation.
3. Send first three copies to Accounts Payable, Room 366, Administration Building.

MICHIGAN STATE UNIVERSITY
DIRECT PAYMENT VOUCHER

DISTRIBUTION:

WHITE - Controller's Office
GREEN - Return to Department with Check Number
BLUE - Remittance Advice (to be returned with check)
PINK - Department Copy

PAYEE

NAME

ADDRESS

ACCOUNT TO BE CHARGED

DEPARTMENT Page: 75.11
Date: 5-31-84

ADDRESS

ACCOUNT NUMBER	OBJECT CLASS	AMOUNT

PURPOSE: This voucher is to be used when the issue of a requisition and purchase order is not possible because of the nature of the payment.

PLEASE BE EXPLICIT IN THE REASON FOR EXPENDITURE. WHERE A REFUND IS INVOLVED, GIVE THE RECEIPT NUMBER THAT RECORDED PAYMENT.	AMOUNT

I CERTIFY THAT THE ABOVE PAYMENT IS CORRECT AND JUST.

TOTAL PAYMENT

APPROVED

UNIT ADMINISTRATOR DATE

BUDGET APPROVAL DATE

AUDIT

CHECK NUMBER AND DATE

140-2478 (REV. 8-83)

Form No.
CO-ge-4a

MICHIGAN STATE UNIVERSITY
REIMBURSEMENT VOUCHER

INSTRUCTIONS

1. Prepare with typewriter in triplicate
2. Refer to Manual of Business Procedure Section 75.6
3. Send white, green and blue copies to Accounts Payable, 366 Administration Building.

DISTRIBUTION

White — Controller's Office
Green — Return to department with the check number
Blue — Mail to payee with the check.

PAYEE

Name ______________________

Dept. ______________________

Room ________ Building ______________________

Mailing Address ______________________
(if other than department)

Purpose:

ACCOUNT TO BE CHARGED

Department ______________________

Address ______________________

Account Number	Object Class	Amount

For payments made to sundry persons, as enumerated below:

DATE	ITEMS	UNIT PRICE	TOTAL	SIGNATURE (Required when lacking receipt)

I CERTIFY THAT THE ABOVE PAYMENT IS CORRECT AND JUST.

Signed ______________________ | ________
Payee's Signature Date

Approved ______________________ | ________
Unit Administrator Date

Audit

TOTAL CLAIM $

CHECK NO. and DATE

MSU is an Affirmative Action/Equal Opportunity Institution

AUTHORIZED SIGNATURE FORMS

I. GENERAL

In order to facilitate the monitoring of transactions for properly authorized signatures, an Authorized Departmental Signatures form is used (see example, pages 68.4 and 5). The signature form is divided into various authority levels. All authorized signers must be shown at their appropriate level of authority. These levels are described in Section 66 of this manual.

The signature forms are based upon the departmental unit. Therefore, a person listed as an authorized signer will be allowed by the Accounting Department to sign for all accounts within that department including general fund, revolving, gift and grant, etc. If a department wishes to maintain more restrictive signature control over specific accounts within their area, they will need to monitor this themselves.

The only exception to the department-wide signature form is for agency accounts. These accounts are in the number range 31-3500 to 31-4199. This group of accounts represents non-University funds maintained for groups not affiliated with specific departments. Individual signature cards will continue to be maintained for these accounts to satisfy the fiscal agent responsibilities of the University.

(Authorized Signature Forms Continued)

II. COMPLETING NEW SIGNATURE FORMS

New signature forms will be sent to departments only when complete updates of the Accounting Department's signature file are being done, or upon request of the unit administrator, the dean or the vice president. The signature forms will initially be sent to the appropriate dean or vice president for distribution to departments. When completed, the form should be forwarded back to the dean or vice president for their approval and signature. Access to the signature form should be restricted by the department to ensure that only authorized people are allowed to sign. After the form has been completed, it should be reviewed to determine that all signatures are proper and that everyone is listed at the proper level of authority. After review, the signature form should be sent to the Accounting Department, Room 360 Administration Building. Departments should keep a copy of their Authorized Departmental Signatures form to serve as their record of those individuals who have been authorized to sign accounting transactions.

III. ADDING OR DELETING AUTHORIZED SIGNERS

To add an individual as an authorized signer, a letter requesting the addition and a completed Authorized Signature Form Sticker (see example, page 68.6) should be sent to the Accounting Department, Room 360 Administration Building. This letter should indicate the name and title of the person to be added. The letter must be signed by the unit administrator for

(Authorized Signature Forms Continued)

that department and the person being added as an authorized signer. If the individual being added is the unit administrator, the letter should be signed by the dean or vice president. The signature form sticker should have the new signer's name typed on the left and their signature on the right. The signature must be an original; signature stamps will not be accepted. Once the letter and signature form sticker are received in the Accounting Department, the new signer will be authorized.

To delete the name of an authorized signer from the signature form, a letter requesting the change and signed following the guidelines above should be sent to the Accounting Department. When the letter is received, the name of the authorized signer will be deleted.

The department copy of the signature form should be updated whenever changes are made to the official signature form in the Accounting Department.

AUTHORIZED DEPARTMENTAL SIGNATURES

Department Name ______________________________ Date ______________

Major Administrative Unit ______________________________ New ☐

Mail Code ______________________ Revised ☐

Common Unit Code ______________________

UNIT ADMINISTRATOR DESIGNATE(S)

Typed Name	Signature	Typed Name	Signature

See back for additional required signatures

Typed Name	Signature	Typed Name	Signature
UNIT ADMINISTRATOR Include in this category CHAIRPERSON, DIRECTOR, ASSISTANT OR ASSOCIATE CHAIRPERSON OR DIRECTOR		DEAN / ASSISTANT VICE PRESIDENT Include in this category ASSISTANT, OR ASSOCIATE DEAN, OR ASSISTANT PROVOST	
		PROVOST / VICE PRESIDENT Include in this category ASSOCIATE PROVOST OR VICE PRESIDENT	

Typed Name	Signature	Typed Name	Signature
Typed Name	Signature	Typed Name	Signature
Typed Name	Signature	Typed Name	Signature
Typed Name	Signature	Typed Name	Signature
Typed Name	Signature	Typed Name	Signature
Typed Name	Signature	Typed Name	Signature
Typed Name	Signature	Typed Name	Signature
Typed Name	Signature	Typed Name	Signature
Typed Name	Signature	Typed Name	Signature
Typed Name	Signature	Typed Name	Signature
Typed Name	Signature	Typed Name	Signature

O-1485

O-14853

AUTHORIZED SIGNATURE FORM STICKERS

Please refer to Section 68 of the Manual of Business Procedures for the detail procedures to follow in submitting signatures of newly authorized signers to the Accounting Department for addition to Authorized Signature Forms. When using these stickers to effect additions please type the signer name on the left side of an idividual sticker. The newly authorized individual should then sign the right side of the sticker. Detach the sticker and its backing at the perforation. Staple the sticker to the authorization letter. Send to the Accounting Department as specified in Section 68.

AUTHORIZED SIGNATURE FORM STICKERS

Please refer to Section 68 of the Manual of Business Procedures for the detail procedures to follow in submitting signatures of newly authorized signers to the Accounting Department for addition to Authorized Signature Forms. When using these stickers to effect additions please type the signer name on the left side of an idividual sticker. The newly authorized individual should then sign the right side of the sticker. Detach the sticker and its backing at the perforation. Staple the sticker to the authorization letter. Send to the Accounting Department as specified in Section 68.

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, prenumbered receipt forms must be used. The only exception to this would be in the case where prenumbered 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, stock number 140-2814.

2. For temporary or infrequent use, booklets of prenumbered receipt forms can be obtained from General Stores, stock number 140-2483.

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, stock number 140-2450. It should be prepared in duplicate with all applicable information included (see Section 65, 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

Form No.
CO-ca-45c

MICHIGAN STATE UNIVERSITY
East Lansing

DEPOSIT RECEIPT

Prepare in duplicate. Use typewriter or print.
Enter Account Name, Account No., Revenue Code and amount deposited to each account.
Sales tax collected, if any, should be entered on line indicated.
Departments desiring additional information for their records, use reverse side.
Present both copies, with funds to be deposited, to the Cashier's Office, 110 Administration Bldg.

Source of Funds

DESCRIPTION TO BE PUT ON LEDGER

Account Name	Account No.	Rev. Code	Amount
Sales & Use Tax Collected	21-3236	995	
TOTAL (Must Agree With Total Deposit Below)			

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

Deposited By ____________________

Date ______________ Phone ______________

Do Not Write Below This Line

CSH NO.

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O-14243

Must Be Machine Receipted To Be Valid

(Stock # 140-2450)

LEASE, LEASE-PURCHASE AND INSTALLMENT PURCHASE AGREEMENTS

I. EXECUTION OF AGREEMENTS

A. By directive of the Michigan State University Board of Trustees, only the President, the Secretary to the Board, the Vice President for Finance and Operations and Treasurer, the Associate Vice President for Business and Finance, the Assistant Vice President for Finance and the University Purchasing Department have the authority to bind the University's financial resources through the execution of lease, lease-purchase and installment purchase agreements. Individual University departments do not have that authority.

B. University departments that desire to enter into any such agreement must submit to the University Purchasing Department a purchase requisition and a copy of the proposed agreement being considered.

C. The University Purchasing Department shall be responsible for determining the appropriateness of all agreements after reviewing them with the prospective lessor or vendor and the requesting department.

II. EVALUATION CRITERIA

A. Lease, lease-purchase and installment purchase agreements meeting the following criteria will be considered an equipment purchase, and the purchase order will be coded with a 091 expenditure classification. When the final payment is made and title of the equipment passes to the University, object code 090 will be applied.

(LEASE, LEASE-PURCHASE AND INSTALLMENT PURCHASE AGREEMENTS CONT.)

B. Criteria to determine when a proposed agreement will be considered an equipment purchase:

1. The lease period is equal to or greater than 75% of the leased property's estimated economic life. (In cases where the lease contains a bargain purchase option, a shorter lease period may be considered as criteria.)

2. Title is transferred to the University at the end of the lease period.

3. The leased property is special purpose to the University.

4. The terms of the agreement, in the judgment of Purchasing, indicate that it is likely to terminate with title transfer to the University.

III. ACCOUNTING

A. Year end balances will not be carried forward to cover 091 encumbrances.

B. Outright equipment purchases (single payment) will continue to be accounted for as 090 equipment expenditures. Encumbrances coded 090 will continue to be carried forward to the extent of funds available.

C. Payments under agreements which are exclusively rental in nature (no option to purchase available) will continue to be accounted for within supplies and services accounts.

(LEASE, LEASE-PURCHASE AND INSTALLMENT PURCHASE AGREEMENTS CONT.)

IV. AMENDING EXISTING AGREEMENTS - If a department wishes to either amend a rental/lease agreement to incorporate a purchase option, or to consumate a rental/lease agreement with a purchase, a requisition must be submitted to Purchasing advising them of the proposed change. The transaction will then be processed against the department's equipment account.

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 was established by the Mail Processing Department.

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 Mail Processing 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 Mail Processing 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

CAMPUS MAIL ROOM ONLY
POSTAGE CHARGES

______
______
______
______

TOTAL

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.

Michigan State University Printing O-12484
MSU is an Affirmative Action/Equal Opportunity Institution

Stock No. 140-2557

Michigan State University

MANUAL OF BUSINESS PROCEDURES

UNIVERSITY PRINTING

1. Location & Hours

1. University Printing, Telephone No. 355-6610, is located in the Central Services Building. Office hours are Monday through Friday, from 7:30 to 12:00 a.m. and 12:30 to 5:00 p.m.

2. Services Provided

1. Through the use of a University account number, charged on a time and materials basis, University Printing offers the following services to all departments on campus:

   a) offset duplicating or printing;
   b) typesetting, pasteup and keylining;
   c) camera and platemaking for the reproduction of;
      1) booklets, business cards, business reply envelopes, form letters, index cards, illustrated brochures, maps, memo pads, newsletters, postal cards, ruled forms, consecutively numbered forms or sets, stationery and other related items from a choice of all weights and colors of paper;
      2) collating, folding, hole drilling, padding, paper cutting, perfect binding, stapling and other related finishing operations;
      3) soft covering for books.

2. University Printing is the official source of University stationery.

3. Phototypesetting equipment with communications options for computers and word processors is available.

4. A photographic duplicate (called a PMT) of your artwork, form or type can be reproduced. The camera will accommodate originals as large as 28" x 38". The camera range is from 200% enlargement to 20% reduction. The largest duplicate print (PMT) is 14" x 24". Screen prints can be reproduced using this process.

3. Ordering

1. Printing orders can be requested via Campus Mail Service, accompanied by a memo containing the following information:

   a) account number to be charged;
   b) quantity;

3. Ordering (Continued)

c) name and telephone number of a person to contact in case additional information is needed;
d) room number and building where finished job is to be delivered;
e) a sample of the item to be printed, if it is a rerun or repeat job;
f) instructions concerning color of paper or ink color, printing on one or both sides; and
g) date when job is needed.

2. More complex jobs should be covered by a personal visit to the office of University Printing.

4. Copy Centers

1. There are seven copy centers operated by University Printing to provide convenient and fast duplicating and collating service to all units on campus on a first-come, first-serve basis:

   a) Agriculture Hall, Room 47, Telephone No. 355-1918;
   b) Anthony Hall, Room 116, Telephone No. 353-7796;
   c) Berkey Hall, Room 10, Telephone No. 355-6621;
   d) Eppley Center, Room 5, Telephone No. 353-7250;
   e) East Fee Hall, Room E-111, Telephone No. 353-6667;
   f) Life Science, Room B200, Telephone No. 353-8716;
   g) Nisbet Bldg., Room 330, Telephone No. 355-0354. (Self service copier only)

2. Requests for copying service can be made by:

   a) completing an order form at the corresponding Copy Center; or
   b) If the order is sent via Campus Mail Service, a memo supplying the information is required by University Printing.

5. Proofreading

1. A copy of the material to be proofread can be reviewed at University Printing, or it will be sent to the department via Campus Mail Service. Silverprints are available upon request. The proof and original copy must be returned marked approved or with corrections indicated to University Printing.

2. Proofreading is the sole responsibility of the department requesting the printing order.

6. Delivery of Job

1. University Printing delivery services is provided in conjunction with MSU Stores.
2. For the convenience of the ordering department finished material may be picked up at University printing.
3. A numbered receipt will accompany each delivery and must be signed by a person authorized to receive the delivery.

7. Charges

1. University Printing charges all services on a time and materials basis and has no provisions for cash transactions; therefore, payment is accomplished by a charge to departmental accounts.
2. Responsibility for requests for service to be charged against any account number rests upon the department having jurisdiction over expenditures charged against that account number. Only such services as can be paid out of favorable balances are to be requested.

8. Statements

1. Departments will be furnished a monthly statement showing a brief job title and description and total cost charged to the account. A cut-off date of the 25th has been established to facilitate posting of account charges for all months except June, which is extended to the 30th. Charges for jobs completed between the 25th and the last day of the month will be posted to the following month.
2. The total of all job charges against an account number for the month will be posted to the monthly Fund Ledger issued by the Accounting Department, Office of the Controller. If the total shown on the monthly statement submitted by University Printing does not agree with the amount shown on the Fund Ledger, the department should advise the Office of the Controller, Accounting Department, Telephone No. 355-5000.

IV. EQUIPMENT INVENTORY

A. What is Included

1. New and used equipment costing $500 or more and having a useful life span of two or more years is classified as equipment.

2. All expenditures classified as equipment are physically inventoried and are assigned an <u>inventory number</u> 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. Each department is responsible for taking the physical inventory by comparing equipment on hand with the inventory listing.

3. Any difference 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.

4. The listings and differences, if any, should be returned to the Inventory Department by the date specified.

5. An annual equipment inventory insurance report is also furnished with the detailed equipment listing. The insurance report must be completed by the department and returned to the Inventory Department by the date indicated on the report.

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 (see page 300.9) to the Inventory Department indicating the inventory number, if known, and a brief description of the item.

2. If equipment is to be traded-in on a purchase, the inventory number and a description of the equipment traded in should always 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 items(s) and inventory number(s), must be submitted to the:

(a) Inventory Department, and
(b) Insurance and Risk Management, 372 Administration Bldg.

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-.8 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

Michigan State University Printing 0-12281 *MSU is an Affirmative Action/Equal Opportunity Institution* Stores Stock No. 140-2492

LIBRARY COPY CENTERS

I. Library Copy Centers are available to copy material at five cents per copy for most 8½ x 11 or 8½ x 14 inch copies, ten cents for 11 x 17 inch copies.

II. Copy Centers open when the Library opens and close twenty minutes before the Library closes.

III. Copy service can be paid for in cash, or charged to VISA, Mastercard or departmental accounts.

IV. One can copy their own material at all Copy Centers. At the Main Copy Center, located across from the Reference Desk, material may be left for copying by the Copy Center staff for a small service charge.

V. No paperwork is required for self-serve cash sales. One simply copies the material and pays the cashier for each copy made.

VI. VISA or Mastercard charges require the Copy Center attendant to fill out a charge form. The customer must have a valid charge card and sign the charge form.

VII. University account sales require that the Copy Center attendant be given an account number to be charged, department name and the department's main office address and telephone number. Each month the charges for the month will be totalled, and a copy of the ledger will be mailed to the address indicated on the ledger. Each ledger has a total for all charges for services completed during the previous month. This amount will be charged to the account by journal entry and will appear on the fund ledger for the current month.

LIBRARY - DATABASE SEARCHING SERVICES

I. Customized retrospective searches of on-line bibliographic databases are conducted by librarians in the Reference Library, the Science Library and in a number of branch libraries. Current awareness searches which are run against each update of a database are also available.

II. Rates charged are as specified in the Library Policy and Procedure Statement 11.20 and are set at a level calculated to recover the cost of the following direct cost elements: communications, on-line connect time, off-line printing and any royalties for on-line time and printing. Therefore, the total cost of a search varies with the amount of usage. The average cost currently ranges from a low of approximately \$15 to a high of approximately \$25.

III. For more specific information on databases available, rates or procedures for arranging for a search, contact a librarian in the Science Library or Reference Library, as appropriate for the field of interest.

IV. A search can be paid for in cash, billed to an approved organizational account or a University account, or paid for with VISA or Mastercard.

V. All searches are recorded on a paid search record form. Information recorded includes all details of the transaction: vendor, date, file, total on-line time, number of prints, total charges; also, user name, address, organization, unit, account number and method of payment, as appropriate.

VI. A receipt is issued for each cash transaction.

(Library - Database Searching Services Continued)

VII. Charges to organizations are posted to individual ledger sheets headed with the name of the organization, the department, address and account number. Searches completed during the month are listed individually with the following data provided: user name, file searched, total charge. Each month all charges for outside organizations are totalled and sent to Departmental Receivables to be billed. Departmental Receivables handles all follow-up billings. Delinquent accounts are sent to Delinquent Receivables by Departmental Receivables. Also, each month charges to MSU units are totalled and are charged to the account by journal entry and will appear on the fund ledger for the current month.

TELEPHONE SERVICE, DIRECTORY INFORMATION, AND TELEPHONE CHARGES

I. PURPOSE OF THE SECTION - To detail procedures for directory information changes, telephone equipment changes and telephone service charges.

II. GENERAL

A. Maintaining accurate faculty and staff directory information listings in the Physical Plant's University Telephone Center and other unpublished sources is the responsibility of three different offices. See Section III-E for details on submitting information and where to get answers to questions about the procedures.

B. Equipment-related information is available from Telecom Systems at 353-5515. For further details see Section IV.

C. For information on monthly telephone charges, see Section V or call 353-1686.

III. TELEPHONE DIRECTORY INFORMATION CHANGES

A. The Personnel Action Notice (PAN) or Address Information Notice (AIN) is used to change directory information for employees and persons affiliated with M.S.U. for the University telephone listing and in other unpublished directories. The information is updated regularly; timeliness and accuracy depend on prompt, accurate processing of the information. Departments can obtain information by calling the Provost's office at 355-1526 for faculty and academic personnel, Personnel at 353-4330 for non-academic personnel and Registrar's office at 353-4490 for grad assistants and MSU associates.

B. FORM USES

1. To initiate listings for new employees or individuals associated with the University. It is not used for students. (Refer to Student Directory if need arises.)

2. To change current listings as indicated:

   a. A new or different telephone number or address within the department;

   b. Transfer to a different department (change initiated by a new department);

   c. A new or different home address or telephone number;

   d. A legal name change, particularly a last-name change. See paragraph 3 below for details.

3. Legal name changes are processed as follows:

   a. The individual must report to the Social Security Office, 333 South Capitol, Lansing, and provide that office the appropriate legal document, such as a marriage certificate, divorce decree, court order, etc. The office will provide a social security card with the new name.

   b. The department uses the new social security card to initiate the change. A copy of the new social security card must accompany the form to the appropriate office listed in III-E below.

   c. Each form provides direction to ensure efficient name change processing.

C. FORM PREPARATION

1. It is important that all available information be printed accurately. This includes the full name, social security number, complete home address (including zip code), home telephone number and applicable titles and departmental information.
2. The form must be signed by the departmental representative.

D. To have a home address or home telephone number eliminated from the directories, complete the section indicated on the PAN/AIN form pertaining to restrictions.

E. Submit all forms to the following offices (also sources for additional details on form preparation).

1. Forms for Board-appointed personnel are submitted to the Assistant to the Provost, 312 Administration Building, telephone 355-1526.
2. Forms for classified employees are submitted to the Personnel Center, 120 Nisbet Building, telephone 353-4330.
3. Forms for persons affiliated with M.S.U. are submitted to the Office of the Registrar, 208 Administration Building, telephone 353-4490.

IV. TELEPHONE AND INTERCOM EQUIPMENT

A. Requests to install, remove, replace or alter telephone equipment may be initiated by submitting a Service Request Form #140-2842 to Telecom Systems, 177 Public Safety Building.

B. Charges for such changes are billed to the department requesting the change on the monthly telephone billing statement.

C. Consultation service for communications system can be obtained from Telecom Systems, telephone 353-5515.

D. Purchase and/or installation of telephone or intercom-type equipment not available through the telephone company must also be requested by submitting a Service Request Form #140-2842 to Telecom Systems, 177 Public Safety Building. For additional information, call 353-5515.

E. Requests are first checked to determine if the communications need can be met by the normal telephone system, using existing conduit and wiring. Separate intercoms or related telephone equipment are allowed when such equipment is more practical and/or economical.

F. Conduit designated for telephone service wiring cannot accommodate cables or wire for intercom or other communications equipment unless there is space in excess of future telephone needs. Conduits were provided for telephone service and have priority.

G. Telecom Systems will arrange installation of intercoms and related communications equipment. All installation and maintenance costs of such equipment are the responsibility of the department requesting the service.

V. TELEPHONE CHARGES

A. Monthly Service Charge

1. Monthly service charges are for the use of telephone equipment, including extensions, buzzers, signal lights, long distance,

local calls, etc.

2. Form 2901 (11/81), Department Telephone Charges and Service Billing Record, is sent by the Physical Plant Division to each department on a monthly basis.

B. Toll Charges

1. An account number is assigned to each telephone. All long distance calls made from a telephone will be charged to that account.
2. The department is responsible for determining that charges on the listing are applicable to that account. Form #140-2716, "Long Distance Telephone Record", is recommended for this purpose and should be made available to all persons in the department who make long distance calls. This form may be obtained from General Stores, telephone 355-1700 (see Exhibit I, page 280.7).
3. Unauthorized persons should not be allowed access to staff telephones.
4. Personal toll calls must not be charged to University telephones but may be placed through the operator and charged to the home telephone.
5. If after checking the monthly listing prepared by Data Processing there are toll calls of which you have no record, the Physical Plant Division, telephone 353-1686, will assist in tracing these calls.

C. Transfer of Charges

1. A department may wish to charge an account other than the one designated for telephone service or long distance toll charges.
2. This transfer of charges may be done by sending a Journal Voucher to the Accounting Department, 360 Administration Building, telephone 355-5000.
3. <u>To keep bookkeeping to a minimum, these entries should not be prepared any more than once a month</u>.

Exhibit I

MICHIGAN STATE UNIVERSITY

East Lansing

Long Distance Telephone Record

Date______________ 19___ Time________ a.m. p.m.

Call from

Name______________________________

Telephone No.______________________

Chargeable to
University Account No. ______________

Call to

Name or Firm________________________

City & State_________________________

Telephone No.______________________

Instructions

1. Fill out one form for each completed long distance telephone call or for each accepted collect call.
2. Give to departmental clerk or secretary to use in reconciling monthly long distance charges.

MSU is an Affirmative Action/Equal Opportunity Institution

Stock Order # 140-2716 O-12510

RADIO BROADCASTING DEPARTMENT

I. GENERAL

The Radio Broadcasting Department's general office is located in 283 Communication Arts Building. Business hours are weekdays from 8:00 a.m. to 5:00 p.m.; however, staff members are on duty daily from 6:00 a.m. to 1:00 a.m. The office telephone number is 355-6540.

II. SERVICES OFFERED

A. A specialized broadcast service for the blind and physically handicapped via specially designed receivers is available without charge to eligible listeners. For further information, contact the Radio Talking Book, a division of Radio Broadcasting, at 353-9124.

B. Recorded copies of certain programs broadcast on WKAR-AM or WKAR-FM are available for purchase. Arrangements are made through the Traffic Office.

C. Two-way audio communication satellite services are available upon request to faculty and staff of MSU. Contact the FM Program Manager for these services.

D. Frequency measurements are 10 Hz to 110 MHz. Contact the Chief Engineer in this regard.

E. Consultation and advice on the purchase and installation of audio recorders and other studio equipment, two-way radio systems, and interpretation of FCC rules and regulations can be arranged. Arrangements should be made through the Chief Engineer.

(Radio Broadcasting Department Continued)

III. FORMS TO BE USED

Initial contact should be made by telephone. Radio Broadcasting will provide the appropriate form for the service requested.

IV. STATEMENTS

On completion of service, a Journal Voucher (General Stores, stock number 140-2528) will be sent to the Accounting Department. A duplicate copy will be mailed to the department which ordered the service.

OFFICE SERVICES DEPARTMENT

1. General

The Office Services Department, telephone number 5-6620, located in Room 10, Berkey Hall, is open weekdays, Monday through Friday, from 8 a.m. to noon and 1-5 p.m. All services are performed on a charge basis.

2. Word Processing Services

Word Processing Services: Available to all departments of the University with a University account number.

Transcription of Cassettes and Dictaphone Belts: Correspondence, speeches, outlines, abstracts, journal articles, reports, notes, minutes of meetings, research papers, etc.

Addressing Form Letters: Departments can order the insertion of individual names, addresses and other personalized items on a form letter, or the entire individualized letters can be run on our word processing equipment.

Envelopes: Departments can order the typing of envelopes for major mailings.

Manuscript Typing: Departments can have manuscripts typed. Office Services will accept any manuscripts, grant proposals, etc. for typing. Highly technical papers must be accompanied with specific instructions.

Communication: Office Services is now equipped to communicate with other word processing equipment. We are able to type manuscripts and then send them to University Printing for typesetting.

Tele-Edisette Recorder: Office Services has a Lanier tele-edisette recorder (dictation equipment) for use by any individual either on or off campus. The individual needs to call 355-6622 to dictate. The individual must identify him/herself, give specific instructions and university account number before beginning to dictate. This service usually has a 24-hour turn around time.

All work performed by Office Services is on a first-come, first-serve basis. Normally, there is a 24-hour turn around time for correspondence. At the time work is submitted, the department is given an approximate date to expect completion of their work. We make every effort possible to meet deadlines the department may have.

(Office Services Department Continued)

3. Autopen	Autopen Services: Signing of correspondence with an individual's original signature is available. This service is available only when an individual frequently has a large volume of correspondence requiring his/her signature on a continuing basis. Individuals wishing to use this service must purchase the matrix. Delivery time for a matrix is 6 to 8 weeks.
4. Telecopier Service	Telecopier Services: Office Services has a Xerox 400 Telecopier which is able to either receive or send material to other telecopiers via the telephone line. There is a per page charge for this service.
5. Microfilming	Microfilming Services: Office Services has microfilm equipment for filming, processing and viewing of microfilm. The work can either be performed in this office or the department can rent the camera on a weekly or daily basis. Either roll film or cassette film is available. We do not have the ability to produce microfiche.
6. Spartan Office Aides	Temporary On-Call Help: Upon request, departments can obtain the services of substitute personnel during leaves of absence, vacations, sickness, overloads of work, etc. Requesting Temporary Help: To insure that a temporary on-call employee will be assigned to you, we should receive the request for help at least one week prior to the starting date of the assignment. The department must indicate: type of work to be performed, starting date, approximate ending date, working hours, name of supervisor to report to and, account number to be charged. Office Services will determine the rate for the service based on the type of work to be performed and will select an employee who best meets the required qualifications of the position.
7. Copy Center	Satellite Copy Center of University Printing: We have a copy center equipped with a Xerox 9400, housed in Office Services which is maintained by University Printing. Turnaround time is usually 24 hours.
8. Supplies from General Stores	We have a limited amount of office supplies available to departments from General Stores. Stock will be maintained on a demand basis.

(Office Services Department Continued)

5. Leasing Office Machines

1. Typewriters and related office equipment can be rented from General Stores, telephone number 355-1700. Machines cannot be rented for less than one full month.

2. Office machines can be leased to departments on a lease-purchase basis. At the end of the lease period, the machine may be purchased for its depreciated value.

3. Maintenance of rental machines is the responsibility of General Stores. The leasing department is responsible for:
   a. Supplies needed to operate the machine;
   b. Expenses incurred due to misuse, theft, or destruction of the equipment.

6. Ordering Leased Office Machines

1. Departments should complete and forward to General Stores, a purchase requisition stating:
   a. Machine specifications desired;
   b. Number of months rental;
   c. Date needed;
   d. Whether the machine is for short-term rental or to be leased with a purchase option;
   e. Account name and number to be charged.

2. Monthly rental will be billed through an interdepartmental charge. Rental charges cannot be prepaid beyond the current fiscal year.

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 Michigan State University colleges and departments, and the development and implementation of University management information systems.

II. REQUEST FOR SERVICES

A. Programming Services

Requesting department must send a Request for Programming Support form (available through General Stores) to the Administrative 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 form. Completed requests should be carried or mailed to the Department Office, Room 2 Administration Building.

B. Signature Digitization

Signatures may now be digitized for a fee for use on output from the Xerox 9700 Page Printer. Depending on the use of the signature, two (2) security levels will be observed.

Level 1: Signatures for forms or output that have no security requirements will be permanently housed in the Xerox 9700 Page Printing System. The user will sign a release (Exhibit III, 210.16) and the release will be retained as the documentation of authorization.

(Administrative Data Processing Department Cont.)

Scheduled productional use of the signature can be made without user intervention.

Level 2: Signatures for forms or output that have security requirements will be handled in the following manner:

a) All secured forms and signatures will be permanently housed on a special 9700 disk pack. This disk pack will be stored in a locked cabinet located in the Administrative Data Processing Computer Room.

b) Tape backup of secured forms and signatures will be created. These tapes will be stored in a locked cabinet located in the Administrative Data Processing offsite tape storage location. The original digitized signature tape will be returned to the user.

c) The University Controller or designee will retain keys for both cabinets. Each owner of secured forms or signatures will be issued a key to the Administrative Data Processing Computer Room cabinet by the Controller. Data Processing will not have keys to either cabinet.

d) From time to time, Data Processing will require access to the disk packs and backup tapes for purposes of adding or modifying forms and signatures and for updating Xerox 9700 operating software. The University Controller or designee will provide Administrative Data Processing personnel with access to the disk packs and backup tapes necessary to perform these functions.

(Administrative Data Processing Department Cont.)

e) Production printing of secured forms.

1. In addition to scheduling the job(s) necessary for creation of secured form output, the user will schedule a time for printing of secured form output. At the scheduled time the user will present the cabinet key to Administrative Data Processing Operations, the disk pack will be removed from the cabinet and mounted on the 9700 and the secured output will be printed. The user will remain present for the entire printing operation. At the conclusion of printing the disk pack will be removed from the 9700 and returned to the user locked cabinet.

2. A log will be maintained of all cabinet accesses with the following information recorded:

   - Date and time of removal or return
   - Administrative Data Processing representative's name (signature)
   - User representative name (signature) Disk pack ID being removed or returned
   - Form ID(s) printed or maintenance performed

C. 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, Room 47 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.

D. 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 3081D, due to the present configuration. Early notification allows the department to plan for and overcome these problems.

E. Teleprocessing Considerations

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

1. Local Terminals - directly attached to our IBM 3081D computer by coaxial cable, possible only within a limited number of feet.

(Administrative Data Processing Department Cont.)

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, telephone line and broad band cable.

a. For use in CICS

(1) IBM 3767 printer/keyboard terminal (or plug compatible). 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.

(Administrative Data Processing Department Cont.)

F. Equipment Repairs

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
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

G. 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.

H. CICS Access Procedures

The CICS network provides a major vehicle for bringing information, and data processing functions, directly to the user community. Through the use of predefined transactions, and products such as Easytrieve, the user is able to access and maintain their own data, and other institutional data relevant to their business function.

This section describes the procedures required to obtain authorization for access to the CICS network. This authorization includes both terminals and operators and pertains to access to the network and the various transactions available through it. Requests for acquisition of terminal and the associated physical connection to the network are covered in the previous sections on "Equipment Acquisition" and "Teleprocessing Considerations."

1. CICS Access for Terminal Operators

   a. In order for a terminal operator to use the CICS network they must receive an operator sign-on and password from ADP.

   b. The request for an operator sign-on should be communicated to ADP using an Access Request Memorandum (see Exhibit IV). These are available from ADP, and will be supplied when a new terminal is installed or connected to the network.

2. CICS Application Access Procedure

   a. In order to access any of the transactions available through the CICS network, approval from the application owner must be obtained.

   b. The request for access should be sent to the application owner. They will authorize the request and forward it to ADP.

   c. The access request may be for a single individual or for a unit. If access is granted for the unit, future requests can be made directly to ADP without specific authorization from the application owner for each request.

(Administrative Data Processing Department Cont.)

3. Easytrieve Access Procedure

1. Access to Easytrieve is granted on a departmental basis. The initial request will be addressed to the User Liaison Section of ADP.

2. A meeting will be arranged between the requestor and User Liaison. At this time specific requirements including files to be accessed and training materials will be discussed.

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 and program bases resides with the <u>functional file owner</u> as listed below:

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

(Administrative Data Processing Department Cont.)

University Business	Assistant Vice President for Finance
Budget	Office of Planning and Budget
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. LONG TERM RETENTION TAPE FILES

Long term retention tape files which are retained for a period equal to or exceeding one (1) year will be retained in the off-site storage. A second copy will be retained at Data Processing for productional use.

All production procedures will access these tape files through the use of the data set name and our system catalog. If a long term on-site tape is identified by computer operations as unreadable, they will notify operations support personnel. The matching off-site tape will be returned and a new productional tape created.

A list of all long term tapes that have not been used for a period of one year will be furnished to the problem determiner.

These tapes must be run through an exercise job.

(Administrative Data Processing Department Cont.)

1. 'HISTEXER' is to be used for all non-Registrar tapes that do not have variable length records.

2. 'HSTEXRXX' jobs will be specified for all Registrar tapes subsequent to their creation.

3. Specific jobs for variable length record tapes will be specified at the time they are encountered.

All long term tapes that become three (3) years old are identified by a monthly job 'D61MNTHY'. These tapes must be run through a copy procedure and a new tape created.

1. 'HISTCOPY' is to be used for all non-Registrar tapes that do not have variable length records.

2. 'HSTCPXX' jobs will be specified for all Registrar tapes subsequent to their creation.

3. Specific jobs for variable length record tapes will be specified at the time they are encountered.

Users will be provided a listing of their files on a quarterly basis. Users will be allowed to extend necessary retention dates through the use of the quarterly listing with a request for programming support memo (RPS) to Data Processing.

V. 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

(Administrative Data Processing Department Cont.)

payments must be made at the Cashier's Office, 110 Administration Building.

VI. 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 period shown on the statement.

B. Department charges will be reflected on a 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.

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 this form. Sections (numbers) not referenced are for Data Processing internal use only. (See page 210.15)

Section	Explanation
(4)	The name, address, and phone number informs ADP who the requestor is and for what department the work is required.
(5)	The date is the day you write your request.
(6)	The contact person is someone, other that 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.

(Administrative Data Processing Department Cont.)

(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.

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 letter and two to four numbers (e.g., H0504). 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 (40) 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 then 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

EXHIBIT II

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

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 ☐ Cost Estimate ☐ Revision of Prior Document Number

☐ Modification of Existing System ☐ Special Request

IECT 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

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

(Administrative Data Processing Department Cont.)

EXHIBIT III

XEROX 9700 SIGNATURE STORAGE RELEASE FORM

I, the undersigned, authorize the Administrative Data Processing Department to store my digitized signature, identification number __________, for use on the Xerox 9700 Page Printing System. Administrative Data Processing will be responsible for the placement of my signature on the following forms:

Form#	Description
____________	______________________________
____________	______________________________
____________	______________________________
____________	______________________________
____________	______________________________
____________	______________________________

Signature ______________________

Date ________________

EXHIBIT IV

MICHIGAN STATE UNIVERSITY

ADMINISTRATIVE DATA PROCESSING

ACCESS REQUEST MEMORANDUM

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

USER CODE

DOCUMENT NUMBER

REQUESTOR INFORMATION

REQUESTOR'S NAME, TITLE, DEPARTMENT	PHONE	DATE PREPARED	RETURN ACCESS INFORMATION TO: ☐ REQUESTOR ☐ OPERATOR ☐ BOTH
REQUESTOR'S SIGNATURE	SPECIAL INSTRUCTIONS		

OPERATOR INFORMATION

OPERATORS FULL NAME, DEPARTMENT	ADDRESS	PHONE	EMPLOYEE ID

TYPE OF REQUEST

NETWORK ACCESS:
- ☐ ADD THIS OPERATOR
- ☐ CHANGE INFORMATION FOR THIS OPERATOR
- ☐ DELETE THIS OPERATOR

APPLICATION ACCESS:
- ☐ ADD THIS OPERATOR/TERMINAL
- ☐ CHANGE ACCESS LEVEL FOR THIS OPERATOR/TERMINAL
- ☐ DELETE ACCESS FOR THIS OPERATOR/TERMINAL

APPLICATION ACCESS INFORMATION FOR:

APPLICATION AUTHORIZATION ☐ Access Approval Authority Previously Received

AUTHORIZING SIGNATURE(S)	DATE:

This Section to be Completed by Data Processing

Operator Name ______________________ Operator ID ______________________

Network Password ______________ Application Password ______________

Completed by:	Date

T053 3/84

LABORATORY ANIMAL CARE SERVICE

I. GENERAL

A. Laboratory Animal Care Service (LACS) located at C-100 Clinical Center, telephone number 353-5064, provides campus-wide services for:

1. Laboratory animal medicine and care; and
2. Procurement of animals for authorized research and teaching.

B. The department office should be called two days prior to the time services are needed (except for clinical emergencies).

C. The "Investigator's Handbook," published by LACS and available free of charge upon request, contains regulations concerning animal usage and a detailed listing of all services.

II. NON-PROFESSIONAL SERVICES

LACS offers, on a charge basis, the following non-professional services.

A. Care of animals (specimens or colonies)

B. Feed and bedding supplies

C. Surgery packs

D. Cage cleaning (washing)

E. Trucking of cages, animals, feed, etc.

III. PROFESSIONAL SERVICES

The following professional services are performed by LACS free of charge.

A. Consultation on facilities, experimental design, and utilization of species

(Laboratory Animal Care Service Continued)

B. Consultation and/or veterinary inspection regarding disease prevention, diagnosis and treatment of laboratory species

C. Information on procurement and distribution of animals and animal supplies

IV. SURGERY FACILITIES

The use of LACS operated suites for surgery in the Clinical Center and Life Sciences may be scheduled by calling the departmental office.

V. ANIMALS

A. To order animals, Form 0-9653 (see page 230.5, Exhibit II), should be completed and submitted to the LACS office. This form can be obtained by calling 353-5063. Only one specie may be included on each order. To expedite orders, phone in all orders before noon on Thursday, for shipment the following week. Paperwork should follow.

B. Delivery of standard research animals requires from one to two weeks after receipt of the order, while delivery of exotic or non-standard species need from four to eight weeks. Call LACS for specific information concerning standard and non-standard animals.

C. The yellow copy should be retained by the ordering department and the remaining copies should be sent to the LACS office.

D. Claims for shortages, unusable animals, crushed shipping containers, etc., should be directed to LACS by calling

(Laboratory Animal Care Service Continued)

353-5063. The white original will be returned to the department when charges are processed.

VI. CHARGES FOR ANIMALS, SERVICES AND MATERIALS

A. Upon receipt of a request by a department or investigator to supply animals, services and materials, LACS will fill out Form LACS-1 (see page 230.6, Exhibit III).

B. When delivery takes place, the investigator or authorized departmental representative must sign the form and retains the first copy to check it against LACS's monthly billings.

VII. BUDGET RESPONSIBILITY

It is the responsibility of each department to request only such materials, services or animals as can be paid out of available fund balances.

VIII. STATEMENTS

A. The cut-off date of the Friday nearest to the 25th day of the month has been established to facilitate posting of departmental charges. Charges for materials, services or animals delivered between this date and the last day of the month will be charged in the following month.

In checking ledger sheets, departments should advise LACS of any discrepancies between the charges to their account and the total receipt cards received during the accounting month.

B. Charges will appear on the department or grant's ledger sheet as either 082 for supplies, 071 for contractual services and 010 for salaries.

EXHIBIT I

LABORATORY ANIMAL CARE SERVICE

Michigan State University

POLICIES FOR ASSIGNMENT OF ANIMAL SPACE BY L.A.C.S.

1. Assignment of space by the Laboratory Animal Care Service (LACS) will be based on first come, first served. In the case of conflicting claims on space, if the issue cannot be resolved by the department chairman involved, the matter will be referred to the Dean's Advisory Group.

2. Compatible experiments utilizing identical or different species will sometimes be housed in the same room with notification and concurrence of the investigators involved.

3. All animals in LACS areas will be maintained to meet state and federal laboratory animal care regulations. Total care will be provided by LACS unless other arrangements have been made. Standards for animal care are set forth in USPHS Publication #1024 as revised and the Animal Welfare Act.

4. Charges will be on a per diem cage charge established by LACS on the basis of periodic actual cost studies.

   Note: Animal technicians will work on a routine daily schedule so that animals are cared for each day the same period of time. They will not be available to hold animals or otherwise directly assist in experiments unless special arrangements have been made. Unless a part of the experiment, diets of known quality and composition will be selected by LACS.

   "Animal care" includes:

   a. Daily feeding
   b. Daily watering
   c. Cleaning of cages and racks
   d. Exercising where required by minimal standards
   e. Cleaning of entire rooms and corridors
   f. Daily observation and recording of animals' condition
   g. 24-hour emergency veterinary service (no charge)
   h. Daily supervision to ensure state and federal standards of laboratory animal care are maintained (no charge)

EXHIBIT II

JSDA REPORTING CATEGORIES
X Y Z
____ ____ ____
(Number of Animals)

MICHIGAN STATE UNIVERSITY
LABORATORY ANIMAL CARE SERVICE

Release No. 10076

MUST BE FILLED IN BY REQUISITIONER

From ______________________ Dept. Phone No. ____________ Acc't No. ____________

Deliver to room or building ____________ Investigator ____________ Date to be delivered ____________

Office to be billed ____________ Sign ____________ ____________
Bldg. and room — Department Head or Authorized Rep. — Date of Order

Description of Item or Service	Quantity Ordered	Quantity Billed	Amount	Per Diem Rate X Time	Miscellaneous	Grand Total
TOTAL						

Credit Laboratory Animal Care Service Acc't No. 21-3019

MSU is an Affirmative Action/Equal Opportunity Institution

____________ Signature ____________ Date

O-9653

EXHIBIT III

ACCOUNT NO.	REL. NO.	REL. DATE	DEL. DATE	BILL-DATE	CODE		QUANTITY		SYM.	AMOUNT

24718

INVESTIGATOR ____________________
DELIVER TO
ROOM __________ BLDG. ____________________

DESCRIPTION ____________________

____

SIGNATURES:
DEALER: ______________ RECEIVED BY: ______________

LABORATORY ANIMAL CARE SERVICE
MICHIGAN STATE UNIVERSITY

ACCOUNT NO.
RELEASE NO.
RELEASE DATE
DELIVERY DATE
BILLING DATE
CODE
QUANTITY
SYMBOL
TOTAL CHARGE

LACS-1

PURCHASING DEPARTMENT

I. GENERAL POLICY

A. The Purchasing Department, Purchasing Building, telephone number 355-0357, is the centralized agency of Michigan State University vested with:

1. The authority to issue purchase orders or sign contracts binding the University;

2. The responsibility of securing maximum returns from expenditures of the University and University-administered funds, in the procurement of equipment, supplies and services rendered by outside agencies.

B. Purchases will be made on the basis of competitive market prices, quantity, quality and service which includes delivery.

C. The purchasing agent and his/her assistants are the only personnel authorized to commit the University for the purchase of goods and services. Any commitments made by the members of the faculty and staff are not binding on the University and vendors' invoices covering these commitments may not be honored.

II. PURCHASE REQUISITION

A. Form

The requisition form is a numbered form which can be obtained from General Stores (stock number 140-2674), telephone number 355-1700 (see Exhibit I, page 270.11 and 270.12).

Purchasing Department (Continued)

B. Purpose

1. This form is used to procure equipment, materials, supplies or certain services from an off-campus source.
2. Certain materials and supplies are stocked at General Stores. A purchase requisition is not required to obtain materials and supplies from General Stores (see General Stores, page 220.1).

C. Preparation

1. Instructions for completing the requisition form are listed on the back of the form (see back of form, page 270.12). The form is specifically designed for double space typing.
2. Each department is responsible for determining that funds are available to cover the total cost of the purchase.

D. Distribution

1. After the form is completed, the white copy should be forwarded directly to the Purchasing Department. The yellow copy should be retained for the department records.
2. The Purchasing Department will price the requisition or secure quotations and information as to availability, and if required, forward the requisition to Accounts Payable, 366 Administration Building.
3. Accounts Payable will review the requisition for authorized signatures and availability of funds. The requisition is then returned to the Purchasing Department for preparation of the purchase order.

Purchasing Department (Continued)

III. PURCHASE ORDER

A. Form

The purchase order form is a nine-part form used by the Purchasing Department (see Exhibit II, page 270.13 and 270.14).

B. Purpose

1. To officially authorize a vendor to supply and charge the University for goods and services ordered.
2. Without a properly prepared purchase order, the University has no obligation to recognize or pay any vendor charges. Any verbal orders are the personal responsibility of the individual giving them.

C. Preparation

1. The purchase order is written and distributed by the Purchasing Department.
2. All shipping inquiries about an order, up to the time of delivery and acceptance of the materials or services, should be initiated by the department concerned and addressed to General Stores, Expediting Section, telephone number 353-5390.

D. Distribution

1. Form - Forms are color-bar coded.
    a. White - Vendor
    b. Yellow - Accounts Payable (payments file)
    c. Orange - Accounts Payable (numerical file)
    d. Bittersweet - Purchasing (numerical file)
    e. Gray - Purchasing (alphabetical file)

Purchasing Department (Continued)

f. Blue - General Stores (receiving)

g. Tan - General Stores (expediting)

h. Green - Inventory

i. Cherry - Requisitioning Department

2. Departmental Copies

a. Forms are distributed by the Purchasing Department via Campus Mail Service.

b. The cherry copy is sent to the requisitioning department after the purchase order is written.

c. The department should compare its purchase requisition with the cherry copy and determine that Purchasing has ordered exactly the items requested.

d. The department copy is to be used as a receiving report and a photo copy must be returned to General Stores, Expediting Section, each time shipment is received until delivery of the order is completed.

E. Receipt of Damaged Goods

1. Damaged materials with a value in excess of $25 should be reported immediately to General Stores, telephone number 353-5390.

2. A representative from General Stores must inspect the materials and file an Inspection Report within 15 days after receipt of the materials or a claim cannot be filed.

Purchasing Department (Continued)

3. The General Stores' representative will prepare the Inspection Report and distribute copies as follows:
    a. White - General Stores
    b. Yellow - Purchasing Department
    c. Pink - Accounting
    d. Blue - Department
4. The original shipping carton and packaging material in which the damaged materials were received must be returned with the damaged materials.
5. The General Stores' representative will arrange for the transfer of materials to General Stores before leaving the department. It should be noted that at this point the materials are the property of the shipping company.

F. Open Purchase Orders

1. These orders are issued to cover certain supplies, services or emergency repair items.
2. Open orders usually cover a specified period of time and a fixed dollar amount.
3. Equipment items (expenditure code 090) cannot be charged against open orders.
4. Open orders may be arranged for University departments where frequent small purchases are necessary and such items are not available from an on-campus source. Requests for open orders should be directed to the Purchasing Department.

Purchasing Department (Continued)

5. General Stores delivery trucks make pick-ups daily and will pick up and deliver items purchased on open orders. Call telephone number 355-1700 for information.
6. General Stores has several open orders with local vendors. These facilities should be utilized whenever possible (see General Stores, Section 220 for ordering procedures).

G. Emergency Orders

1. These orders will be handled on a rush basis. However, such orders should be so designated only in the case of a breakdown of equipment or where human or animal life is endangered.
2. Call the Purchasing Department, telephone number 353-0357, and give specifications, account number and requisition number. The order will be placed immediately for delivery by the fastest method.
3. Items that can be obtained locally will be picked up by General Stores' truck and delivered where requested.
4. If the above procedure is impossible to follow because of a breakdown or an unusual emergency, you may procure required material or services and send a confirming requisition which must explain the nature of the emergency.

H. Vendor Exhibits on Campus

Departments may request vendors to demonstrate equipment or materials on campus but must obtain prior approval in

Purchasing Department (Continued)

writing from the Purchasing Department. The only exceptions to this policy are: Career Carnival, Farmer's Week and the Business Women's Annual Display.

I. Maintenance Service Contracts

1. Departments desiring a maintenance service contract for equipment to be serviced periodically, should sign Form CO-ge-15c (see Exhibit V, page 270.17, indicating:
   a. Type of equipment
   b. Serial number
   c. Length of document
   d. Location of machine
   e. Name and number of account
2. If the company fails to make the inspection noted by the contract, an appropriate credit will be claimed by the Purchasing Department and returned to the department that paid the charge.
3. Renewal notices sent to the department upon expiration of contracts should be forwarded to the Purchasing Department for continuance, if desired.
4. When a contract is terminated, due to sale, trade-in, transfer of equipment, or any other purpose, notify the Purchasing Department immediately. If contract is terminated prior to expiration date, a proportionate refund will be obtained by the Purchasing Department and returned to the account originally charged.

Purchasing Department (Continued)

IV. RETURNING MERCHANDISE TO VENDOR

A. Form

The Material Return Slip and/or Shipping Permit, General Stores stock number 140-2562, is a six-part form available at General Stores, telephone number 355-1700 (see Exhibit III, page 270.15).

B. Purpose

This form should be used when any type of merchandise is returned to vendor, as in the case of duplicate shipments, exchange of merchandise, sending merchandise off campus for repairs or trade-in, and shipment of merchandise due to expiration of lease.

C. Preparation

1. It is imperative that the form be completely filled out by the department. A full description of the articles being returned should be given so that if the shipment is lost, a claim can be filed with the carrier.
2. Particular attention should be given to the completing of the following blocks on the form:
   a. Material received on purchase order number,
   b. Account number, and
   c. State dollar value of shipment.

D. Distribution and Routing

1. Departments must determine the merchandise to be returned, complete the form and forward all copies to the Purchasing Department.

Purchasing Department (Continued)

2. Purchasing Department assigns a consecutive number, indicates the buyer's name, returns the yellow copy to the department and files the salmon copy in a numerical file.

3. Purchasing Department must obtain approval from the vendor before merchandise can be returned. Therefore, <u>do not return merchandise directly to the vendor</u> before approval is granted.

E. Alternative to Items 1, 2 and 3 Above

1. Whenever a shipment does not require prior approval by the Purchasing Department, the department can call Purchasing Department, obtain a material return (MR) number, enter the number of the Material Return Slip and/or Shipping Permit (MR), and either allow General Stores to pick up materials or departments can take materials directly to the post office, airport, etc. Then, forward the MR form to the Purchasing Department.

2. After approval, if prior approval is required, the Purchasing Department will forward the first five copies of the Material Return Slip and/or Shipping Permit (MR) to General Stores. If not approved, the copies will be returned to the department with an explanation for disposition of the materials.

3. General Stores will pick up the merchandise and leave the green copy with the department. The green copy will indicate driver's name and the date picked up.

Purchasing Department (Continued)

4. The pink copy will be returned to the vendor with the merchandise and is used as a packing slip.
5. Stores will indicate the shipping information on the white and blue copies. The blue copy is retained by General Stores and filed alphabetically by vendor.
6. The white copy is forwarded to Accounts Payable where a debit memo is prepared. The amount of the debit memo will be deducted from the next invoice processed for that vendor. A copy of the debit memo will be forwarded to the department (see Exhibit IV, page 270.16). The account originally charged will receive credit. If a check is received in settlement of a debit memo of over $10, the account originally charged will receive credit except in those cases where the original payment was made from funds budgeted for a prior year.
7. Departments inquiring about the status of the merchandise should call:
   a. The Purchasing Department, telephone number 355-0357 prior to the time that the merchandise is picked up.
   b. General Stores, telephone number 355-1700, after the pick-up has been made.

E. AUTHORIZED SIGNATURES FOR PURCHASES AND EXPENDITURES

Requisitions must be signed by an authorized signer for the accounts from which funds are being expended (see Section 66 for details regarding authorized signers).

REQUISITION

Nº 151749

MICHIGAN STATE UNIVERSITY
Requisition To The Purchasing Department

Page: 270:11
Date: 5-31-84
DATE:

Dept. No.	Dept. Name	Account No.	Budget	Dept. Spec. Code

Stores: DELIVER TO	Bldg. No.	Building Name	Room No.
IF NOT AS ABOVE (Location to Leave receipt and obtain signature)	Bldg. No.	Building Name	Room No.

PREVIOUS OR SUGGESTED SOURCE:

PURCHASING SOURCE

EXHIBIT I

Instructions
DO NOT FILL IN SHADED AREAS. READ REVERSE SIDE PRIOR TO COMPLETING THIS FORM.

POD

P

PURCHASE ORDER

NO.______

PREVIOUS ORDER NO.:

DATE NEEDED:

VENDOR NO:

F.O.B. ☐ Destination — MSU ☐ Shipping Point — ______

TERMS ☐ Net 30 days ☐ 2% 10 Net 30

Delivery Due Date

MSU Quotation No. COMP.	Vendor Quotation No./Name	Buyer Code	P.O. Code	Buyer	Date

Item No.	Quantity & Units	Catalog or Part Number	Description (Please type only on lines indicated)	Unit Price	Leave Blank

IV-1011-N

☐ **DO NOT DUPLICATE** — THIS ORDER WAS PHONED TO YOUR ______ ON ___/___/___

REQUIRED SIGNATURES AND DATES

Dean or Division Head	Date	Dept. Head or Authorized Rep.	Date
Research Grants	Date	Accounting / Date	Ordered by / Phone Number

Stock # 140-267

WHITE — To Purchasing; **YELLOW** — Requisitioner Retain

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Michigan State University Printing O-969

INSTRUCTIONS FOR COMPLETING REQUISITION FORM

This form will convey to the Purchasing Department your requirements for supplies, services and equipment and from it a Purchase Order will be written. The Michigan State University Purchasing Department is empowered by the Board of Trustees to commit the University for approved departmental requirements of supplies, services and equipment and does so when requested on this REQUISITION form. The following may assist in the prompt procurement of your needs:

1 **REQUISITION** forms may be obtained from General Stores.

2 **TYPE** on lines only. Use second sheet if needed.

3 **DESCRIPTION** is important and needs to be concise but clear and complete to enable Purchasing to know the exact materials needed. Use catalog or parts numbers when possible. Note name and number of catalog when used as a reference. Unit prices or cost estimates assist in identification.

4 **DEPARTMENT SPECIAL CODES** may be entered in this block by requisitioners for internal processing or record keeping within their own department. Such codes will be printed on the Purchase Order when typed.

5 **SPECIFICATIONS** for unusual requirements may need to be given in a separate memorandum, accompanied by drawings or samples.

6 **SUGGESTED SOURCES** will be welcomed; also, reference to previous Purchase Orders. Copies of any correspondence or price information secured by the department preliminary to ordering would be of assistance if attached to the requisition.

7 **QUOTATIONS.** It is not the responsibility of requisitioning departments to get quotations. Quotations will be secured by the Purchasing Department as necessary to make an adequate price determination. If desired, memorandum request for quotations may be made to Purchasing prior to writing a requisition.

8 **AWARD OF ORDERS,** where multiple quotations have been secured, will be on the basis of price, quality and service. These considerations being equal, preference is given to Michigan manufacturers and suppliers. An adequate written justification is necessary from the using department to purchase from other than the low bidder.

9 **SIGNATURES** required are (1) the Department Head or person responsible for the department budget, (2) the Dean or Division Head, if required by him, (3) the Auditor for Research contracts if grant funds are involved. The name and phone number of the person responsible for the requisition, or the one who will use the material ordered, will be of assistance if additional information is needed.

10 **DATE NEEDED** is important to the handling of the order. When early delivery is urgent Purchasing will make every effort to meet the date given. **It should be kept in mind, however, that "rush" orders mean extra expense and often higher prices.**

11 **DELIVERY** is expected to be made to the General Stores' Receiving dock and from there to you by General Stores' truck. Please notify General Stores Receiving of anything delivered by the supplier directly to you.

12 **GENERAL STORES** may have in stock the material you need. Check their catalog or call them (Ext. 5-1700) for office supplies, maintenance supplies, miscellaneous hardware and electrical supplies, etc., and also laboratory supplies. Use a Stores requisition form.

13 **ERRORS, DAMAGED SHIPMENTS, etc.** should be reported immediately to Expediting section of Purchasing (Ext. 3-5390). Please check your copy of the Purchase Order with your copy of this requisition.

14 **PROCUREMENT** for all University departments is the business of the Purchasing Department. When in need of service, materials or equipment use this requisition form, or **IF URGENT** phone Purchasing. Refer procurement problems, questions, requests for assistance, etc. to us. Phone individual buyers on their extensions or the department, 355-0357, Address: Purchasing Building, West Service Road.

ˀT NO	DEPT NAME		ACCOUNT NO	BUDGET
ˀG NO	BLDG NAME	ROOM NO		
ˀG NO	BLDG NAME	ROOM NO	REQUISITION NO	DEPT SPEC CODE

O | DAY | YR

MICHIGAN STATE UNIVERSITY
East Lansing, Michigan 48824-1232

PURCHASE ORDER

This number must appear on all documents and containers.

ORDER NUMBER

EXHIBIT II

M.S.U. BID NO	VENDOR BID NO

B.	TERMS	EXPECTED ARRIVAL	BUYER	CODE

ITEM NO	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE

ORIGINAL TO VENDOR

IVC ᐧ E TO

MICHIGAN STATE UNIVERSITY
ACCOUNTS PAYABLE DEPT.
366 J HANNAH ADMINISTRATION BLDG.
EAST LANSING, MI 48824-1046

EXEMPT
STATE/FEDERAL
TAX

STATE 040110
FEDERAL 38760130K

DELIVER TO

MICHIGAN STATE UNIVERSITY
STORES RECEIVING
1330 S. HARRISON ROAD
P.O. NO.
EAST LANSING, MI 48824-1228

MICHIGAN STATE UNIVERSITY

Richard P. Kasuba
PURCHASING MANAGER

"This purchase order is by reference subject to Executive Order 11246, as amended, and Sections 402 and 503."

By____________________________
BUYER

DIRECT CORRESPONDENCE PERTAINING TO THIS ORDER TO THE PURCHASING DEPARTMENT ATTN

SEE INFORMATION ON REVERSE SIDE

DOCUMENT INSTRUCTIONS

THIS FORM IS USED FOR SEVERAL DIFFERENT PURPOSES. EACH SEPARATE USE IS DESCRIBED BELOW. THE NAME OF THE FORM INDICATED IN THE SHADED AREA ON THE FRONT SIDE SHOULD BE MATCHED WITH THE CORRESPONDING INSTRUCTION BLOCK BELOW.

PURCHASE ORDER	This document is our normal method of ordering. Ship the items listed in time to arrive by the "expected arrival date". If there is any problem with the descriptions, prices, or terms listed, contact the "Buyer" immediately. Ship to the address shown in the "Deliver To" block. After shipment send your Invoice to the address shown in the "Invoice To" block.
CHANGE ORDER	This document is used to issue an authorized change or correction to a "Purchase Order" or "Purchase Order Draft."
CONTINUATION FORM	This document is used to add additional pages to a long "Purchase Order" or "Purchase Order Draft" or "Change Order". This does not replace documents listed in the text of the order as being attached.

CONDITIONS

1. PLEASE ACKNOWLEDGE PROMPTLY IF SHIPPING DATE IS NOT AS SHOWN.
2. DO NOT SUBSTITUTE OR MAKE ANY ALTERATIONS TO THIS ORDER WITHOUT PROPER AUTHORIZATION FROM THE PURCHASING DEPARTMENT OF M.S.U.
3. IF SHIPMENT IS MADE BY ANOTHER FIRM IT MUST BE IDENTIFIED BY PURCHASE ORDER NUMBER.
4. ADD NO CHARGE FOR BOXING OR CARTAGE UNLESS OTHERWISE SPECIFIED.
5. SHIPMENT SUBJECT TO OUR INSPECTION, PRIOR PAYMENT NOTWITHSTANDING.
6. THE VENDOR CERTIFIES THAT THEIR COMPANY DIRECTORS AND/OR PRINCIPAL OFFICERS ARE NOT EMPLOYED AND/OR AFFILIATED WITH MICHIGAN STATE UNIVERSITY.

NON-DISCRIMINATION CLAUSE. In filling this order the supplier agrees not to discriminate against any employee or applicant for employment, with respect to hire, tenure, terms, conditions or privileges of employment, or any matter directly of indirectly related to employment, because of race, color, religion, national origin or ancestry. The supplier further agrees that every subcontract or order given for the supplying of this order will contain a provision requiring non-discrimination in employment, as herein specified. This covenant is required pursuant to Section 4 of Act No. 251, Public Acts of the State of Michigan of 1955 as amended and any breach thereof may be regarded as a material breach of the contract or purchase order. *MSU is an affirmative action/equal opportunity institution.*

MICHIGAN STATE UNIVERSITY
EAST LANSING, MICH. 48824

EXHIBIT III

FILL OUT ALL COPIES
Send all copies to the Purchasing Department. The 6th copy will be returned to you after Purchasing issues a material return number. 4th copy will be returned to you by Stores driver when material is picked up.

MATERIAL RETURN SLIP AND/OR SHIPPING PERMIT

CONSIGNEE	DATE	TO BE ISSUED BY PURCHASING.
ADDRESS	M.S.U. P.O. NO. REFERENCE	**No.—M.R.-**
CITY AND STATE	INVOICE NO. OR LETTER REFERENCE	**VENDOR:** THIS NUMBER, AS WELL AS THE PURCHASE ORDER NUMBER, MUST APPEAR ON ALL ADDRESS LABELS, SHIPPING PAPERS, AND CORRESPONDENCE, WHEN ITEMS ARE REPAIRED OR EXCHANGED.

(DO NOT USE P.O. BOX ADDRESS UNLESS SHIPPING PARCEL POST)

DEPARTMENT	BUILDING OR LOCATION FOR PICK-UP	ACCOUNT NUMBER

MATERIAL IS BEING RETURNED OR SHIPPED FOR: CHECK ONE OF THE REASONS BELOW

☐ DUPLICATE SHIPMENT ☐ CREDIT AMOUNT CHARGED ____
RESTOCKING CHARGE ____
☐ OVERSHIPMENT
APPLICABLE FREIGHT ____
NET CREDIT ____
☐ RECEIVED DAMAGED ☐ EXCHANGE—FOR ____

☐ DEFECTIVE ☐ REPAIR ☐ MERCHANDISE SOLD ☐ MATERIAL FOR FIELD USE

☐ SAMPLE RETURNED ☐ RENTAL RETURNED ☐ LOAN RETURNED ☐ OTHER (GIVE REASON BELOW)

QUANTITY	ITEMIZE MATERIALS BELOW, GIVING COMPLETE DESCRIPTION AND STATE IN DETAIL WHY MATERIAL IS BEING SHIPPED. INDICATE APPROXIMATE TOTAL SIZE; WEIGHT OF SHIPMENT AND NUMBER OF PACKAGES.

HOW DO YOU WANT THIS SHIPPED? ☐ PARCEL POST ☐ AIR FREIGHT ☐ FASTEST WAY ☐ BEST WAY ☐ COMMON CARRIER (TRUCK) ☐ UNITED PARCEL TRUCK ☐ VENDOR'S TRUCK ☐ M.S.U. TRUCK

DO YOU WANT THIS INSURED? ☐ YES ☐ NO

REPLACEMENT VALUE OF SHIPMENT $	TRANSPORTATION CHARGES ☐ PREPAID ☐ COLLECT	DEPARTMENT HEAD OR AUTHORIZED REPRESENTATIVE

ALL MATERIALS LEAVING CAMPUS MUST CLEAR THROUGH THE PURCHASING DEPARTMENT.
DEPARTMENTS:—DO NOT FILL IN BELOW THIS AREA. FOR OFFICE USE ONLY.

PURCHASING DATE FORM RECEIVED	DISPOSITION ☐ APPROVED ☐ SEE REMARKS	BUYER'S SIGNATURE	DATE	VENDOR AUTHORITY FOR RETURN
GENERAL STORES DATE FORM RECEIVED	PICK UP FROM DEPARTMENT	DRIVER'S SIGNATURE	DATE PICKED UP	NO. OF PACKAGES
SHIPPED VIA		PRO NO.	DATE SHIPPED	WEIGHT

VOUCHER AUDIT DATE FORM RECEIVED	INVOICE NUMBER	DATE	M.S.U. D/M NO.	DATE	AMOUNT	INITIALS
VENDOR'S CM NUMBER OR REFERENCE		DATE	V.A. NOTES			

REMARKS

VOUCHER AUDIT

FORM NO.
CO-AC-10a

MICHIGAN STATE UNIVERSITY
EAST LANSING, MICHIGAN 48824

No. DM 27401

IN CORRESPONDENCE
PLEASE REFER TO THIS NUMBER

DEBIT MEMO

EXHIBIT IV

VENDOR NAME

THIS ADJUSTMENT IS ISSUED BY:

MICHIGAN STATE UNIVERSITY
CONTROLLER'S OFFICE
ACCOUNTING DEPT.
366 JOHN HANNAH ADMINISTRATION BUILDING
ACCOUNTS PAYABLE SECTION
(517) 353-2011

ATTENTION: MANAGER, ACCOUNTS RECEIVABLE
MSU HAS PAID LESS THAN THE INVOICE AMOUNT FOR THE REASONS STATED BELOW.
PLEASE ADJUST YOUR ACCOUNTS RECEIVABLE ACCORDINGLY, THANK YOU.

PURCHASE ORDER NO.	INVOICE NO.	MATERIAL RETURN NO.	CURRENT DATE
DEPARTMENT NAME	DEPARTMENT ACCOUNT NO.		

QUANTITY	PART NO.	DESCRIPTION	AMOUNT PER INVOICE	CORRECTED AMOUNT	NET AMOUNT
				TOTAL	

REASON FOR ADJUSTMENT

☐ DISCOUNT TERMS, REFER TO PURCHASE ORDER
☐ PRICING ERROR, REFER TO QUOTED PRICE
☐ EXTENSION ERROR, PRICE TIMES UNITS IS INCORRECT
☐ FOOTING ERROR, INVOICE ITEMS DO NOT ADD UP TO INVOICE TOTAL
☐ TRANSPORATION COSTS IN EXCESS OF SPECIFIED ROUTING
☐ TAX EXEMPT FEDERAL ID NO. 38760130K, MICHIGAN NO. 040110.
☐ SHIPPING TERMS, F.O.B. DESTINATION
☐ UNDERSHIPMENT
☐ OTHER ______________________________

____

____

____
AUTHORIZED BY

MSU is an Affirmative Action/Equal Opportunity Institution

O, 1393?

EXHIBIT V

Form No.
CO-ge-15c

MAINTENANCE SERVICE CONTRACT NOTICE

To ____

The Maintenance Service Contract is being { ☐ considered / ☐ reconsidered } at this time for:

____

from ____________________ through ____________________

Location of machine(s):

Please indicate your preference by checking one of the two squares below and return the original copy to Purchasing, 390 John A. Hannah Administration Building immediately. Keep the duplicate copy for your own record.

☐ Charge Account no. ____________________ for the Maintenance Service Contract on the machine(s) listed above.

☐ We do not desire a Maintenance Service Contract at this time for the machine(s) listed above.

Date ____________________ Signed ____________________

O-7169

Actual size. White with black ink.