MICHIGAN STATE UNIVERSITY

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

EAST LANSING • MICHIGAN • 48824-1046

November 15, 1985

MEMORANDUM

TO: Deans, Chairpersons, Directors and Department Heads

FROM: Lowell E. Levi, Controller

SUBJECT: ANNUAL UPDATE TO THE MSU MANUAL OF BUSINESS PROCEDURES

Revisions to the Manual of Business Procedures dated September 30, 1985 are enclosed. Pages of the sections referenced below should be substituted for corresponding pages dated earlier.

A special addition to this year's update is a listing of section/page numbers and the appropriate dates that should be contained in an up-to-date manual. Your set of manuals should first be updated with the enclosed pages. Then if your set is missing particular pages when compared to the listing, you are encouraged to seek those copies from other offices close to your own if possible. Otherwise, you may contact the Controller's Office for a copy of those pages.

A brief explanation of the changes follows:

VOLUME I

Introduction - Revised information about manual in general, including where personnel procedures are available and contacting Controller's Office for department name and location changes. Page numbers added.

Table of Contents - Added new section: 19, Equipment Depreciation Policy for Revolving Accounts. Page numbers added.

Section 1 - Updated terminology within section.

Section 5 - Revised explanations of new revolving account, clearing and deposit account, and agency account - student organization request forms along with examples of the forms.

Section 10 - Clarification of billing services available.

Section 15 - Procedure for making deposits with the Cashier's Office written more explicitly. Notation of armored car service under security item.

Section 16 - Check cashing charge increased to 75¢ from 60¢; service charge for returned checks increased to $10 from $9.

Section 19 - New policy on depreciation reserve for equipment purchased from revolving account funds.

Section 20 - New expenditure classification codes are 017 - Workers Compensation and 099 - Equipment Not Owned by MSU. Code 030 changed to Freight with description. Useful life of equipment changed to two years or more.

Section 25 - Change in financial responsibility of departments for vehicles damaged.

Section 35 - Clarification of qualified drivers of University vehicles.

Section 43 - Procedural change for placing stop payments.

Section 55 - Examples of updated forms. Updated procedure for independent contractors. Change for payroll cash advances.

Section 70 - Change of procedure regarding in-state travel authorizations noting if and when travel voucher authorizations are required.

Section 75 - Change in travel voucher with procedures referenced in Section 70.

Index - Subjects and section/page numbers updated; page numbers added.

VOLUME II

Table of Contents - Added new sections: 223, Interior Design; 265, Instructional Media Center (replacing old Photo Lab section). Page numbers added.

Section 200 - Updated procedure for requesting estimate and services.

Section 210 - New item Network Access added. Equipment Acquisitions item replaced by Equipment Considerations. Explanation of RPS form elements deleted and replaced by RAS form with elements described on reverse side of RAS form.

Section 215 - Change in hours of operation.

Section 220 - Entire section updated with more explicit information. Special attention to page 220.8 is recommended regarding shipment of materials by express mail service companies.

Section 223 - New section outlining requests for interior design services.

Section 225 - Change in hours of operation.

Section 230 - Non-professional services redefined.

Section 235 - Procedures expanded and clarified.

Section 236 - Noted additional locations where service is available.

Section 240 - New form required for requesting mail labels.

Section 245 - Qualification of drivers of University vehicles definition expanded.

Section 260 - Procedure updated and clarified.

Section 265 - New procedures for Instructional Media Center, replacing Photo Lab procedures, since photo lab services are available through IMC.

Section 270 - Entire procedure updated.

Section 280 - Telephone services updated, department now named Telecom Systems.

Section 290 - Procedure updated with current services available.

Section 300 - Addendum to former procedure highlighting required collection of sales tax from off-campus purchasers.

Section 305 - New form included with updated procedure.

Section 310 - Telephone number revised.

Section 315 - Changes include 20 work days needed by Contract and Grant Administration to process gifts, handling gift checks, clarification of Board of Trustees' meetings, clarification for processing Cooperative Research Agreements, and inclusion of updated forms.

Index - Subjects and section/page numbers updated; page numbers added.

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Enclosures

MANUAL OF BUSINESS PROCEDURES
VOLUME I

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MANUAL OF BUSINESS PROCEDURES
VOLUME II

MANUAL OF BUSINESS PROCEDURES

MICHIGAN STATE UNIVERSITY

Introduction

This Manual was compiled to assist individuals who have a need for information regarding proper University business procedures. All possible situations could not be covered in the limited space available; therefore, only generally applicable procedures are contained herein. Unusual problems should be referred to the department or administrative unit involved.

The Manual has been divided into two volumes each with a table of contents and an index. Volume I contains general accounting and business procedures; Volume II contains information on specific service areas and miscellaneous functions. Each table of contents lists the procedures by title in section number order. Each index lists subjects with the section and page number referenced. The pages of each individual section are numbered by section and by page, for example page 25.3 is the third page (xx.3) of Section 25 (25.x), Field Trips. This numbering system facilitates both referencing and subsequent revising.

Personnel procedures are specifically outlined in the following publications, published separately:

Non-Academic	"Manual of Personnel Procedures and Policies"
Academic	"Faculty Handbook"
Student	"Student Employment Manual"

MANUAL OF BUSINESS PROCEDURES

(Introduction Continued)

All users are encouraged to make suggestions for improving the Manual. Suggestions concerning procedures from Volume I should be directed to the Controller's Office, 305 Administration Building. Suggestions concerning procedures from Volume II should be directed to the department responsible.

The Controller's Office, 355-5020, should be informed of department name and location changes, so the manual updates, when distributed, will be sent to the proper office and location. If a department no longer needs a set of manuals (e.g., discontinued operations), the set should be sent to the Controller's Office for distribution to others.

Normal updates, revisions and additions are made annually. If a department wishes to change or add a procedure, it should send the revision or new procedure to the Controller's Office, 305 Administration Building, telephone 355-5020. Urgent changes and/or additions will be made through the year as deemed necessary. IT IS IMPORTANT THAT NO PROCEDURE BE CHANGED WITHOUT INCORPORATING IT IN THIS MANUAL.

MANUAL OF BUSINESS PROCEDURES - VOLUME I

Michigan State University

Table of Contents

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CONTROLLER'S OFFICE

MANUAL OF BUSINESS PROCEDURES - VOLUME I

Michigan State University

Table of Contents - Continued

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CONTROLLER'S OFFICE

(Accounting for Departmental Transactions Continued)

c. When the weekly invoice summary is received:

   1) Attach the departmental copy of the weekly invoice summary to the copies of the requisition and purchase order.

   2) Cross off the entry which was made on the Worksheet for Commitments and enter the expenditure in the Bookkeeping Record for Departments as outlined in Section 2.

d. After payments are posted to the bookkeeping sheets, the weekly invoice summary, which has been attached to the copy of the requisition and purchase order, should be filed in a folder labeled "completed file." It is recommended that these closed items be filed together by months for each account.

e. When materials or services are requested from interdepartmental (on campus) sources, an estimated amount supplied by the department should be entered on the worksheet.

f. After interdepartmental charges have been posted to the bookkeeping sheet, the worksheet should be adjusted to reflect the remaining estimated balance of these items if the charge is not completed within the month. It is recommended that on job orders, the monthly charges also be listed on the pink copies received regarding these items.

(Accounting for Departmental Transactions Continued)

2. Bookkeeping Record for Departments - The bookkeeping record is used to list all receipts and expenditures.
    a. The "Appropriation Record" at the top of the sheet should be used to list the budget allocation for the account.
    b. Income - These entries record the amounts received by the department and are to be entered in the column headed "Credit." If a previous cash entry must be reversed due to an error, enter it in this column. Circle it, or write it in red to show that it is a deduction.
    c. Expenditures - There are nine columns to provide for the breakdown of expenses. Suggested headings for academic departments are:

        Office supplies
        Laboratory supplies
        Classroom supplies
        Postage
        Travel
        Books
        Equipment
        Other expenses

    A department can substitute other headings if they are needed. This information is designed to give information to a department head. Expenditures may be charged by check or by charges for services performed by other departments. Items paid on a purchase order or voucher check should be entered

(Accounting for Departmental Transactions Continued)

immediately upon approval of the invoice or voucher by the department. Expenditures for services of other departments should be entered as soon as charges are received. All items of expenditures should be entered in the appropriate detail column (see sample, page 1.8).

If it is necessary to void a prior entry, it should be entered again in the same columns and circled or written in red ink to show that it is a deduction. When completed, each page should be footed, cross-footed, and the balances carried forward to the next page. The total of the detail expenditure columns should equal the total of the expenditure column. The total of the credit column less the total of the expenditure column should equal the amount shown in the balance column. (IT IS OF UTMOST IMPORTANCE TO KEEP POSTINGS CURRENT.)

B. Reconciliation - Each month the Accounting Department forwards a ledger sheet for each account to the department responsible. There will be entries on the ledger sheet which do not appear on the departmental bookkeeping record and the departmental bookkeeping record will have entries which are not yet on the ledger sheet. To insure that mistakes have not been made it is necessary to reconcile these two records.

(Accounting for Departmental Transactions Continued)

The procedure is as follows:

1. Consider each item on the ledger sheet in the column headed "Expenditures." If the item has been listed on your bookkeeping record, enter the check number or job number on your record in the column so headed and check the item off on the ledger sheet. In the event that the amount paid on the ledger is less than the amount shown on your record, note the amount of discount earned as a deduction (circle or enter in red ink) in the expenditure column and the appropriate expenditure detail column. In the event that any item on the ledger sheet has not been entered on the bookkeeping record, make the entry at this time <u>if it is determined to be a legitimate charge against the account</u>. The number of the month in which the item appears on the ledger from the Accounting Department should be placed opposite the item in the description column. This will enable the department to tell which items have not been posted by the Accounting Department. This is necessary for the reconciliation below. A similar comparison should be made between the ledger sheet revenue column and the bookkeeping record credit column.

Form No.
CO-de-2

WORKSHEET FOR COMMITMENTS

Date	Name or Description	$10.00 or over Est. Amt.		Under $10.00 Est. Amt.		Reg. No.	P.O. No.
~~6/18/76~~	~~3 Monroe Calculators~~	~~650~~	~~00~~			~~4896~~	~~75296~~
7/21/76	Printing	571	54			4989	75743
7/31/76	Maintenance Equipment	98	00			5031	

[A]This item has been crossed off because the invoice summary has been received indicating that the expenditure has been made. See Page 1.8, "BOOKKEEPING RECORD FOR DEPARTMENTS" Line 6.

O-7548

(Account Numbers and Account Requests Continued)

2 = Labor budget and expenditures

3 = Service and supplies budget and expenditures

5 = Special budgets (Contingency and Special Purpose accounts)

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

III. ACCOUNTS REQUESTS

A. Revolving Accounts

1. Requests to establish new accounts or to amend existing accounts must be submitted to the Controller for approval on a completed form CO-fu-1f, "Revolving Account Request Form" (see sample, page 5.5). The form is available from the Controller's Office.

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

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

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

(Account Numbers and Account Requests Continued)

B. Clearing and Deposit Accounts - These accounts may be established when deposits must be held for disbursements to others (e.g., sales tax collections to be remitted to the State of Michigan). Requests to establish new accounts or to amend existing accounts must be submitted to the Controller for approval on a completed form CO-fu-2, "Clearing and Deposit Account Request Form" (see sample, page 5.8).

C. General Fund account requests must be approved by the Office of Planning and Budgets.

D. Trust account requests must be arranged through the Office of Investments and Trusts, telephone 355-5018.

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

   1. Refer to Volume II, Section 315.

   2. Any further questions regarding these accounts should be directed to the Office of Contract and Grant Administration, 302 Administration Building.

F. Scholarship accounts must be arranged through the Office of Financial Aids.

G. Agency Accounts - Student Organizations

   1. Use "Application for Agency Account - Student Organization" (see sample, page 5.6). Items 1-8 must be filled in. This form is available in the Accounting Department, Office of the Controller and the Student Activities Division, Office of the Vice President for Student Affairs and Services.

(Account Numbers and Account Requests Continued)

2. The form must be submitted to the Student Activities Division for verification of organization registration and approval of request.
3. After approval from the Student Activities Division, the form must be submitted in person to the Accounting Department, 360 Administration Building, for approval.

H. Agency Accounts - Non-Student Organization

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

I. Agency Accounts - Exemption from State Sales Tax

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

Form No.
CO-fu-1f

MICHIGAN STATE UNIVERSITY
Office of the Controller
305 Administration Building

Date: ____________

REVOLVING ACCOUNT REQUEST FORM

This is a request to: ____ Establish a new account ____ Amend an existing account

1. Name of Account: ______________________________

2. Permanent Account ____ Temporary Account ____ Termination Date ____________

3. Purpose of Account: ______________________________

____

4. Account Responsibility: a. Person ______________________________

b. College/MAU ______________________________

c. Department ______________________________

5. Sources of Income for this Account:
a. ______________________________
b. ______________________________
c. ______________________________
d. ______________________________

6. Estimated Yearly Income: $__________

7. Expenditures from this Account will be for:
a. ______________________________
b. ______________________________
c. ______________________________
d. ______________________________

8. Estimated Yearly Expenditures: $__________

9. Is the activity in this account new? _____ If not, where has it been accounted for in the past? ______________________________

10. Estimated resale inventory at June 30: $__________

11. Estimated billings outstanding at June 30: $__________

12. Anticipated major equipment purchases from this account:
a. ______________________________ $__________
b. ______________________________ $__________

13. It is understood that any balance in this account in excess of $__________ will accrue to the supporting fund at __________. THIS ITEM MUST BE COMPLETED. SEE POLICY STATEMENT, SECTION III A., FOR GUIDELINES.

It is further understood that the use of the account as described above and its financial stability is the primary responsibility of the Department Chairperson or Director.

14. Signature ______________________________ Approved ______________________________
Department Chairperson or Director — Dean or Vice President

ACCOUNT NUMBER

FOR CONTROLLER'S OFFICE USE ONLY

Account Name: ______ (FILL IN BELOW) ______

Account Number: ______ (FILL IN BELOW) ______

Fund: ______

Function: ______

Reversion Date: ______

Fund to Receive Reversion: ______

Approved: ______ Date: ______

****

FOR A18 DATA ENTRY ONLY

(Remaining data to be completed by Financial Analysis.)

Account Number __ __ __ __ __ __ (3-8) Fund __ (10) Category __ (11)

Type __ (12) Function __ __ (13-14) Line __ __ __ __ (15-18)

Name _/

_/

19-80

****

FOR INTERNAL AUDIT USE ONLY

RECORD OF AUDIT

"I have examined, through audit, revolving account number ______. A copy of the audit report is on file in the Department of Internal Audit."

	Internal Auditor	Date	Period Audited
Signature			
Signature			
Signature			
Signature			
Signature			

ACCOUNT #____________________

MICHIGAN STATE UNIVERSITY
APPLICATION FOR AGENCY ACCOUNT - STUDENT ORGANIZATION

1) NAME OF ORGANIZATION: ____________________

2) PURPOSE OF THE ORGANIZATION: ____________________

3) Is the organization incorporated? Yes________ No________

4) What is the source of income? ____________________

5) Have any group members been associated with another student organization within the last year? Yes________ No________
If yes explain: ____________________

6) As officers of this organization we understand that we are responsible for any financial obligations incurred by this organization and for any overdraft in this University account.

7) OFFICER INFORMATION:(Please print or type all but signature)

TITLE	NAME	SIGNATURE

STUDENT #	CLASS	LOCAL PHONE #	LOCAL ADDRESS

TITLE	NAME	SIGNATURE

STUDENT #	CLASS	LOCAL PHONE #	LOCAL ADDRESS

TITLE	NAME	SIGNATURE

STUDENT #	CLASS	LOCAL PHONE #	LOCAL ADDRESS

8) Have you received a copy of the rules governing agency account operation and do you understand them? Yes________ No________

****

9) Verification of Organization registration and approval of request:

STUDENT ACTIVITIES OFFICE — DATE
OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES

CONTROLLER'S OFFICE — DATE

Page: 5.8
Date: 9-30-85

Form No.
CO-fu-2

MICHIGAN STATE UNIVERSITY
Office of the Controller
305 Administration Building

Account Number: ______________

Date: ______________

CLEARING AND DEPOSIT ACCOUNT REQUEST FORM

This is a request to: ____ Establish a new account ____ Amend an existing account

1. Name of Account: ______________

2. Permanent Account ______ Temporary Account ______ Termination Date ______

3. Purpose of Account: ______________

____

4. Account Responsibility: a. Person ______________

b. College/MAU ______________

c. Department ______________

5. Sources of Income for this Account:
a. ______________
b. ______________
c. ______________
d. ______________

6. Estimated Yearly Income: $______________

7. Expenditures from this Account will be for:
a. ______________
b. ______________
c. ______________
d. ______________

8. Estimated Yearly Expenditures: $______________

9. Is the activity in this account new? _____ If not, where has it been accounted for in the past? ______________

____

10. Will this account balance be zero at June 30? _____ If not, please explain. ______________

____

It is further understood that the use of the account as described above and its monthly reconciliation is the primary responsibility of the Department Chairperson or Director.

12. Signature ______________ Approved ______________

Department Chairperson or Director — Dean or Vice President

FOR CONTROLLER'S OFFICE USE ONLY

Account Name: ______________________ (FILL IN BELOW) ______________________

Account Number: ____________________ (FILL IN BELOW) ______________________

Fund: ____

Function: ____

Approved: ______________________________ Date: ____________________

****

FOR A18 DATA ENTRY ONLY
(Remaining data to be completed by Financial Analysis.)

Account Number __ __ __ __ __ __ (3-8)   Fund __ (10)   Category __ (11)

Type __ (12)   Function __ __ (13-14)   Line __ __ __ __ (15-18)

Name _/

_/ (19-80)

****

FOR INTERNAL AUDIT USE ONLY

RECORD OF AUDIT

"I have examined, through audit, clearing and deposit account number ________.
A copy of the audit report is on file in the Department of Internal Audit."

	Internal Auditor	Date	Period Audited
Signature			
Signature			
Signature			
Signature			
Signature			

ACCOUNTS RECEIVABLE

I. GENERAL

A. The Departmental Receivables Department provides services for University departments lacking facilities or personnel to issue monthly billings for materials sold or services rendered to individuals or off-campus organizations. A service fee and postage are charged to each user based on the number of invoices processed.

B. Delinquent Receivables administers accounts that were initially billed by departments, but which have subsequently become delinquent (see item IV of this section).

C. Miscellaneous charges between University departments should be processed by completing a journal voucher (see Section 40).

II. DEPARTMENTS WITHOUT BILLING FACILITIES

A. Departments can submit their accounts receivable due from individuals and off-campus organizations to the Departmental Receivables Department by completing a Collection Advice Form (see item V).

B. All receivables should be submitted within 30 days of the origin of the charge.

C. The Departmental Receivables Department credits departmental accounts for all receivables properly submitted and will assume billing and collection responsibilities.

(Accounts Receivable Continued)

D. It is very important that any remittance subsequently received by the department as payment on these accounts be forwarded immediately to Departmental Receivables, Accounts Receivable Division, Office of the Controller, 110 Administration Building.

E. New users of the Departmental Receivables billing service should contact the Assistant Manager at 355-3313 prior to the submission of their first collection advice.

III. DEPARTMENTAL BILLING

A. Departments that elect to do their own billing are responsible for maintaining good collection procedures which include:

1. A current billing status each month.
2. Follow-up prior to an account becoming 90 days old.
3. A complete and auditable bookkeeping procedure.
4. Proper processing of delinquent accounts (see item IV).

B. Departments needing assistance in developing receivables procedures should contact the Office of Financial Analysis, Office of the Controller, 394 Administration Building.

C. Due to the collection and billing cost involved ALL DEPARTMENTS ARE ENCOURAGED TO REQUIRE CASH PAYMENT FOR SERVICES AND MATERIALS IF THE TOTAL CHARGE IS LESS THAN $25.

(Accounts Receivable Continued)

IV. DELINQUENT ACCOUNTS

A. Departmental billings still outstanding after 90 days from the date the materials were sold or services were rendered are considered DELINQUENT and should be immediately submitted to the Delinquent Receivables Department of the Accounts Receivable Division via a collection advice form manually labeled "Delinquent" and signed by the department head (see sample, page 10.6). The collection advice should include the following information concerning the account:

1. Account numbers, names, addresses, etc.
2. Correspondence or records of phone conversations regarding the account.
3. <u>All</u> charges for the account, delinquent or not.
4. Any partial payments received to date.

B. ANY REMITTANCE SUBSEQUENTLY RECEIVED BY THE DEPARTMENT AS PAYMENT ON A DELINQUENT ACCOUNT MUST BE REMITTED TO THE DELINQUENT RECEIVABLES DEPARTMENT, 110 ADMINISTRATION BUILDING.

C. Accounts with an unpaid balance of $25 or less will not be accepted by Delinquent Receivables unless the account is for a University employee. All other delinquent accounts under $25 remain the responsibility of the department.

D. Collection obligations are assumed by Delinquent Receivables and any amounts subsequently collected will be redistributed to the departments quarterly, less collection fees incurred, if any.

(Accounts Receivable Continued)

E. If an account originally submitted to Departmental Receivables for billing (and credit) becomes delinquent, THE DEPARTMENT WILL BE CHARGED BACK FOR THE DELINQUENT AMOUNT PENDING COLLECTION.

F. NO FURTHER CREDIT MAY BE EXTENDED TO ANY PARTY WHOSE ACCOUNT HAS BECOME DELINQUENT.

V. COLLECTION ADVICE

A. These forms are used to assign collection obligations to the Receivables Department (Departmental, Delinquent or Student) for individuals or off-campus organizations indebted to the University. Collection advice forms may be obtained from Stores.

1. To assign non-student and off-campus organization accounts to Departmental or Delinquent Receivables, use Stores stock order #140-2445 (see samples, pages 10.5 and 10.6).

2. To assign student accounts to Student Receivables, use Stores stock order #140-2447 (see sample, page 10.7).

B. The non-student collection advice form should be prepared and distributed per the instructions on the reverse side of the form. Questions regarding preparation of the Student Receivables collection advice should be directed to the Student Receivables Department, Office of the Controller.

Form No.
CO-ar-4g

Michigan State University

COLLECTION ADVICE

BEFORE COMPLETING THIS FORM, READ INSTRUCTIONS ON REVERSE SIDE

To: Office of the Controller
Departmental Receivables
Accounts Receivable Division

DEBIT ☐

CREDIT ☐

The individuals and/or off-campus organizations listed below are indebted to the University for the reason indicated. Please credit our account and bill them accordingly.

ACCOUNT NAME	ACCOUNT NO.	OBJECT CODE	AMOUNT

LEAVE BLANK	Date of Service	Payer Name and Address	Description of Charge	Amount
			TOTAL	

It is very important that any remittance received subsequently by the department as payment of these accounts must be transmitted to Departmental Receivables, Accounts Receivable Division, Office of the Controller.

Date ____________________

Signature ____________________
Department Chairman or Authorized Representative

INSTRUCTIONS FOR COMPLETING COLLECTION ADVICE

This form is used to transmit to the Office of the Controller collection obligations of individuals or off-campus organizations indebted to the University. Accounts to be assigned should be submitted within ninety (90) days after date of earliest account charge and should include all charges to that account. If this form is not properly completed, it will be returned to the department for correction.

The following will assist you in preparing this form.

1. Debit ☐ or Credit ☐ : Properly identify by marking X in appropriate box. Debits and Credits should be listed on separate collection advices.
2. Account name: Enter name of account (not department) to be credited.
3. Account number: List appropriate account number, object code and amounts to be credited to each.
4. Date of Service: Enter date that service was rendered by department.
5. Payer: List complete name of person or organizatin as the "Payer" who is expected to pay charges or receive credit.
6. **Complete address of each payer:** Include number and street, city, state or foreign country, zip code.
7. Description of charge: Brief description of goods or services provided. Must be adequate for proper billing.
   a) Itemize additional items and show cost of each.
   b) List additional shipping or service address for materials or services supplied if different from item 6 above.
   c) Attach copy of purchase order, letter of authorization, or other authorizing documents.
8. Provide one line space between each account listed.
9. Total dollar amount for each collection advice should be shown.
10. The original copy must be signed by the department chairman or his authorized representative.
11. Collection Advice will be returned to the department for any correction(s).

Form No.
CO-ar-4g

Michigan State University

COLLECTION ADVICE

BEFORE COMPLETING THIS FORM, READ INSTRUCTIONS ON REVERSE SIDE

To: Office of the Controller
Departmental Receivables
Accounts Receivable Division

DELINQUENT

DEBIT ☐

CREDIT ☐

The individuals and/or off-campus organizations listed below are indebted to the University for the reason indicated. Please credit our account and bill them accordingly.

ACCOUNT NAME	ACCOUNT NO.	OBJECT CODE	AMOUNT

LEAVE BLANK	Date of Service	Payer Name and Address	Description of Charge	Amount
			TOTAL	

It is very important that any remittance received subsequently by the department as payment of these accounts must be transmitted to Departmental Receivables, Accounts Receivable Division, Office of the Controller.

____
Date

Signature____________________
Department Chairman or Authorized Representative

INSTRUCTIONS FOR COMPLETING COLLECTION ADVICE

This form is used to transmit to the Office of the Controller collection obligations of individuals or off-campus organizations indebted to the University. Accounts to be assigned should be submitted within ninety (90) days after date of earliest account charge and should include all charges to that account. If this form is not properly completed, it will be returned to the department for correction.

The following will assist you in preparing this form.

1. Debit ☐ or Credit ☐ : Properly identify by marking X in appropriate box. Debits and Credits should be listed on separate collection advices.
2. Account name: Enter name of account (not department) to be credited.
3. Account number: List appropriate account number, object code and amounts to be credited to each.
4. Date of Service: Enter date that service was rendered by department.
5. Payer: List complete name of person or organizatin as the "Payer" who is expected to pay charges or receive credit.
6. **Complete address of each payer:** Include number and street, city, state or foreign country, zip code.
7. Description of charge: Brief description of goods or services provided. Must be adequate for proper billing.
   a) Itemize additional items and show cost of each.
   b) List additional shipping or service address for materials or services supplied if different from item 6 above.
   c) Attach copy of purchase order, letter of authorization, or other authorizing documents.
8. Provide one line space between each account listed.
9. Total dollar amount for each collection advice should be shown.
10. The original copy must be signed by the department chairman or his authorized representative.
11. Collection Advice will be returned to the department for any correction(s).

0-12361

Stock # 140-2445

Michigan State University Printing

This Form Includes Credits ☐ Only
This Form Includes Charges ☐ Only
☐ J
☐ H
☐ L
☐ N

Michigan State University
COLLECTION ADVICE

STUDENT RECEIVABLES

Document No. ____________________ (37-43)

Student Number (1-9)	Name Last (10-11) First Initial	Amount (13-18)		HSG (25-26)	Dist. (27-29)	Acct. No. (27-32)	OBJ. Code (34-36)	REF (44-46)	CAT (47-49)	Remarks (50-80)
		$								

TOTAL $

Authorization to bill the above accounts.

Department ____________________

Signature ____________________
Department Chairman or Authorized Representative

____
Date (19-24)

Form No.
CO-ar-32c
Stock Order # 140-2447

MSU is an Affirmative Action/Equal Opportunity Institution 0-12527

Page: 10.7
Date: 9-30-85

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 Stores, stock order #140-2814.
2. For temporary or infrequent use, booklets of prenumbered receipt forms can be obtained from Stores, stock order #140-2483.

III. DEPOSITS

A. Departmental Deposit Receipt Form, form number CO-ca-45c (see sample, page 15.7) is to be used by the department to deposit money with the Cashier's Office, 110 Administration Building. This form may be obtained from Stores, stock order #140-2450. It should be prepared in the following manner:

1. Prepare the deposit form in duplicate.
2. Account number(s) and appropriate revenue code(s) (see Section 65, Revenue Codes) must be indicated.

(Cash Handling Continued)

3. Sign, date and place phone number at the bottom of the deposit form.
4. Total for the top half of the form must be identical to the total for funds being tendered.
5. The depositing department's name and account number (handwritten or by stamp) must appear on the back of all checks tendered.
6. For deposits consisting of four or more checks, an adding machine tape must accompany the checks. If no adding machine tape is available, a list of the check amounts and a total on a piece of paper is acceptable.
7. Itemize checks, currency and coinage separately.
8. Rolled coinage must bear the name of the depositing department or name and address of individual from whom the roll is accepted.

B. If receipts are large, deposits should be made daily. The University has a contract with an armored car service that will make scheduled pick-ups of departmental deposits from a department on a per trip fee basis and deliver them to the Cashier's Office in the Administration Building. For particulars, contact the Manager of the Cashier's Office, 110 Administration Building, telephone 355-5023.

C. When receipts are infrequent or of a nominal amount ($50.00 or less), departments should make deposits at least every two weeks. The funds must be accumulated in a secure place prior to making the deposit.

(Cash Handling Continued)

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

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

IV. CASH HANDLING POLICY

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

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

(Cash Handling Continued)

C. ALL RECEIPTS MUST BE DEPOSITED WITH THE CASHIER'S OFFICE. Refunds or other expenditures must NOT be made from cash receipts. Large numbers of similar refunds can be made from petty cash funds obtained by the department for that purpose (see Section 60, Petty Cash Funds). Miscellaneous or infrequent refunds may be made through the use of a multiple check voucher or a direct payment voucher. In these instances checks will be mailed to the individuals.

V. OVERAGES AND SHORTAGES

All large or unusual overages/shortages or reconciling problems must be reported to the Office of the Controller on a timely basis.

VI. CASH CONTROL RECORDS

Daily records should be kept of the inclusive receipt or ticket numbers and total amount for which the receipts were written or tickets sold. Deposits with the Cashier's Office should also reflect the inclusive receipt or ticket numbers and the total amount collected.

VII. RECEIPTS

The maintenance of a numerical file of all receipts is the responsibility of the department. Since all prenumbered receipts must be accounted for, all original copies of voided receipts should be stapled together and must be retained by the department. Copies of receipts are to be retained by the department and attached to the departmental copy of the deposit slip.

(Cash Handling Continued)

VIII. SECURITY

Funds should not be left unlocked or unattended and should be concealed from general view. Receipt records should not be kept with the funds received. The University has a contract with an armored car service that will make scheduled pick-ups of departmental deposits from a department on a per trip fee basis and deliver it to the Cashier's Office in the Administration Building. For particulars, contact the Manager of the Cashier's Office, 110 Administration Building, telephone 355-5023.

IX. CHECKING ACCOUNTS

THE USE OF CHECKING OR OTHER BANK ACCOUNTS BY UNIVERSITY PERSONNEL FOR THE DEPOSITING OF UNIVERSITY FUNDS IS STRICTLY PROHIBITED.

X. CHECKS REFUNDED OR CANCELLED

A. Refunds from vendors or individuals - Occasionally departments receive returned checks from vendors or individuals because of erroneous payments, the return of merchandise, or unfulfilled services. In such cases, departments can have the check redeposited into the account from which the original payment was issued by sending the check and a note stating the circumstances and the account number to the Accounting Department, 360 Administration Building. When applicable, a copy of the document authorizing the payment initially should also be attached.

(Cash Handling Continued)

B. Cancelled Checks - Checks drawn on an MSU account which a department wishes to cancel should be sent to the Accounting Department accompanied by a note stating the reason for the cancellation. The note must be signed by an authorized departmental signer. Valid reasons for cancellation are:

1. Wrong payee or amount.
2. Cancellation of the purchase or service the check was to cover.

Checks cannot be cancelled where there still exists a legal obligation to pay for services rendered. No refunds or cancellations will be credited to General Fund accounts in the current fiscal year for payments made or checks drawn in a previous fiscal year.

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.

MSU is an Affirmative Action/Equal Opportunity Institution

O-14243

Must Be Machine Receipted To Be Valid

(Stock # 140-2450)

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. Effective September 1, 1985, there will be a charge of $.75 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 term.

F. A service charge of $10 will be assessed for any check returned for any reason other than a bank error.

EQUIPMENT DEPRECIATION POLICY FOR REVOLVING ACCOUNTS

I. BACKGROUND

Most revolving accounts should have the funding capability to meet normal equipment needs on an ongoing basis. By special request to the Controller, revolving accounts may carry forward amounts in excess of the reversion limit for one or two years to accumulate funds for the purchase or replacement of more costly equipment.

There are certain revolving account operations that require very costly equipment. The high cost may be for a single piece of equipment or for a pool of equipment. Under these conditions, it may be necessary to establish a depreciation reserve in the Plant Fund to accumulate funds over an extended period of time to be used for equipment replacement.

Depreciation is a legitimate expense that may be passed on to users of a service or purchasers of a product. Operations that service other accounts of the University are obligated to limit rates so as to essentially maintain a breakeven status, particularly if federal project accounts are charged for the service or product. This obligation creates a dilemma unique to university accounting.

For purposes of federal projects, internal finance charges applicable to loans are not allowable. External finance charges or finance charges included as a part of lease purchase agreements may be allowable. The principal portion of a loan

(Equipment Depreciation Policy for Revolving Accounts Continued)

repayment may be allowable for federal projects if the payments are not greater than comparable and reasonable depreciation rates. Questions relating to allowable charges to federal projects should be directed to the Contract and Grant Administration office.

Depreciation charged as an expense to operations may be an acceptable inclusion to the rate for federal project purposes. However, a rate for federal project purposes may not include both the depreciation expense and the cost of internal loan repayments or purchase lease payments. In other words, duplicate costs cannot be assessed against federal projects.

It is with this brief background that the following equipment depreciation policy has been developed.

II. POLICY

Equipment depreciation may be charged to a revolving account under the following conditions:

A. To be eligible under this policy, the following criteria will be used. Other amounts may be considered when deemed appropriate.

1. For a single piece of equipment to be depreciated, the cost must exceed $50,000.

(Equipment Depreciation Policy for Revolving Accounts Continued)

2. For a pool of equipment to be depreciated, the total cost of the group must exceed $100,000 and each component of the group must exceed $5,000.

B. The depreciation is to be calculated over the estimated useful life of the equipment. The rate of depreciation will generally be restricted to the straight-line method although the machine-hour or other similar methods may be appropriate. Any accelerated method will <u>not</u> be allowable.

C. A revolving account operation may not depreciate assets if that unit is including debt service charges in lieu of depreciation charges in its rate structure.

Consideration will be given for units to recover both depreciation and related debt service charges provided that the revenues are generated by predominantly non-University users.

D. Depreciation may not be included in the rate structure unless the funds generated by the depreciation charge are set aside in a depreciation reserve. Depreciation will be a charge against the operating unit and a credit to a separate reserve account maintained in the Plant Fund. The purchase of replacement equipment will be charged against the reserve to the extent of the balance. Purchase of equipment which

(Equipment Depreciation Policy for Revolving Accounts Continued)

is not a replacement of the depreciable equipment will be charged to the operating account.

E. Once the decision to depreciate equipment is made, an appropriate charge to the operating account will be made as scheduled, regardless of the status of the operating account. The transfer will be made at least quarterly. If an overdraft is created in the operating account as a result of the depreciation charge, adjustments to the operating account must be made to solve the problem other than by using the reserve account or adjusting the depreciation rate.

F. In the event that an operation ceases business, the reserve will revert in accordance with provisions for the revolving account reversion.

G. Any request to establish a depreciation reserve should be presented through appropriate administrative channels to the Controller for approval. The request needs the approval of a Dean or Vice President.

H. An exception to any portion of the policy must be approved by the Vice President for Finance and Operations or designee.

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

017 Workers Compensation

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

(Expenditure Codes Continued)

020 Travel - In State -- This classification includes:

(a) Transportation - cost of rail, air or bus tickets or mileage allowance <u>if granted</u> when traveling by private conveyance or rented car.
(b) Subsistence while on authorized travel - meals and lodging.
(c) Fees paid for off campus conferences.
(d) Incidental travel expenses to be paid by the University - telephone, telegraph, taxi fares, registration fees.

021 Travel - Home Community -- Mileage allowance only when authorized by the Dean.

022 Travel - Out of State -- Covers same items as 020 for travel outside the state of Michigan.

023 Travel - Out of State -- Transportation <u>only</u> outside the state of Michigan.

024 Travel - Interview for Positions.

025 Travel - Non-University Employee.

026 Travel - Overseas -- Includes only those expenses authorized by the University.

027 Team Travel - Includes athletic teams, debating teams, agricultural judging teams, etc.

030 Freight - Includes freight charges which are paid directly by the University rather than by the vendor.

040 Telephone and Telegraph - All telephone and telegraph services, switchboard service charges, telephone installation cost and leased-wire for Extension Radio.

041 Postage - Purchase of postage stamps, stamped envelopes and metered postage.

(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 two 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.

099 Equipment Not Owned by MSU - For Office of Contract and Grant Administration use only.

(Field Trips Continued)

C. Departments may be held responsible for costs incurred to repair damaged vehicles. Further information may be obtained from the Motor Pool regarding the limit on the department's financial responsibility.

X. PRIVATE AUTOMOBILES

A. Faculty and staff members may transport students on field trips in private automobiles and be reimbursed for car mileage from funds collected from the participants via the "Field Trip Deposit" card procedure.

B. The University does not carry insurance for the protection of the driver of a privately-owned automobile who transports students. Injuries to passengers in a privately-owned vehicle are the responsibilities of the vehicle owner.

MICHIGAN STATE UNIVERSITY

REQUEST FOR INTERDEPARTMENT MATERIAL OR SERVICE

To the ______________________________ Department

From ______________________ Dept. Acc't No. ______________

Deliver to room __________ Building ______________________

______________________________ Department Representative

__________ Phone

Give a complete description of item or service requested.

__________ Date

Sign ______________________ Department Head or Authorized Representative

Estimate requested: ☐ Yes ☐ No

PHYSICAL PLANT USE ONLY

Job Number	Priority
Lbr.	E.S.
Mat.	
Estimated Cost	L.F.
Total	S.R. No.

CFT	MAT	LAB	M.H.

When this form used for Physical Plant services, please send two copies to the Physical Plant Department.

'U is an Affirmative Action/Equal Opportunity Institution

tock Order # 140-2842

O-12935

(INSURANCE & RISK MANAGEMENT DEPARTMENT CONTINUED)

C. Qualification of Drivers

1. A person driving a University-owned vehicle must have a valid U.S. or Canadian driver's license, must be experienced in handling the type of vehicle requested, and must have a satisfactory driving record. The responsibility for enforcing these requirements rests with the Department Chairperson, or equivalent.

2. Employees (including graduate assistants) may be assigned and drive University vehicles on authorized trips. Students (except graduate assistants) may drive only if they are accompanied in the same vehicle by an employee to whom the vehicle is assigned or if a special request for authorization to drive has been filed by the Department Chairperson and approved by the Director of Planning and Budgets. A copy of the approved authorization should then be sent to the Insurance and Risk Management Department.

D. Passengers - Unauthorized persons are not permitted to ride in University vehicles.

E. Reporting Accidents

1. The driver of an MSU vehicle involved in an accident <u>must immediately</u> report the accident to the police department in the enforcement jurisdiction.

2. The driver of the MSU vehicle, or an authorized representative of the department, <u>must</u> fill out form number Z43D0080, "Michigan State University Automobile Accident or Loss Notice Report" (see pages 35.11 and 35.12). This form may be found in the glove compartment of each MSU

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 contact the appropriate office in person and fill out a lost check form.
2. A stop payment is immediately placed on any check stolen and/or in excess of $300.
3. After the bank has confirmed that the check has not been cashed and a stop payment has been placed (if appropriate), a duplicate check will be issued.

PAYROLL DEPARTMENT

I. UNIVERSITY PAYROLLS

A. Pay and Pay Dates

1. Academic and salaried non-academic employees - Employees under these classifications are paid on a monthly payroll ending the last day of the month. Paychecks are distributed on the last working day of the month.

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

3. Hourly employees - Hourly employees, which include clerical-technical, are paid on a bi-weekly payroll. Paychecks are distributed on the Friday following the pay period ending Sunday night.

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

B. Required Payroll Forms

1. Employee's Withholding Exemption Certificate

a. Form W-4, Employees Withholding Allowance Certificate must be filed by every employee (see sample, page 55.17). Federal law requires that the employee complete the form in its entirety.

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

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

(Payroll Department Continued)

2. Personnel Record Form - All academic employees and graduate assistants are required to complete the Personnel Record, Form CO-pa-4a (see sample, page 55.19).

3. Where Required Forms are Available - Personnel Record forms are available in the Payroll Department, Office of the Controller, 350 Administration Building, and must be filed in the Payroll Department before a check can be released.

C. Optional Forms

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

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

3. Earned Income Credit Advance Payment Certificate:
Employees that meet certain requirements can receive the Earned Income Credit in advance during the year as they earn their income. To qualify for the credit, employees must expect their income (including spouse's income if married) to be less than $11,000 for the year. They also must expect to claim an exemption for a child who will live with them. Employees eligible for the advance credit should fill out Form W-5, Earned Income Credit Advance Payment Certificate, available at the Payroll Department, Room 350 Administration Building (see sample, page 55.25). The credit will be given on the annual tax return even if advance payment is not requested. The Form W-5 certificate expires on December 31 of each year.

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

(Payroll Department Continued)

D. Appointment and Hiring

1. Academic and Graduate Assistant Appointments

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

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

2. Salaried Non-Academic and Hourly Employees - All employees under these classifications are hired through the Personnel Department where the required forms are completed and forwarded to the Payroll Department.

3. Student Employees

   a. Students are required to complete an "Employee's Withholding Allowance Certificate," Form W-4 (see sample, page 55.17). Employees who can qualify may take advantage of the exempt status by completing line "6" on the W-4 form. If an employee is claiming exemption from withholding and wishes to continue this status, the employee will have to file a new W-4 certificate between January 1 and February 15 of each year. The current amount of earnings exempt from withholding tax are published in the MSU News-Bulletin and the State News each year prior to expiration or may be obtained by calling Payroll (355-5010) and asking for "current federal and state exempt earnings amounts." Employees must revoke the certificate of exemption within ten days if it becomes reasonable for them to anticipate that they will have a tax liability during the current taxable year. This may be done by completing a new W-4 form using proper allowances and marital status.

   b. Departments are responsible for obtaining the completed W-4 form and must submit it to the Student Employment Office together with the Student Employment Application, Form Z27D0010 (Stores stock order #140-2578). For further details on hiring student employees, see Student Employment Manual prepared by the Student Employment Office.

(Payroll Department Continued)

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

E. Appointment Forms, Personnel Reports, Payroll Timecards

1. Academic, Clerical-Technical, Salaried Non-Academic and Graduate Assistants

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

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

2. Hourly Employees (excluding Clerical-Technical)

a. Form Required - "Daily Time Record" card (see sample, page 55.21).

b. Preparation of Form

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

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

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

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

(Payroll Department Continued)

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

3. Student Employees

a. Form Required - "Student Payroll Card" (see sample, page 55.22).

b. Preparation of Form

1) Preparation of student employee timecards is the same as for hourly employee timecards except that the student number is used rather than the social security number.

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

4. Deadline for Submitting Payroll Timecards

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

b. Timecards received after 10:00 a.m., Monday will be held and processed with the next bi-weekly payroll. Employees not paid because of late arrival of timecards may obtain a cash advance for a portion of the amount earned. The employee should request an advance in person at the Payroll Department between 1:00 p.m. and 4:00 p.m. on the regular pay date or between 8:15 a.m. and 4:00 p.m., the week following the regular pay date. Each employee must show identification.

(Payroll Department Continued)

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

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

1) Salary - 15th of the month.

2) Graduate Assistant - 1st of the month.

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

c. Changes in exemptions, payroll deductions and direct deposit authorizations must also be processed according to the above dates to be effective with the current payroll, except for salary direct deposit authorizations which must be processed by the first working day of the month preceding the pay date.

H. Payroll Cash Advance

1. Purpose - Employees failing to receive a check on the expected pay date may obtain a payroll cash advance for a portion of the net amount earned.

2. Procedures

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

b. Before a payroll cash advance can be made, salary employees, clerical-technical employees or graduate assistants must have on file at the Payroll Department the appointment form or approved personnel form. Salary employees must make their request by the 15th of the month following the month in which they did not receive an expected paycheck. Clerical-technical employees must make their request within one week following the pay date. Graduate assistants must make a request by the last working day of the month in which they did not receive an expected paycheck. For hourly employees (excluding clerical-technical) and student employees, a completed payroll timecard must be on file at the Payroll Department or be presented by the employee when requesting an advance.

(Payroll Department Continued)

I. Record of Hours Worked Requirement

1. 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 or above are considered to be exempt employees. All other employees are non-exempt.

2. Payroll timecards are appropriate records for student and hourly employees.

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 Continued)

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

A. Change of Name

1. Non-Academic Employees

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

   b. Name changes cannot be made on payroll records (including changes of name on prepunched timecards) until the employee has submitted a changed copy of their social security card.

   c. Processing of the Personnel Action Notice (PAN) form by the department is to be used to make a name change.

2. Academic - Academic personnel must communicate changes in name by letter to the Office of the Secretary of the Board of Trustees, with copies to the Academic Personnel Records Office and to the Payroll Department. In addition, the Address Information Notice (AIN) should accompany the letter to the Academic Personnel Records Office.

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

4. Changing Withholding Certificates - Every employee who changes their name must also submit to the Payroll Department a new Employee's Withholding Allowance Certificate for federal and state income taxes, Form W-4 (see sample, on page 55.17) and a Withholding Certificate for City Income Tax, Form CW-4 (see sample, page 55.18), if applicable.

(Payroll Department Continued)

B. Change of Payroll Address - Faculty and staff addresses are input into the payroll system from the faculty/staff address system. The Personnel Action Notice (PAN) or the Address Information Notice (AIN) should be used. Graduate assistant and student address changes should be made at the Registrar's Office as they are input into the payroll system from the Registrar's address system.

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

IV. INDEPENDENT CONTRACTORS AND INTERVIEWERS

A. Individuals included in this classification are:

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

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

B. Excluded from the designation of independent contractor are current University employees, persons hired by the University and paid on an hourly, weekly, monthly or other pro rata basis, and any others for whom an employer-employee relationship exists. Questions on how to determine if this relationship exists should be addressed to Accounts Payable, 353-2011.

C. General Fund labor accounts may not be used.

D. Payment to persons covered under item A. above must be made on a direct payment voucher.

E. The payee's home address and social security number must be shown on the direct payment voucher as the Internal Revenue Service requires that the University report these payments on an Information Return, Form 1099, at the end of the calendar year.

F. All direct payment vouchers on General Fund accounts must be sent to the Office of Planning and Budgets, 321 Administration Building, for approval.

(Payroll Department Continued)

G. When using General Fund accounts to pay independent contractors, including honoraria, the costs should be charged to <u>either</u> the salary account <u>or</u> to the supplies and services account, using object classification code 072.

H. Any portion of the payment designated for travel must be charged to the supplies and services account, using the appropriate object classification code (codes 020 through 026).

I. Michigan State University employees performing services in their homes or working as interviewers off-campus apart from their regular work assignments are not considered independent contractors and are still Michigan State University employees in such capacity. In order to be paid for these services, an overtime timecard is submitted to Personnel for approval. The following criteria must be met.

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

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

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

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

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

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

(Payroll Department Continued)

V. COMPENSATION FOR NON-REGULAR ASSIGNMENTS OR DUTIES

A. University Personnel - Every department paying personnel with faculty status for part-time work teaching off-campus classes needs to process these persons through the Lifelong Education overload payment system. The department of Lifelong Education should be consulted. For details call 355-0140. This type of pay is subject to the Board policy found on page III-100 of the Faculty Handbook.

B. Overtime

1. Definition

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

(Payroll Department Continued)

b. Hours worked in excess of a standard work day or week should be approved in advance by completing Form CO-pa-25a, "Approval of Overtime for Non-Exempt Employees" (Stores stock order #140-2604, 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 timecard. Clerical-technical overtime must be submitted on a green payroll overtime timecard. Salary overtime must be submitted on a blue payroll overtime timecard (see sample, page 55.24). The payroll overtime timecards provide for increasing overtime hours earned by 50% to reflect a time and one-half payment. Hours reported on the payroll overtime timecards must be rounded off to the nearest tenth of an hour.

2) All red overtime timecards should follow the same schedule of submission detailed in item I.E.4., "Deadline for Submitting Payroll Timecards."

3) All blue and green payroll overtime timecards should be submitted to the Payroll Department on Wednesday of student labor pay weeks.

4) A separate payroll overtime timecard must be prepared to pay overtime hours applicable to the shift differential. (This does not apply to payroll of Physical Plant or Housing and Food Services hourly employees.)

5) Overtime timecards 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.

C. 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.

(Payroll Department Continued)

D. Jury Duty

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

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

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

CW-4 EMPLOYEE'S WITHHOLDING CERTIFICATE FOR CITY INCOME TAX		
1. Please type or print your name: Last, First, Middle	2. Taxing City	**PAYROLL USE ONLY** Tax Code
Your Home Address	3. Social Security Number	Student Number
City, State and Zip Code	4. PAYROLL TYPE	☐ Salary ☐ Grad Asst ☐ Other ☐ Biweekly ☐ Student
5. TOTAL EXEMPTIONS YOU WISH TO CLAIM		
6. Under the penalties of perjury, I certify that I am entitled to the number of withholding exemptions claimed on this certificate.		
7. Employee's Signature ______ Date ______ *MSU is an Affirmative Action/Equal Opportunity Employer* O-14511	MICHIGAN STATE UNIVERSITY PAYROLL DEPARTMENT 350 Administration Building East Lansing, MI 48824-1046 Fed. Tax ID# 38-6005984W State Tax ID# S69-0350502	

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

NAME (PRINT LAST NAME FIRST)

IDENTIFICATION NUMBER

ACCOUNT NO. | LEAVE BLANK

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

DEPARTMENT NAME

TIME | RATE

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

GROSS AMOUNT

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

DO NOT WRITE ABOVE THIS LINE

DAILY TIME RECORD

PAY PERIOD

FROM ______ 19 ____ TO ______ 19 ____

APPROVED FOR PAYMENT

DEPT. HEAD (original signature)

DEAN OR DIRECTOR

APPROVAL DATE

DO NOT FOLD-STAPLE OR MUTILATE THIS CARD

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

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

BUFF (colored) Timecard - Regular Time

Form No.
CO-pa-25a

APPROVAL FOR OVERTIME HOURS FOR NON-EXEMPT EMPLOYEES

Michigan State University

Name of Employee ____________________

Social Security No. ____________________

Date(s) overtime will be incurred ____________________

Estimated number of overtime hours ____________________

Compensation for overtime
☐ Pay
☐ Time off

Reason for overtime ____________________

____

____

____

Signature ____________________ ____________________
Unit Administrator or Supervisor — Date

Signature ____________________ ____________________
Employee — Date

Record of Overtime

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

Compensation

Time off (indicate dates and hours) ____________________

Pay (indicate date paid and hours) ____________________

INSTRUCTIONS:

1. Each department is responsible for maintaining a record of overtime hours earned and when and how compensated. This record must be **retained for 3 years.**
2. Overtime must be approved in advance by unit administrator, or supervisor on a weekly basis ending with Sunday.
3. Complete a separate form for each employee, including student employees.
4. Overtime hours worked must be recorded daily.
5. Compensation for overtime should be determined by the supervisor or unit administrator.
6. When an employee is to be paid for overtime hours, process a payroll overtime card with the next regular bi-weekly payroll. **Overtime hours only** should be reported on the payroll overtime card.
7. Employees should sign this form to indicate that they understand how compensation will be given.

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

NAME (PRINT LAST NAME FIRST)

IDENTIFICATION NUMBER

ACCOUNT NO. LEAVE BLANK

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

DEPARTMENT NAME

TOTAL HOURS | REGULAR RATE THIS JOB

GROSS AMOUNT

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

DO NOT WRITE ABOVE THIS LINE

DAILY RECORD
OVERTIME HOURS ONLY

PAY PERIOD

________ 19 ____ ________ 19 ____
FROM TO

APPROVED FOR PAYMENT

DEPT. CHAIRMAN (original signature)

DEAN OR DIRECTOR

APPROVAL DATE

DO NOT FOLD-STAPLE OR MUTILATE THIS CARD

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

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

Overtime Timecards

RED - Hourly excluding Clerical-Technical

GREEN - Clerical-Technical

BLUE - Salaried Non-Academic

II. DOMESTIC TRAVEL

A. General Information

1. In-state travel is defined to include travel for which the destination is outside the local area but within the state of Michigan.

2. Out-of-state travel is travel for which the destination is outside the state of Michigan but within the United States, including Alaska, Guam, Hawaii, Puerto Rico, the U.S. Virgin Islands, Canada or Mexico. For U.S. government supported projects, Canada and Mexico may or may not be considered foreign travel, as determined by the grant limitations.

3. Student Field Trips - see the Manual of Business Procedures, Section 25.

4. Conference fees should be paid in advance where possible on a direct payment voucher. An approved copy of the travel authorization and the conference application and payment form should accompany the voucher.

B. Authorization

1. Before departure, the travel authorization part of the travel voucher should be submitted to and approved by someone administratively senior to the traveler. The form provides evidence that the traveler is on University business and may be critical in the event of an insurance claim, worker's compensation claim or other litigation. These forms are available from General Stores, stock number 140-2786.

2. If reimbursement is requested, the form must be signed by a person responsible for the account.

3. For persons who travel in-state on a regular basis for the same purpose which is within the prescribed scope of their duties or when several related in-state trips are to be made by the same person during a short period of time, it is not necessary to prepare an authorization for each trip. In instances as those noted above, the following procedures are prescribed:

   a. An authorization form or letter outlining the reasons for and extent of the authorization of the trips should be completed and kept on file in the departmental office before departure to document that the traveler is on University business.

   b. Whenever reimbursement is requested, the authorization portion of the travel voucher <u>must</u> be completed with the appropriate approval.

4. Non-University personnel invited to the University or asked to travel for the University need to have this part of the travel voucher filled out before reimbursement is requested. These individuals are not covered by the University Travel Accident Insurance policy (see page 70.22 for details).

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 75.9) may be obtained from Stores, stock order #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 - Direct payment vouchers <u>should not be used for honorariums exceeding $1,500 or covering a period in excess of ten days for an entire project</u>. Such cases should be handled through the Payroll Department (see page 55.11, item IV.).
2. Direct payment vouchers may <u>not</u> 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, 360 Administration Building, telephone 355-0331, <u>in advance of the performance of the services in question</u>.

(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, for approval.
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 forms.
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 75.10) may be obtained from Stores, stock order #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 55.11.

(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, 360 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 forms.
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 75.11) may be obtained from Stores, stock order #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, 360 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 forms.
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. Travel regulations in general are written in Section 70.

B. Guidelines regarding travel vouchers including their purpose and preparation are written on pages 70.18 - 70.20.

C. Specific information regarding travel vouchers for foreign travel is written on page 70.10.

D. Authorization of travel and reimbursements thereof are written on page 70.3.

E. The reimbursement chart for travel expenses is provided on page 70.27.

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: 75.9
Date: 9-30-85

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)

Routing: Send signed copies of this voucher to:
ACCOUNTS PAYABLE
366 Administration Building

MICHIGAN STATE UNIVERSITY

MULTIPLE CHECK VOUCHER

Distribution:
White — Accounting
Green — Department

Purpose (reason and period covered):

Account to be charged: Page: 75.10
Department Date: 9-30-85
Account Name

Account Number	Object Class	Amount

Payee (Last Name, First Name) Address	Amount		Check Number and Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

I HEREBY CERTIFY that the above amounts are due and hereby approved for payment.

Authorized Signature Date

Special Instructions

$ Total

Audit

MSU is an Affirmative Action/Equal Opportunity Institution 0-14172

Stock Order # 140-2570

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. Submit white, green and blue copies to Acct's Payable 366 Adm. Bldg.

Name ____________________

Dept. ____________________

Room __________ Building ____________________

Mailing Address ____________________
(if other than department)

Purpose:

ACCOUNT TO BE CHARGED

Department ____________________

Account Name ____________________

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.

Approved ____________________
Unit Administrator

TOTAL CLAIM $

AUDIT

CHECK NO. and DATE

MSU is an Affirmative Action/Equal Opportunity Institution

STOCK # 140-2646

O-13935

MANUAL OF BUSINESS PROCEDURES - VOLUME I

Michigan State University

Index

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CONTROLLER'S OFFICE

MANUAL OF BUSINESS PROCEDURES - VOLUME I

Michigan State University

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CONTROLLER'S OFFICE

MANUAL OF BUSINESS PROCEDURES - VOLUME I

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CONTROLLER'S OFFICE

MANUAL OF BUSINESS PROCEDURES - VOLUME II

Michigan State University

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SERVICE AREAS

MANUAL OF BUSINESS PROCEDURES - VOLUME II

Michigan State University

Table of Contents - Continued

****

MISCELLANEOUS

(Alterations and Improvements of Facilities Continued)

II. INITIAL REQUEST

A. The department or unit prepares in triplicate the form "Request for Interdepartment Material or Service" (Stores stock order #140-2842) to get an estimate of the cost of the project described thereon; the form signed by the unit administrator is forwarded through the corresponding dean or appropriate administrative officer to Facilities Planning and Space Management.

B. Facilities Planning and Space Management will either disapprove the request and return it to the department, or will approve the request and forward it to the Physical Plant Division for an estimate. The estimate will be returned to the requesting department either directly by the Physical Plant Division or through Facilities Planning and Space Management.

C. Before reaching a final decision on the proposed alterations, consideration should be given to funding, timing, urgency and priorities or plans for the space involved. Departments are to consult with Facilities Planning and Space Management at this stage.

III. FINAL REQUEST - If the department wishes to proceed with the project, it will prepare in triplicate a second set of "Request for Interdepartment Material or Service" forms and forward it to Facilities Planning and Space

ADMINISTRATIVE INFORMATION SERVICES DEPARTMENT

I. GENERAL

The Administrative Information Services Department (AIS), located at Room 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 Application Support form (Stores Stock Order Number 140-2448) to the AIS Department outlining the programming services required. Requests for programming services not submitted on a Request for Application Support form will be returned to the requesting department. See Exhibit I (page 210.14) for a sample and instructions on completing the Request for Application Support form. Completed requests should be carried or mailed to the AIS 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 Advanced Electronic Printing System. 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 Advanced Electronic Printing System. The user

(Administrative Information Services Cont.)

will sign a release (Exhibit II, page 210.16) and the release will be retained as the documentation of authorization.

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 AIS 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 AIS off site 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 AIS Computer Room cabinet by the Controller. AIS will not have keys to either cabinet.

d) From time to time, AIS 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 AIS personnel with access to the disk packs and

(Administrative Information Services Cont.)

backup tapes necessary to perform these functions.

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 AIS 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
- AIS representative name (signature)
- User representative name (signature)
- Disk pack ID being removed or returned
- Form ID(s) printed or maintenance performed

C. Production Services

Productional jobs should be requested from AIS via a "Standard Request Memo" at least three (3) days prior to the desired run date. The user must fill out the request form with the user supplied setup information and deliver it to the Input/Output window of AIS located on the ground level, Room 47 Administration Building. Output from a job will be available at AIS on the morning following the run date.

(Administrative Information Services Cont.)

Any jobs that require preprocessing, such as keying by AIS Data Entry, will require additional lead time depending on volume of work to be completed. This time may be determined by contacting AIS.

"Standard Request Memos" for existing productional jobs (jobs not requiring programming support) should be obtained from AIS. A unique "Standard Request Memo" exists for each productional job run in AIS. A sample Standard Request Memo for job G0491, which produces address mailing labels, is found in the Manual of Business Procedures (section 240, Mail Distribution Labels, page 240.6).

D. Network Access (Connection)

1. Administrative Information Network

Requests to AIS for initial or additional connection(s) to the Administrative Information Network should be addressed to Administrative Information Services, Attention, Manager of Hardware/Communications and contain the following information:

a. State type of equipment and quantity to be connected. For AIS supplied equipment or user supplied equipment, see section E.1 (page 210.6) for acceptable device types.
b. Location at which equipment is to be installed.
c. User department common unit code.
d. Billable account number.
e. Name and telephone number of contact person.
f. Desired installation date.
g. Authorized department signature.

(Administrative Information Services Cont.)

A representative of the AIS Hardware/Communication staff will 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. Estimates for site preparation will be provided if requested.

User departments requesting connection to the Administrative Information Network should notify AIS as soon as the need is identified because there may be delays caused by equipment availability and/or site preparation. There may also be certain limitations due to current network configurations. Early notification allows AIS to plan for and overcome these problems.

2. Administrative Office Automation Network

Requests to AIS for initial or additional connections to the Administrative Office Automation Network should be addressed to the AIS Department, Attention, Manager of Office Automation Support.

A representative of the AIS Office Automation Support staff will assist in the evaluation and selection of available alternatives in connecting to the Administrative Office Automation Network. Installation and training plans will be developed to meet the requesting department's needs. A written request will be prepared containing the following information:

a. State type of equipment and quantity to be connected. For AIS supplied equipment or user supplied equipment, see section E.2 (page 210.7) for acceptable device types.

b. Location at which equipment is to be installed.

c. User department's common unit code.

d. Billable account number.

e. Name and telephone number of contact person.

f. Desired installation date.

g. Authorized department signature.

A representative of the AIS Hardware/Communication staff will assist in the physical installation specifications, prepare the installation site pertaining to the work request, and install the AIS supplied hardware.

Departments requesting connection to the Administrative Office Automation Network should notify AIS as soon as the need is identified because there may be delays caused by equipment availability and/or site preparation. There may also be certain limitations due to current network configurations. Early notification allows AIS to plan for and overcome these problems.

E. Equipment Considerations

1. Administrative Information Network

The following list indicates equipment available through AIS and acceptable user department equipment.

a. Local Attachment - Directly attached to the AIS IBM 3081/D host by coaxial cable.

1. AIS Equipment - SNA 3270 terminals (monochrome or color display) and printers.
2. User Department Equipment - SNA 3270 terminals

(Administrative Information Services Cont.)

and printers or SNA 3270 compatible terminals and printers attached to an AIS communication controller.

b. Remote Attachment - Attached to the AIS IBM 3081/D host by modems over the broadband cable at a speed of 9600 BPS using SNA/SDLC communication protocol.

   1. AIS Equipment - SNA 3270 terminals (monochrome or color display) and printers.
   2. User Department Equipment - SNA/SDLC 3270 emulating devices, or SNA 3270 terminals and printers, or SNA 3270 compatible terminals and printers attached to an AIS communication controller.

2. Administrative Office Automation Network

The following list indicates equipment available through AIS and acceptable user department equipment attachable directly to distributed IBM 5520 administrative systems by twinaxial cable.

   a. AIS Equipment - IBM 5520 terminals and printers
   b. User Department Equipment - IBM compatible personal computers with IBM 5520 emulation convenience kit.

3. Remote Job Entry (RJE)

   a. 2780 bisync device or emulator over dedicated telephone line at a speed of 2400 BPS.

(Administrative Information Services Cont.)

F. Equipment Repairs

1. AIS Equipment

The AIS department will secure repair service for all equipment currently on lease or purchased through AIS at no charge to the user department. Requests for repairs should be phoned to the AIS teleprocessing operator (3-4420). The following information should be provided to the teleprocessing operator:

a. Machine type.
b. Machine location.
c. Contact person.
d. Office address and phone number of the contact person.
e. Description of problem or service required.

Charges received by AIS from vendors providing repair service because of misuse, or damage caused by vandalism or accident (i.e., food spillage, relocation, etc.) by the user department, will be passed on to the user.

2. User Department Equipment

User departments are responsible for repairs to their equipment. AIS will investigate problems with user department equipment and if it is determined the cause of the problem is in AIS equipment, AIS will secure repair service at no charge to the user department. Problems should be phoned to the AIS teleprocessing operator (3-4420). The following information should be provided to the teleprocessing operator:

a. Machine type.
b. Machine location.
c. Contact person.
d. Office address and phone number of the contact person.
e. Description of problem or service required.

Time spent by AIS personnel on problems determined to be caused by user department equipment will be billed to the user department at an hourly rate (two hour minimum). Additionally, any vendor charges incurred by AIS while investigating problems caused by user department equipment will be passed on to the user.

G. 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, users are able to access and maintain their own data, and other institutional data relevant to their business functions.

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 terminal acquisition and the associated physical connection to the network are covered in the previous sections on "Network Access" and "Equipment Considerations."

1. CICS Access for Terminal Operators

a. An operator sign-on and password issued by AIS are needed for a terminal operator to use the CICS network. password from AIS.

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

(Administrative Information Services Cont.)

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 AIS.

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 AIS without specific authorization from the application owner for each request.

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 AIS.

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.

(Administrative Information Services Cont.)

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

Data Files	Functional File Owner
Student Records	Registrar
Admissions	Office of Admissions
Alumni	Alumni/Donor Records
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 AIS 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 AIS 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 AIS for productional use.

A. Long term retention tapes will be excercised and/or copied on a regular schedule to insure that all the data on the tape still exists and is readable.

B. Users will be provided with a listing of long term retention tapes listed in data set name order on a quarterly basis. The users will be allowed to extend retention dates on long term tapes through the use of the Request For Application Support Form (RAS) to AIS.

V. METHOD OF PAYMENT

Payments for AIS services are made through transfer of funds from accounts established by the Office of the Controller. Units without University account numbers are billed by the Accounts Receivable Department, Office of the Controller; these payments may be mailed to the Accounts Receivable Division or made at the Cashier's Office, 110 Administration Building.

VI. BILLING AND MONTHLY STATEMENTS

A. AIS prepares two copies of the monthly billing statement, one of which is sent to the user department while the other is retained by AIS. Only transactions which occurred during the billing period shown on the statement are included. Billing questions should be directed to Administrative Information Services, 353-4420.

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

ADMINISTRATIVE INFORMATION SERVICES

REQUEST FOR APPLICATION SUPPORT

SEND TO: ADMINISTRATIVE INFORMATION SERVICES
RAS REQUESTS
ROOM 2 ADMINISTRATION BUILDING
PH: 353-4420

MICHIGAN STATE UNIVERSITY FOUNDED 1855

DATE RECEIVED
Page: 210.14 Date: 9-30-85 (1)
AIS DOCUMENT NUMBER (2)
AIS USER CODE (3)

PLEASE TYPE OR PRINT IN BLACK INK — SHADED AREAS WILL BE COMPLETED BY AIS

PROJECT CODE (IF KNOWN) (4)	ACCOUNT NUMBER (5)	DATE PREPARED / / (6)	REQUESTED DUE DATE / / (7)	PRIORITY NUMBER (8)

REQUESTOR NAME (9)	TELEPHONE (9)	AUTHORIZING NAME (PRIMARY) (11)	TELEPHONE (11)

REQUESTOR'S OFFICE, ROOM NO., BUILDING (9)	AUTHORIZING SIGNATURES	
	REQUESTORS SIGNATURE (12)	DATE
	AUTHORIZING SIGNATURE (12)	DATE

UNIV. COMMON UNIT CODE (10)	UNIT NAME (10)	AUTHORIZING SIGNATURE (12)	DATE

BRIEF DESCRIPTION OF REQUEST (MAXIMUM 80 CHARACTERS) (13)

REQUEST FOR:

☐ COST ESTIMATE ☐ IMPLEMENTATION ☐ RESEARCH ☐ REVISE PREVIOUS AIS REQUEST NO. ________ (14)

DETAILED DESCRIPTION OF REQUEST ☐ SEE ATTACHMENT

(15)

EMPLOYEE NUMBER	COMMENTS TO REQUESTOR
DATE COMPLETED / /	☐ SEE ATTACHMENT

INSTRUCTIONS ON BACK

Stock # 140-2448

MSU is an Affirmative Action/Equal Opportunity Institution

M064 02/85

- INSTRUCTIONS -

WHEN USED - The Request for Application Support (RAS) is used to request new systems development or enhancement services from Administrative Information Services. It should NOT be used to request scheduling or execution of existing production jobstreams, this is done with a Standard Request Memo (SRM). Nor should it be used to request security access changes, this is done with an Access Request Memorandum (ARM).

GENERAL - To ensure accurate request tracking, AIS can accept RAS requests only on this yellow 'Request for Application Support' form (with attachments as needed). Requests submitted in any other format, or which lack required information as specified below, will be returned to the requestor. Please clearly print or type the request in black ink so that it can be photocopied in AIS.

A copy of this form will be returned to the requesting individual when the requested service is complete.
For a more detailed description of this form's use, and samples of the completed form, see the M.S.U. Manual of Business Procedures.
Additional copies of this form are available from MSU General Stores.

FORM USAGE -

1. Date Received - For AIS internal use. The date the request arrived at AIS.
2. AIS Document Number - For AIS internal use. AIS assigned tracking number.
3. AIS User Code - For AIS internal use. Used by AIS to group requests for reporting at In-Process Reviews (IPRs).
4. Project Code - Code used for AIS billing process. If you do not know this code leave this space blank. AIS will establish one for your account if you don't already have one.
5. Account Number - (Required) - University account number to be charged for the requested services. Courtesy customers should specify the account number that would be charged if they were billable customers.
6. Date Prepared - (Required) - The date you fill out this form.
7. Requested Due Date - (Required) - Date by which the service requested should be completed. Please be realistic and avoid arbitrarily chosen dates. An entry here other than a valid date will be completed based on our time constraints.

   If the requested due date reflects a regulatory requirement, or was chosen so that the request will be complete before a production run of an existing system, please note this in the 'Detailed Description of Request' section of this form.
8. Priority Number - (Required) - Priority of this request within the AIS user group's outstanding requests.
9. Requestor Name, Telephone, Office Address - (Required) - Identifies the individual requesting the service, and whom AIS may query for information. A copy of the completed request will be sent to the person listed in this section.
10. University Common Unit Code & Name - (Required) - Requestor's department code and name.
11. Authorizing Name & Telephone - (Required) - This section should identify the authorizing manager of the unit initiating the request. This person's name & signature must be on file in AIS in association with the AIS user code for verification.
12. Authorizing Signature(s) - (Required) - Signature(s) of authorized customer manager(s).
13. Brief Description of Request - (Required) - A short (80 characters or fewer) description of the request. This line will be entered as a description in AIS's automated tracking system to identify the request.
14. Request for: - (Required) - This tells AIS what action you wish taken. If you check . . .
    a) Cost Estimate, AIS will send you a written estimate of the requested service's cost. To implement that request, submit a second request with the estimate attached asking AIS to perform the service
    b) Implementation, AIS will perform the requested service, billing you for actual costs if you are a non-courtesy customer.
    c) Research, AIS will investigate the issue noted and report back to you.
    d) Revise Previous AIS Request No. ____________________, AIS will integrate new or changed specifications under 'Detailed Description of Request' with a previous in-process request. Call AIS to obtain the document number of the previous request.
15. Detailed Description of Request - (Required) - A detailed description of the service being requested. Include the reason for the requested due date. Identify other units (if any) that may be affected by the request. If possible, include the objective your unit hopes to realize through this request (this helps AIS assess relationships between in-process requests). Requests for certain services require additional information. So, if you are requesting . . .
    a) Development of a new system, broadly describe the proposed system's cost and benefit implications for your unit and the University.
    b) Improvement to an existing system, identify affected system(s), jobstream(s), program(s), report(s), etc., if possible. Broadly describe its cost and benefit implications
    c) Correction of problems with an existing system, identify affected system(s), jobstream(s), program(s), report(s), etc., and list the symptoms of the problem, including any error codes or messages that occur. Attach samples if possible.
    d) Revision or implementation of a previous in-process request, you need not completely recopy the previous request. Simply refer to the previous request by document number.

EMPLOYEE NAME	START DATE	COMPLETE DATE	WORK HOURS
	/ /	/ /	

ACTION TAKEN/COMMENTS:

☐ SEE ATTACHMENT

(Administrative Information Services Cont.)

EXHIBIT II

XEROX 9700 SIGNATURE STORAGE RELEASE FORM

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

Form#	Description
__________	______________________________
__________	______________________________
__________	______________________________
__________	______________________________
__________	______________________________
__________	______________________________

Signature ______________________________

Date ____________________

EXHIBIT III

DATE RECEIVED	MICHIGAN STATE UNIVERSITY ADMINISTRATIVE INFORMATION SERVICES ACCESS REQUEST MEMORANDUM Send to: Information Services Access Request Room 2 Administration Building 353-4420	USER CODE Page: 210.16 Date: 9-30-85 DOCUMENT NUMBER

REQUESTOR INFORMATION

REQUESTOR'S NAME, TITLE	REQUESTOR'S SIGNATURE	PHONE	DATE PREPARED

COMMON UNIT CODE	DEPARTMENT	REQUESTED COMPLETION DATE

RETURN ACCESS INFORMATION TO: ☐ REQUESTOR ☐ OPERATOR ☐ BOTH

SPECIAL INSTRUCTIONS

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

OPERATOR INFORMATION

OPERATORS FULL NAME, DEPARTMENT	ADDRESS	PHONE	EMPLOYEE ID

APPLICATION ACCESS INFORMATION FOR:

APPLICATION AUTHORIZATION

☐ Access Approval Authority Previously Received

AUTHORIZING SIGNATURE(S)	DATE

This Section to be Completed by Administrative Information Services

Operator Name ______________________ Operator ID ________________

Network Password ____________ Application Password ____________

Completed by: Date:

INSTRUCTIONS

1. The following information is REQUIRED on ALL requests:

   a. REQUESTOR NAME, TITLE - the name of a person in your office authorized to submit requests

   b. SIGNATURE - signature of the person identified as the requestor

   c. PHONE - requestor's phone number

   d. DATE PREPARED - todays date

   e. COMMON UNIT CODE - the 5-digit department number

   f. DEPARTMENT - department name

   g. RETURN ACCESS INFORMATION TO: - indicate where you wish ADP to send the completed request (including passwords and other information).

   h. TYPE OF REQUEST - there are basically two types of requests, requests to access the network (NETWORK ACCESS) and requests to use a specific application (APPLICATION ACCESS). A single form may be used to specify both types of requests for A SINGLE OPERATOR.

   i. OPERATORS FULL NAME, DEPARTMENT - the operators name and department

   j. ADDRESS - campus mail address for the operator

   k. PHONE - phone number for this operator

   l. EMPLOYEE ID - the employee number (SSN) for this employee

2. Other information which may be used on any request:

   a. REQUESTED COMPLETION DATE - requests are typically processed on the Tuesday after they are received. You may use this field to indicate an alternative date.

3. Additional information required for APPLICATION ACCESS requests:

   a. In order to request access to an application system you must be using a form customized for that application.

   b. The authorizing signature box MUST be completed.

GARAGE SERVICE

I. GENERAL

A. This section details procedures concerning automotive repairs, supplies and maintenance service for all University vehicles.

B. The Service Garage, operated by the Physical Plant Division, is located on the east side of Spartan Stadium.

C. It is open from 7:00 a.m. to 5:00 p.m., Monday through Friday.

II. PROCEDURES

A. Colleges and departments are responsible for their vehicles' maintenance. To assist in timely maintenance, the Service Garage regularly provides maintenance reminder reports.

B. To schedule service appointments, call 355-1868.

C. When ordering supplies or services by telephone, in person or through a written request, be prepared to provide the following:

1. The department name and telephone number.
2. The supplies and services account number to be charged.
3. The vehicle number.
4. A description of the service or supply required.

III. SUPPLIES, SERVICES, AND RATES

A. Available materials include gasoline, diesel fuel, motor oils, antifreeze, and other parts and accessories.

STORES

I. STORES

A. Purpose

1. Stores, located at 1330 South Harrison Road, telephone number 355-1700, is responsible for supplying MSU departments with miscellaneous supplies either through the stockkeeping or non-stock purchasing functions. Stores is open from 7:30 A.M. to 4:30 P.M. Monday through Friday, excluding University holidays.
2. Stores is also responsible for expediting all incoming university shipments, central receiving, the filing of damages and claims, redelivery of incoming shipments, internal distribution of packages and letters, and central shipping.
3. Stores offers office equipment for rental and a long-term lease program for most other types of equipment.
4. Through the salvage operations, disposal of equipment and materials, silver recovery, and access to Federal Surplus is controlled. Departments may also list surplus equipment and supplies in the Budget Booster, a monthly publication offered free to all departments. Short and long-term warehousing space is available on a rental basis through the Salvage Yard.

B. Catalog

1. Stores publishes a catalog for distribution to University departments, listing most of the standard items stocked. Updates, listing additions and/or deletions to stock items, are distributed as necessary.
2. Stores is open to suggestion with regard to carrying new items. To propose the stocking of a new item, complete a "New Stock Consideration Request" form #140-2688 (see example on page 220.18), which is available from Stores at no charge. Your request will be considered by the Stores Manager.

C. "Request for Supplies" Form

1. To order supplies carried in stock, the "Request for Supplies from Stores" form #140-2702 (see example on page 220.19), available at Stores, must be typewritten or printed using a ball-point pen. This form may be used for orders of 7 items or less; for larger orders a long version of this form (#140-2703) with room for up to 22 items is available.
2. To expedite and insure delivery of items, the individual completing the form must specify:
   a) building and room number (the delivery address).
   b) account number (one account number per order).
   c) name of the department and telephone number.
   d) full name of the authorized individual making the requisition.

(Stores Continued)

e) stock number, unit of issue, and brief description (see catalog), and quantity ordered. List only one item per line, and group items according to their catalog listing.
f) date the requisition is submitted by the department.

3. Separate requisitions must be used for cylinder gases.
4. Plan ahead by ordering at least a thirty day supply to reduce emergencies and unnecessary deliveries.
5. Send via campus mail or, if needed immediately, bring in person to the Stores Department the white, canary and pink copies without signature. All orders requiring delivery should be sent through campus mail. Keep the green copy for your records; the pink copy will be returned when the supplies are delivered, and should be used to check that your order has been properly filled. The white and canary copies will be retained by Stores for order filling and billing purposes.
6. Direct any questions you may have to Stores referencing the requisition number found in the upper right hand corner of each requisition.
7. If an unusually large quantity of an item is desired which would deplete Stores entire inventory, a special shipping release against the annual contract will be issued to fill the department's order. Regular Stores prices will apply to the order. If delivery is required before a specific date, Stores will make every effort to fulfill this need.

D. Checking Supplies Received

1. Departments should check supplies received against the delivery receipt left with each delivery.
2. When a stock item is temporarily depleted, the ordering department is requested to reorder these items after ten (10) working days.
3. Discrepancies must be reported to Stores within two working days, otherwise no adjustment can be made.

E. Returned Goods Policy

1. Merchandise that was originally ordered and received from Stores can be returned to Stores provided it is in resalable condition and is in the original factory carton. No obsolete or discontinued merchandise will be accepted for return.
2. Return of merchandise will not be accepted unless authorized by Stores. To obtain authorization, contact Stores at 5-1700. Please have the requisition number, exact quantities and descriptions of all items to be returned, and reason for the return. Stores will arrange for pickup.
3. Merchandise returned because of our error or manufacturer's defect will be credited at 100% if

(Stores Continued)

returned in undamaged condition. Stock merchandise returned for any reason other than error or manufacturer's defect will be credited subject to the following restocking charges:

Elapsed time after receipt	Restocking charge
1 week - 1 month	15 %
1 month - 3 months	20 %
3 months - 6 months	50 %
beyond 6 months	No returns

Defective merchandise must be accompanied by a completed product information form describing the nature of the defect. In this way we can provide our supplier with information so that a replacement can be obtained from the manufacturer. If a portion of a package is defective, no credit will be made until a credit or a replacement has been received from the vendor.

4. Credits will be made only to the account that was originally charged for the material.

F. Open Purchase Orders

1. Open purchase orders have been established with local area vendors to provide departments with supplies and materials that are not available from Stores. A complete listing of vendors with which open order contracts have been established is available upon request. Releases will be issued by the Open Order section of Stores against these contracts for purchases not exceeding $250 per line item (price x quantity) and not exceeding $400 total.
2. Material from Open Order suppliers may be ordered using the "General Stores Non-Stock Order Form" form #140-2704 (see example on page 220.20), available from Stores. Instructions for proper use of this form may be found on the reverse side.
3. Open Order personnel will review all items submitted to them for release and transfer any Stores stocked items to Stores. Delivery of items from local vendors is expected to be made to the Stores Receiving dock and from there to departments by Stores truck. Please notify Open Orders of any shipment delivered by the supplier directly to you. Damaged shipments should be reported immediately to the Receiving section of Stores (3-5390). Please check your copy of the Non-Stock Order Form against the packing slip accompanying shipment.
4. If returning the material is desired, a "Material Return Slip and/or Shipping Permit" form #140-2562 (see example on page 220.21), must be completed and sent to the Stores Open Order office. The vendor will be contacted for return authorization, and if affirmative, arrangements for pick-up will then be made.

(Stores Continued)

II. SPECIAL STOCK CONSIDERATIONS

A. Electrical Supplies

1. When ordering any type of electrical wire or extension cord, please contact Physical Plant (3-9578) for approval. Multiple outlet strips (stock #110-2009) have been approved by Physical Plant and may be ordered without prior approval.

B. Office Supplies

1. Appointment books and calendars may be ordered no earlier than October of the preceding year. When ordering, please specify the year desired to avoid problems in filling your order.
2. Stores carries a number of forms for your convenience. Each form carried by Stores is identified with the Stores 7-digit stock number usually located in either the bottom left or bottom right hand corner.
3. Postage stamps may be obtained only by pickup at the counter of the Stores building.

C. Chemicals

1. Alcohol
   a) Federal regulations relating to tax free alcohol give explicit directions on record maintenance and restrictions on the use of alcohol. Departments may not sell, issue, or give away alcohol issued to them for teaching and research purposes. Alcohol must be used as stated in the Internal Revenue Service Regulations (Distribution and Use of Tax Free Alcohol, Part 213 of Title 26, Code of Federal Regulations).
   b) Alcohol may be requested by completing a "Purchasing Requisition." An authorized department representative must sign the requisition and send it to the Purchasing Department for approval. When it has been approved, Purchasing will forward the requisition to Stores to be filled.
   c) Stock numbers 155-0684 and 155-0836 have been purchased by Stores in bulk and are issued to departments in smaller, more convenient quantities. Departments ordering this alcohol must supply Stores with approved safety cans, which must be in good condition and labelled as to contents.
2. Dimethyl Sulfoxide
   a) Dimethyl Sulfoxide (DMSO) is a controlled substance and not intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in man or other animals.
   b) A signed statement is required for ordering this

(Stores Continued)

item. Please include a copy of this statement (approved format is available in the Stores catalog), signed by an authorized departmental representative, with your "Request for Supplies from Stores".

D. Compressed Gases and Accessories
   1. Common gases are warehoused at Stores and delivered to departments when requisitioned. A demurrage (cylinder rental) charge is assessed for each day the cylinder is in use, and will appear as a separate charge on the Stores monthly billing. Demurrage charges begin the day of delivery and continue to accrue until the cylinder has been returned to Stores.
   2. For ordering common gases listed in the Stores catalog, use a separate Stores requisition form.
   3. For the return of empty cylinders:
      a) Send a request for pickup to Stores providing the following information:
         1. The building and room number where the cylinders are located.
         2. The cylinder tag or label number.
         3. The stores stock number of the cylinder.
         4. The rental account number.
         5. A contact person's name and phone number.
      b) Empty cylinders should be placed in a separately designated area at your delivery dock and secured by chains, as a safety precaution, pending pick-up.
      c) Return all empty cylinders as quickly as possible to eliminate excessive demurrage charges.
   4. Stores is billed for all cylinders assigned to the University. Demurrage charges are rebilled to the appropriate University department.
   5. Cylinders with suspected leaks should be reported immediately to Stores. They will be picked up and returned to the company, and the department will receive credit for the cylinder gas charge. Departments should place an order for a replacement cylinder, if so desired.
   6. A regulator is available for rental from Stores for use in filling balloons. Departments will be held liable for any damages to the regulator.

III. STORES: PICK-UP AND DELIVERY

A. The building and room number specified on the order form or pick-up notice will be considered the final delivery or pick-up point. If the room listed is a locked storage room, please indicate on the form where a key can be obtained. If a signature on the delivery slip is to be obtained at a location other than the delivery location, this must also be

(Stores Continued)

indicated.

B. Requests for delivery of materials to one area with the paperwork to another area cannot be honored unless this is specified on the order form in advance.

C. Signed delivery slips must be returned to the Stores driver at the time the merchandise is delivered.

D. Material to be picked up by Stores should be limited to eight or fewer paper size (approximately 17" x 12" x 15") stackable boxes, or one hamper load or less of mail. For pickups larger than this a charge will be assessed based on actual cost incurred. Charges will also be assessed, again based on actual cost incurred, for any type of special handling (uncrating, moving, setup, anything requiring special equipment, extra men, excessive time, etc.) or special delivery (emergencies, deliveries or pickups other than normally scheduled). Delivery to a point other than specified on the PO, POD, Open Order, or Stores requisition will involve an extra fee. This can be remedied by efficient use of order forms. If a department wants a change in delivery point before delivery, these charges can be avoided by calling 3-5390 and notifying them of the change. Call 3-5390 to obtain current rates for special delivery and handling.

E. Off-campus pick-up and delivery service is available for a service fee based on actual cost incurred. All vehicles will be operated by Stores personnel, and the cost of the driver is included. Charges for extra men, when necessary, will be based on regular and/or overtime rates. This service is available both for local trips to the Lansing and East Lansing area, and long distance trips outside the immediate area. Service is available by either delivery van or freight truck. Call 3-5390 to schedule this service or to obtain current rates for off-campus pick-up or delivery.

F. Prior to shipping any material off-campus, departments must complete a "Material Return Slip and/or Shipping Permit" form #140-2562 (see example on page 220.21), and obtain approval of the Purchasing Department before any material can be picked up for shipment.

(Stores Continued)

IV. RECEIVING

A. Stores/Receiving is the central receiving location for incoming shipments to campus departments. Incoming shipments include those received from:
   1. United Parcel Service
   2. Parcel Post
   3. Common carriers
   4. Air freight carriers
   5. Vendor-owned delivery vehicles

   Stores/Receiving will accept shipments for any department on campus. The Receiving office will not accept shipments or packages for student dormitory rooms, Kellogg Center guest rooms, or organizations not affiliated with University academic or business operations. The Receiving office is responsible for the receiving and redelivery of shipments relating to University business only. We will not be responsible for non-business related shipments for individuals employed by the University.

B. Copies of PO's, POD's and Open Order Releases are kept on file in the receiving area of Stores. As packages are received, the order is pulled, copied, and the receiving information is completed. Packages are tagged with copies of the "delivery receipt" and are delivered to the proper buildings.

C. Redelivery of shipments will be made on the next scheduled truck to the delivery location. Exceptions to this practice will be made for perishable material that is received too late for the scheduled delivery route. Perishables received prior to 3:00 P.M. will be delivered by a special courier between 3:00 P.M. and 4:00 P.M. the same day. Any perishables received after 3:00 P.M. will be stored (after a phone call has been placed with the addressee or a representative to determine the method of storage) and delivered the following workday.

D. Shipments received by air express will be delivered by the next scheduled truck to the delivery location. If the next truck will not be departing until the following workday, a courtesy call will be made to notify the addressee of receipt of material. In all cases, if planned delivery service is not acceptable to the addressee, and provided that manpower and vehicles are available, a special delivery

(Stores Continued)

service can be provided on an actual cost basis (minimum of one hour).

E. Upon receipt of the packages, departments sign the delivery receipt; one copy is kept by the department and the other copy returns to Stores Receiving as the delivery record.

V. SHIPPING

A. Stores/Shipping is the central shipping office for all material being shipped from the University.
   1. Any package originally received on a PO or POD must have a Material Return form completed and approval obtained from the Purchasing Department before being shipped out. The "MR" must be sent to Purchasing for return authorization and, once approved, will be forwarded to Stores/Shipping. Upon receipt at Stores, the "MR" will serve as a campus pick-up request for the department. A Stores driver will pick up the merchandise and deliver it to Shipping. If processing time is critical, the package and completed MR (approved by Purchasing) may be delivered to Stores/Shipping by the department to expedite shipment.
   2. Documents, letters, etc. requiring immediate shipment and timely arrival can be processed using a QS (Quick Ship) form (see example on page 220.22) available at Stores Receiving. Departments should bring the documents directly to Stores and complete the QS form.

VI. FREIGHT BILL PAYMENT

A. Procedure
   1. Stores Receiving is responsible for the payment of incoming/collect and outgoing/prepaid freight charges.
   2. Freight and air bills are processed, charges confirmed, and vouchers prepared and sent to Accounts Payable. Transportation charges are rebilled on the Stores monthly charge statement to the appropriate University department.
   3. Individual departments shipping or receiving merchandise under special circumstances should send all freight bills/air bills to Stores Receiving for processing.

(Stores Continued)

VII. EXPEDITING

A. Purpose

1. Expediting, located in Stores, is responsible for obtaining purchase order and purchase order draft delivery commitments.

B. Procedure

1. Departments experiencing delinquent orders should call Expediting at 3-5390 and be prepared to provide the PO/POD number, vendor name, expected arrival date, and the items that have not been received (unless the entire PO/POD is involved).
2. The expeditor will contact the vendor, gathering proper order information for the department and/or correcting any misinformation.
3. Once timely and relevant information is obtained, the expeditor will notify the department regarding the status.
4. Individual departments should not contact suppliers (unless notifying Expediting) once an expediting request has been submitted.

C. Responsibility

1. Expediting is responsible for information gathering and correcting misinformation only.
2. Cancellations, order changes, price changes, etc. must be processed by Purchasing through the change order procedure.

VIII. CLAIMS (RECEIPT OF DAMAGED GOODS)

A. Material received in a damaged condition should be reported IMMEDIATELY to the damage and claims section of Stores at 3-5390. Damages valued at less than $25.00 cannot be processed. Time is very important because, in order to be considered, an inspection report must be filed with freight carriers within 15 days of the delivery date. Preserve the package and contents, including inner packaging in the condition received until instruction for return or replacement is received.

B. Disposition of damaged items will be processed on a Material Return form (MR), numbered for identification (example on page 220.21).

C. Vendors will be contacted by the Stores Department, prior to disposition, to verify such information as:

(Stores Continued)

1. Whether disposition of the item is to be handled by MSU or by the supplier.
2. If returned to the vendor, the shipping address.
3. The type of transportation is to be used, and who is responsible for the shipping expenses.
4. Whether the shipment requires additional insurance and at whose expense.
5. The exact dollar amount of the claim.

D. Once a claim has been initiated, Stores will contact the department regarding responsibility for payment of invoices or for handling of credits.

IX. OVERAGES AND SHORTAGES

A. Any overage or shortage arriving on a PO or POD should be reported to the Receiving office (3-5390). They will advise as to disposition (ie. pickup, redelivery, or Material Return).

X. CAMPUS MAIL SERVICE

A. MSU Board of Trustees action and United States Postal Service Private Express Statutes limit campus mail service to the distribution on campus of official University communications and the collection of mail for off-campus mailing.

B. Examples of communications that will be handled are: notices of faculty meetings or other University department sponsored affairs or programs, communications from one department of the University to another, and memorandums from one individual to another when pertaining to current University business. Those that cannot be distributed are requests for contributions (except United Way), sales or collections by campus organizations or individuals, church announcements, club announcements, notices of political or organizational meetings except meetings of learned and professional societies.

C. Section 310.3 (b) of the Private Express Statutes (Vol. 39, Federal Register pp. 33211-13) does not permit campus mail service to receive and/or carry letters (1) which do not relate to the current business of the University, e.g., personal letters of the University's officers and employees, (2) exchanged between non-University agencies, or (3) exchanged between students.

(Stores Continued)

D. Campus mail envelopes are available for purchase from Stores stock in the following sizes:
   1. 10 1/4" X 4 1/2" (#140-1806)
   2. 9" X 12" (#140-1820)

   Used envelopes are available at no cost on a limited, first come, first serve basis. Complete a Stores Requisition for Supplies form, indicating the approximate quantity needed.

E. The following information outlines those activities that will assist Campus Mail in expediting the mail and maintaining a smooth flow for the total University:
   1. Departments planning a large mailing on campus, should contact Campus Mail at 3-5390 a few days prior to the mailing date to schedule the mailing. The mailing must be properly addressed. When an additional thousand pieces of mail must be sorted, in addition to the regular daily volume of mail, these pieces are merged into the mail flow as time is available. Please note, all mail may not necessarily be sorted on the same day, which may result in some individuals receiving communications later than others. It should be noted that mailings consisting of 3 or more pieces for one building on campus must be bundled or separated.
   2. When addressing campus mail, the building name should always be included. Mail is sorted and delivered according to building. The room number and building name should be the last line of the address. An example of the proper address for campus mail is as follows:

      M. Adams
      Department of English
      201 Morrill Hall

   3. Departments should also be cognizant of addressing for U.S. Mail. The East Lansing Post Office is responsible for the delivery of all incoming U.S. Mail for Michigan State University. Their sorting and delivery is also by building. It is imperative that departments inform their mailers to include the building name in the address. If this information is not included, University mail could be returned to the sender, causing unnecessary delays in the mail. For U.S. Mail, the building name should be reflected immediately above the city, state and zip code. An example of the proper addressing format is as follows:

(Stores Continued)

Mr. Mark Adams
Department of English
Michigan State University
201 Morrill Hall
East Lansing, MI 48824-1036

4. The last four digits in the nine-digit zip code designate a specific building to the East Lansing Post Office. It is not essential that these four digits be used to ensure that incoming mail is delivered, but it is advisable to have mailers begin using the nine-digit zip code whenever possible. The United States Postal Service in their conversion to automation nation-wide will use the nine-digit zip code to eliminate unnecessary manual handling of the mail and expedite the delivery process.
5. It is also recommended that departmental stationery and envelopes reflect a complete return address, particularly the building name. When reordering department stationery, the University Printing Department will assist departments in the proper placement and address format to ensure conformance to University standards and U.S. Postal regulations.

F. Postal Manual 153.6 (mail addressed to schools, institutions, etc.) states that mail addressed to persons at schools and similar places will be delivered to the school. If the addressee is no longer at that address, it is the responsibility of individuals at that address to provide forwarding information. If the forwarding address is unknown, the mail will be returned to the Postal Service (endorsed "not at" or "address unknown"). The individual departments are fully responsible for forwarding mail that is addressed to them. Normally the forwarding address is left with the department involved as neither the U.S. Post Office nor Campus Mail Service maintain a file of forwarding addresses. If a department wishes to refuse any mail, it should indicate on each piece why it is being refused and how it wants it handled.

(Stores Continued)

XI. EQUIPMENT RENTAL AND LEASING

A. Rental Office Equipment

1. Typewriters, pagers, and dictating equipment are available for rental from Stores. Minimum rental period is one month. Maintenance is the responsibility of Stores on rental equipment. The renting department is responsible for:
   a) supplies needed for operation, and
   b) expenses incurred due to misuse, theft, or destruction of the equipment.
2. Order rental equipment by calling Stores at 355-1700. Monthly rental will be billed through the Stores billing system and will appear on the departmental monthly charge statement.

B. Leasing Equipment

1. Most types of equipment can be leased through the Stores Equipment Lease Program. This program is a commitment to lease equipment for a specified period of time and can be established on 1 through 5 year programs. Stores retains ownership until the leasing department exercises its purchase option. Equipment can be purchased by paying a depreciated balance at any time during the contract period, or by paying 10% of the original purchase price at the end of the contract period. Equipment funds must be used when exercising the purchase option. Maintenance will be the responsibility of the leasing department unless special arrangements have been made with Stores.
2. Departments acquiring equipment using the Stores Equipment Lease Program should complete a purchasing requisition following the instructions on the reverse of the requisition form. The only differences are:
   a) The account number field should be completed with the account that is to be billed for the monthly lease charge (for General Fund accounts, this would be a Supplies and Services account).
   b) State in the body of the requisition "to be leased/ purchased through Stores over "X" years".

   For more information contact Stores at 5-1700.

XII. BUDGET BOOSTER

A. The Budget Booster is a monthly publication offered as a free service to all campus departments from the University Services Division. The primary purpose of the Budget Booster is to sell items that are no longer being used by a department.

(Stores Continued)

B. The Budget Booster offers a "Wanted to Buy" column. If a department is looking for a particular item, the department may, by placing an ad, locate that item somewhere on campus.

C. Departments may also post items for trade or dispose of unwanted items by giving them away.

D. This publication is issued the first week of every month. In order to place an ad a department must:
   1. Write or type up a brief description of the item or items to be sold.
   2. Indicate the condition of the item(s).
   3. Indicate an asking price or say they will accept the best offer.
   4. List the department's name, a contact person, and a telephone number.

   Copy for ad listings should be sent to the Budget Booster, c/o Stores.

E. The procedures outlined on pages 300.1-300.8 of the Manual of Business Procedures should be followed when transferring equipment from one department to another for credit.

F. The Budget Booster is sent to every department on campus. An individualized mailing list is also available.

XII. FEDERAL SURPLUS PROPERTY

A. General
   1. The Federal Property and Administrative Services Act of 1949 (Public Law 152, 81st Congress), as amended, authorized the Secretary of Health, Education and Welfare to allocate Federal surplus property for transfer to State Agencies for Surplus Property (SASP), which in turn distribute such property to eligible health and educational applicants.
   2. Only University departmental representatives are permitted to visit and obtain materials from the Federal Surplus Warehouse. Departments interested in securing surplus property must request a signed pass from the Salvage Department which is valid only for the date issued. Call Salvage at 5-0364 for information regarding securing a pass or with questions regarding specific property availability. To secure a pass the following are required:
      a) The individual's name who will be using the pass.
      b) The department name.
      c) The departmental account number.
      d) Written permission from the Dean or Director of the department.

(Stores Continued)

B. Title
1. Property with an original government acquisition cost of $2,500 or more, must be used for a period of four (4) years before the University receives title.
2. Property with an original government acquisition cost of less than $2,500 must be used for a period of two (2) years before the University receives title.

C. Restrictions
1. Federal surplus property acquired by the University must be used:
   a) solely for educational purposes, and
   b) on University premises only.
2. Cannibalization or disassembly for secondary utilization purposes or other disposal encumbrance for four (4) years (2 years in the case of motor vehicles), is prohibited without prior authorization from the Department of Health, Education and Welfare. Such permission can generally be obtained at the time of purchase.
3. Private or personal use of any Federal surplus is absolutely illegal.
4. Donated property having a unit acquisition cost of $2,500 or more, which is not placed in educational use within 12 months after donation, shall be reported by the University within 30 days.

D. Disposition of Property
1. Property no longer suitable, usable, or needed by the University for the purpose for which it was obtained, must be disposed of through the Salvage Department provided that use requirements have been met.

XIV. SALVAGE YARD

A. Salvage, located in a separate building behind the Stores building at 1330 S. Harrison Road, is open from 7:30 A.M. to 4:00 P.M. The Salvage Yard telephone number is 355-0364.

B. Salvage will pick up any unused or unwanted equipment from a University department which can be resold. Contact Salvage if you have a question regarding whether they will pick up certain materials.
1. For materials assigned a University inventory number, a "Equipment Transfer Notice" form #140-2492 (example on page 220.23) must be completed and sent to Stores/Salvage. This will assure that the materials are removed from the department's inventory listing. Be sure to indicate on the form the room in which the materials are located; if a key will be necessary to access this room, list separately the room where the

(Stores Continued)

key can be obtained.

2. Credit for equipment or materials sent to Salvage must be negotiated prior to the materials being sent to Salvage. An "Equipment Transfer Notice" form #140-2492 (see example on page 220.23) must be completed and sent to Stores/Salvage. Further instructions regarding the use of this form may be found on pages 300.1-300.8 of this manual. The amount of credit will be reduced by the actual costs incurred by Salvage to dispose of the materials.
3. For non-inventory materials, call Salvage and arrange a time for pick-up. Paper pick-up usually falls under this classification. For prompt pick-up, call Salvage as often as items become available. The more materials there are to be removed, the longer it will take.

B. Sale Procedures

1. Department representatives may buy materials any day during regular Salvage hours by using a "Request for Supplies from Stores" form #140-2702 (example on page 220.19). The purchased materials must be for University use only.
2. Off-campus sale days are Tuesday and Friday from 7:30 A.M. to 3:00 P.M., during which anyone may purchase materials with either cash or check.
3. Salvage is also responsible for holding auctions at which used bikes, jewelry, and other miscellaneous items are sold. Currently two auctions per year are held: one in the spring and one in the fall. Dates and times are announced prior to the auctions.
4. Certain items, such as firewood and scrap metal, are sold using sealed bidding procedures on every off-campus sale day these items are available. Call Salvage regarding item availability and for the hours during which bids will be accepted.

C. Special Services

1. Salvage also offers a paper shredding service. Call Salvage for current rates or to schedule a time when the materials can be picked up.
2. Salvage offers rental storage space for any department. Charges are based on the size of the material to be stored. Call Salvage for current rates and availability information regarding this service.
3. Salvage will deliver stored materials or purchased materials to any on-campus department for a charge based on time spent. Contact Salvage to arrange for delivery.

(Stores Continued)

XV. BUDGET RESPONSIBILITY

A. It is the responsibility of each department to request only services and supplies that can be paid for out of available fund balances. Stores will not be responsible for controlling which individuals within a department are authorized to request materials.

B. Stores will supply departments with "Monthly Charge Statement" computer printouts listing charges billed against individual accounts. A cut-off on the last working day of the month has been established to facilitate posting of departmental charges. In checking fund ledgers, departments should advise Stores of any discrepancies between the charges posted in the monthly ledger and those shown in the Monthly Charge Statement.

C. In cases where a wrong account number was mistakenly supplied to Stores, Stores is unable to correct the error after billing has been done. The department making the error should contact the University Accounting Office (355-5000) for information regarding the procedure to be followed to correct the mistake.

1. Requesting department keep yellow copy.
2. Send white and pink copies to Stores.
3. Stores return pink copy to requesting department showing disposition of request.

MICHIGAN STATE UNIVERSITY
GENERAL STORES DIVISION

NEW STOCK CONSIDERATION REQUEST

Date ____________

1. Department Name ____________

2. Utilizing Account No. ____________ Requested By ____________
Full Name of Person Requesting

3. Item Description ____________

____

4 If this item replaces an existing stock item enter Stores Catalogue No. ____________

Reason for Requesting Change: ____________

____

5. Packaging Description ____________
(Such as 10 Per Box)

6. Estimated Usage ____________ Units per Day ____________ Units per Month (Such as 5 boxes per mo.) ____________ Units per Year

7. Other departments that may use this item 1. ____________ 2. ____________

8. Suggested Vendor ____________

____________ ADDRESS ____________ CITY ____________ STATE ____________ ZIP

9. Vendor Stock Number ____________

NOTE: If your request is approved, please notify Stores promptly of any changes in usage as this will be of assistance in adjusting stock levels. Also, if later you wish to discontinue using this item please give Stores 90 days notice before doing so. If enough notice is not given, the above account number will be charged for any remaining stock, and it will be delivered to you.

____
Dept. Manager, or Chairman Signature

DO NOT WRITE BELOW THIS LINE — STORES USE ONLY

CODE NUMBER ____________ UNIT COST ____________ UNIT OF ISSUE ____________

VENDOR ____________ VENDOR STOCK NUMBER ____________

____________ ADDRESS ____________ CITY ____________ STATE ____________ ZIP

YOUR REQUEST FOR ADDITION OF THIS ITEM TO STOCK HAS BEEN:

CODE

☐ APPROVED ☐ DISAPPROVED REASON ____________
(Please allow 30 days before ordering)

____________ Stores Manager Signature ____________ DATE

O-8465

T.C.	PHYSICAL PLANT ONLY			MICHIGAN STATE UNIVERSITY	REQUISITION NUMBER	DATE RECEIVED
	OBJ. CLASS	BLDG. CODE	DIV. NO.	Request for Supplies from Stores		

DELIVER TO	BLDG. NO.	BUILDING NAME	ROOM NO.

DEPT. NAME	ACCOUNT NO.	OBJ. CLASS	JOB NO.	FILLED BY	DATE FILLED	NUMBER OF PIECES
DATE NEEDED:	ORDERED BY	PHONE NUMBER	DATE			

(ORDERS WILL BE FILLED BY STOCK NUMBER – NO BACK ORDERS) Stock Order -140-2702

Item No.	STOCK NUMBER	QUANTITY ORDERED	QUANTITY SHIPPED	BRIEF DESCRIPTION	PRICE
1					
2					
3					
4					
5					
6					
7					

1. Keep green copy.
2. Send white, canary and pink copies to Stores.
3. Pink copy will be returned with supplies ordered.

DRIVER INITIAL

MSU is an Affirmative Action/ Equal Opportunity Institution

TOTAL

RECEIVED BY (SIGN FULL NAME) DATE

140-2702 O-15119

PHYSICAL PLANT ONLY

OBJ. CLASS	BLDG. CODE	DIV. NO.

MICHIGAN STATE UNIVERSITY

GENERAL STORES NON—STOCK ORDER FORM

Both the purchase order number and release number are to be shown on all labels, packing slips and invoices.

DATE

RELEASE No.

PURCHASE ORDER NUMBER

Location to leave material and obtain signatures. | Bldg. no. | Building Name | Room No.

Dept. No. | Dept. Name | Account No.

Date Needed | Contact Person | Phone No. | Date

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

PREVIOUS OR SUGGESTED SOURCE:

Released To:

Ship To:
Michigan State University
Central Receiving
1330 South Harrison Road
East Lansing, Michigan 48824

Previous Order No.

Vendor No.

Terms: ☐ Net 30 days ☐ ______ % 10 ☐ ______ % 10th

This order was phoned to your ____________________ on____ /____ /_____

VENDOR: Stores Authorization Required

QUANTITY ORDERED	QUANTITY RECEIVED	Catalog or Part Number	Description (Please type only on lines indicated)	Unit Price	Leave Blank

TOTAL

0-13346

DELIVERY RECEIPT — **DO NOT WRITE BELOW THIS LINE**

PACKING SLIP No. | PRO No. | WEIGHT | DATE RECEIVED

☐ VENDOR TRUCK | ☐ COL. ☐ PPD

☐ UPS. No.

CTNS.

☐ CERT. No.
☐ INS. No.
☐ REG. No.
☐ SPEC. DEL.
☐ PARCEL POST
☐ AIR

DRIVER | Rec'd By (Full Signature) | DATE

MICHIGAN STATE UNIVERSITY
EAST LANSING, MICH. 48824

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.- 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.
CITY AND STATE	INVOICE NO. OR LETTER REFERENCE	

(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	UNIT ADMINISTRATOR

IF THERE ARE QUESTIONS,
REGARDING THIS SHIPMENT, CONTACT — NAME PHONE

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

MICHIGAN STATE UNIVERSITY
1330 S. HARRISON RD.
E. LANSING, MI 48824

QUICK-SHIP

To
Address
City State Zip
Attn: Name/dept. Ph. No.
Special Instructions

QS

If returned to MSU, please reference above number.

INSTRUCTIONS

Do not fill in shaded area. Read reverse side prior to completing this form.

Please type or legibly print.

From: (dept.)		Account No.
Campus address	Location of material	
Person initiating shipment		Ph. No.

Description			
Method of shipment: Fastest way ☐ United Parcel ☐	Must arrive by:	Value	Insurance YES ☐ NO ☐

Carrier	Pro No.	Shipment Date
No. of pieces	Total weight	Dry ice amount

MSU is an Affirmative Action/Equal Opportunity Institution
0-14334

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 300.1-300.8 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

INTERIOR DESIGN

All requests for interior design services involving carpet, draperies and reupholstery should be sent in triplicate on the form "Request for Interdepartment Material or Service" (Stores stock order #140-2842) to the Office of Facilities Planning and Space Management, 412 Olds Hall. Projects limited to carpet, draperies and reupholstery will, upon approval, be forwarded to the Residence Halls Interior Design Department. All other requests involving interior design services will be routed to the Engineering Services Department, Physical Plant. Requesting departments will be charged for these services.

KEYS AND LOCK SERVICE

I. GENERAL

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

B. The Key Shop is located in the Physical Plant Building, telephone 353-1760, and is open from 8:00 a.m. to 12:00 noon and 12:30 p.m. to 4:30 p.m., Monday through Friday.

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

II. AUTHORIZED SIGNATURES

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

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

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

III. KEY DUPLICATION PROCEDURE

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

(Keys and Lock Service Continued)

B. Duplicates are obtained by presenting a completed "Request for Keys" (Stores stock order #140-2548, see sample on page 225.5) to the Key Shop. A separate form must be prepared for each type (code) requested (e.g., master, submaster, room key).

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

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

IV. KEY ASSIGNMENT

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

B. The form "Assignment of Keys by Departments" (Stores stock order #140-2534, see sample on page 225.5) assists in this recordkeeping. One completed copy should be filed in key number sequence and one copy alphabetically by name.

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

(Keys and Lock Service Continued)

V. LOCK SERVICE

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

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

C. To get routine service, call 353-1760. To get specialized service, use a service request, "Request for Interdepartment Material or Service" (Stores stock order #140-2842).

VI. SPECIAL SERVICES AND PROCEDURES

A. Safe and vault combination changes are initiated by a service request as outlined in item V.C. above. Special procedures are used to ensure security. Call the Key Shop at 3-1760 for details.

B. Removal of an area or room from the master key system to provide maximum security is initiated by a service request as outlined in item V.C. above. Since such changes eliminate the usual custodial and maintenance service access, special authorization and procedures are required. Call the Key Shop for details.

C. Requests for master or submaster keys to Housing and Food Services areas require approval from the Assistant Vice President for Housing and Food Services or the Manager of University Housing.

(Keys and Lock Service Continued)

D. Keys to mechanical rooms, electrical vaults and similar areas are controlled by the Physical Plant Division. Call the Key Shop for answers to specific questions.

VII. BILLING

Key Shop charges are included in the Physical Plant Division billing, a monthly statement of charges for service. Entries on the billing statement reflect all charges posted up to the statement date. The statement total appears as a single-line entry in the department's fund ledger. Call 355-3375 with any questions concerning monthly billings.

Form No.
CO-ge-34

REQUEST FOR KEYS

To: Key Shop, Physical Plant Building

You are authorized to issue the following keys (number of keys ______)

to the ______________________________ Account to be charged ______________
Name of Department

☐ Master Key ______________________________ Code *______
Building

☐ Sub-master Key ______________________________ Code *______
Building

☐ Room Key ________ ______________________________ Code *______
Room Door No. Building

Signed ______________________________
Department Head or Dean

Keys issued to ______________________________ Date ______________

* *Code is the number stamped on key or lock core*

FOR USE BY KEY SHOP

Number of keys issued ____ Keys issued by ______________________

O-4419

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. Surgical and anesthetic services.

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. Consultation 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 <u>standard</u> research animals requires from one to two weeks after receipt of the order, while delivery of conditioned, exotic or <u>non-standard</u> 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

LIBRARY COPY CENTERS

I. Library Copy Centers are available to copy material at five cents per copy on 8½ x 11 or 8½ x 14 inch paper. Copies made on the reduction/enlargement machines are ten cents each, and 11 x 17 inch copies are fifteen cents.

II. Copy Centers maintain regular Library hours. Copy Center II, situated in the West Wing of the Main Library, is also open extended hours during the term -- until 1:00 a.m. weeknights, and until 3:00 a.m. during finals week. The Copy Center in the Business Library closes at 10:30 p.m. Sunday through Thursday, and at 5:30 p.m. Friday and Saturday. That center is closed during term breaks.

III. Patrons 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.

IV. Copying fees can be paid by cash or check, or can be charged to VISA/Mastercard or departmental accounts.

V. No paperwork is required for self-serve cash sales. A patron simply copies the material and pays the cashier for each copy made. Receipts are available upon request.

VI. VISA and Mastercard charges require the Copy Center attendant to fill out a charge form. The customer must have a valid card and be authorized to use the account. Amounts above the floor limit are phoned into the Bankcard Center for approval.

(Library Copy Centers Continued)

VII. University account sales require that the Copy Center attendant be given an account number to be charged, along with the department's name, main office address and telephone number. Each month, the charges are inputted into a computer to generate detailed billing statements, which are mailed to the appropriate departments. Then a list of accounts, along with the corresponding total charges being billed, is sent to the Accounting Department. As a result, the charges are debited by journal entry on the departments' monthly fund ledger.

LIBRARY - DATABASE SEARCHING SERVICES

I. Customized retrospective searches of on-line bibliographic databases are conducted by librarians in the Social Science and Humanities Reference Library, the Science Reference 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 Reference Library or the Social Science and Humanities 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 can be issued for each cash transaction.

MAIL DISTRIBUTION LABELS

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

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

ACADEMIC CODES	ADMINISTRATIVE TITLES
A	DEANS
	DIRECTORS
	PROVOST
	ASSOC PROVOST
	ASST PROVOST
	ASST COORDINATOR
B	ASST DEANS
	ASSOC DEANS
	COORDINATOR
	ASST TO PROVOST
C	DIRECTORS
	CHAIRPERSON
	EDITOR
	DIRECTOR ADVISE
	COORDINATOR
	ASST TO DEANS
	ADMIN DIRECTOR
	SECRETARY
	MANAGERS
	EXEC DIRECTOR
	SUPERVISOR
	ASSOC DIR
	PROG DIRECTOR

(Mail Distribution Labels Cont.)

D	ASSOC DIRECTOR
	MANAGER
	DIRECTOR
	ASST DIRECTOR
	ADVISOR

NON-ACADEMIC CODES	ADMINISTRATIVE TITLES
J	VICE PRESIDENT
	EXEC VICE PRES
	PRESIDENT
	ASST TO PRESIDENT
K	ASSOC VP
	ASST VP
	SPECIAL ASST
	CHAIRPERSON
	DIRECTOR
	ADM ASST
	CONTROLLER
	BUDGET OFFICER
	EXEC DIR
	OMBUDSMAN
	ASST TO PRES
	OFFICER

(Mail Distribution Labels Cont.)

L	DIRECTORS
	SUPERINTENDENT
	ASST DIRECTOR
	ASSOC DIRECTOR
	ASSOC DEAN
	COORDINATORS
	ARCHITECT
	EDITOR
	MANAGER
	REGISTRAR
	EXEC DIR
	ENGINEER
	ADMINISTRATOR
	ASST MANAGER
	ASS CONT
M	COORDINATORS
	ASSOC DIR
	ASST DIR
	SUPERVISOR
	AREA DIR
	ASST MGR
	MANAGER
	ASSOC EDITORS
	DIRECTOR
	CURATOR
	SUPERINTENDENT
	FIN ANALYST
	PUR AGENT
	CHIEF ACCT
	ANALYST
	ACCT SUPERVISOR

(Mail Distribution Labels Cont.)

III. ORDERING OF LABELS - Send a copy of Exhibit I, a Standard Request Memo, for job G0491, signed by the Department Chairman or authorized representative, which will produce labels. Send memo to Administrative Information Services, Room 2 Administration Building.

See Exhibit I, page 240.6 to make a copy.

If you wish a cost estimate prior to this production of the labels, please check the appropriate space on the Standard Request Memo and an estimate will be prepared for your approval before the labels are produced.

If an estimate is not needed, your labels will be produced according to your specifications.

IV. USE AND DISTRIBUTION

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

B. The address contains:

1. Administrative title (position)
2. College, office, or department
3. Sub-unit of college, office, or department
4. Distribution code as indicated in the following example:

Chairman
College of Agriculture
Department of Forestry
D-M

(Mail Distribution Labels Cont.)

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

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

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

	A = 36	
	B = 58	
	C = 192	
	D = 19	
Total Academic		305
	J = 11	
	K = 23	
	L = 45	
	M = 111	
Total Non-Academic		190
TOTAL OF ALL CODES		495

EXHIBIT I

Admin. Info. Serv. Use Only

Document Number: ______________

Scheduled Date: ____/____/____

Rev.(06/14/85,G0491)

Date: ___/___/___

TO: ADMINISTRATIVE INFORMATION SERVICES
OPERATIONS AND PRODUCTION
Room 47 Administration Building

FROM: ______________________________ Phone: ______________

DEPARTMENT: ______________________ COMMON UNIT CODE: _____

Address: ______________________

SUBJECT: Please schedule job G0491 to run on ___/___/___.

JOB RELATIONSHIP INFORMATION:

SCHEDULING INFORMATION:
(information in parentheses is for A. I. S. use)

___ Check this space if only a cost estimate is desired.
(SCHEDULERS NOTE: Do not run this job when cost estimate is desired. Deliver this memo to A. I. S. Administrative Office for cost estimate.)

__ __ - __ __ __ __ Enter account number to be charged and enter

the project code, __________ if known.

___ Enter the number of copies required.
(COPY = X)

(OVERRIDE - G0494.SLECTCD)

Supply below the desired distribution codes to select labels. One to eight may be selected.

___ , ___ , ___ , ___ , ___ , ___ , ___ , ___ (cols 1-15)

Valid codes are: A , B , C , D , J , K , L , M

JOB FUNCTION INFORMATION:

This job prints campus mailing labels for selected distribution codes. The distribution codes selected enable mailings to be circulated to specific administrative groups (reference MSU Manual of Business Procedures for group description).

MOTOR POOL

I. GENERAL

A. This section outlines the conditions and procedures for rental use of University vehicles by departments from the University's Motor Pool.

B. Vehicles can only be used for University business and travel (see Section 70, Travel Regulations for extensive details).

C. The Motor Pool office is located in the Central Services Building, facing the east side of Spartan Stadium.

D. Rates and information beyond the scope of this section are available by calling 353-5280.

E. Departments needing vehicles for field trips should refer to Section 25.

II. PROCEDURES

A. Car, station wagon, van, and pickup truck rentals

1. Make reservations by calling the Motor Pool dispatcher, telephone 353-5280.

2. When the vehicle is picked up, the user must sign the charge card and provide:

   a. Copy of the approved travel authorization.

   b. The driver's license number.

   c. The department name, account number to be charged, and the name of the responsible staff member.

   d. The departure date and expected return date.

(Motor Pool Continued)

B. To arrange sole use of a car, station wagon, van or pickup truck for 90 days or longer, use the "Request for Long-Term Use of University Vehicles," form YZ-43B0010.

C. BUS TRANSPORTATION

1. Charter arrangements and cost estimates can be made by a telephone call to the dispatcher at 353-5280.

2. A "Request for Interdepartment Material and Service" (Stores stock order #140-2842) may be submitted to the Automotive Services dispatcher 72 hours before departure to make charter arrangements when prior telephone reservations have not been made.

III. QUALIFICATIONS OF DRIVERS AND USE OF UNIVERSITY VEHICLES

A. A person driving a University vehicle must have a valid U.S. or Canadian driver's license, must be experienced in handling the kind of vehicle requested, and must have a satisfactory driving record. The responsibility for enforcing these requirements rests with the department chairperson or equivalent.

B. Subject to the limitations outlined above, employees (including graduate assistants) may be assigned and drive University vehicles on authorized trips. Students (except graduate assistants) may drive when accompanied in the same vehicle by the employee to whom the vehicle is assigned or when a special request for authorization to drive has been filed by the department chairperson and approved by the dean and the Office of Planning and Budgets. A copy of the

(Motor Pool Continued)

approved authorization must be filed with the Insurance and Risk Management Department.

C. Drivers of University vehicles are vulnerable to public criticism. Complaints and criticism can be avoided if each driver:

1. Uses University vehicles for business or approved travel only.
2. Tows only University trailers or trailers rented through University channels.
3. Observes all traffic laws and regulations; drives carefully and courteously; and operates the vehicle safely within existing driving conditions.

IV. BILLING

The Motor Pool charges are included in the monthly Physical Plant Division billing. Entries on the billing statement reflect charges posted up to the statement date. The statement total appears as a single-line entry on the department's monthly fund ledger. Call 355-3375 with any questions concerning monthly billings.

PHYSICAL PLANT DIVISION

I. PURPOSE OF THE SECTION

A. Provide a guide to the wide range of Physical Plant Division services.

B. Outline procedures to obtain services.

II. SERVICES AND PROCEDURES

A. Maintenance Services

1. This department operates and maintains academic buildings, maintains the utility distribution system, and performs related services. A wide variety of skills and materials in metal working, electrical, electronics, broadband cable, plumbing, heating, ventilation, air-conditioning, carpentry, roofing, masonry, locksmith, painting and glazing trades are available for departmental facilities and projects.

2. Call 353-1760 to obtain funded maintenance service or use the service request, "Request for Interdepartment Material or Service" (Stores stock order #140-2842, see sample on page 260.5), to hire repair services for departmental facilities and projects. Also see Section 225 for details on key and lock services.

B. Automotive Services

1. This department provides fuel, lubricants, parts and repair service for University vehicles; rents sedans, station wagons, vans and trucks to departments and individuals for University business; operates the Campus Bus System; and charters buses.

(Physical Plant Division Continued)

2. Call 355-1868 for repair service, and 353-5280 for motor pool reservations, charter bus arrangements, and information on the Campus Bus System. Also see Section 215 for details on the Service Garage, Section 245 for details on the Motor Pool, and Section 25 for procedures for field trips.

C. Engineering Services

1. This department performs planning and analysis for the Physical Plant Division, maintains construction standards and master records of buildings and utilities, coordinates and inspects alteration projects, and prepares plans and specifications. The department reviews plans for consulting architects and engineers on major construction projects.

2. Call 355-3372 to get information on these services, or use the service request, "Request for Interdepartment Material or Service", to get estimates in accordance with Section 200, Alterations and Improvements.

D. Custodial Services

1. This department's major task is to provide cleaning service in MSU's academic buildings. The department's personnel also replace light bulbs, tubes, switch plates and similar minor service, lock and unlock the buildings, and service the University's swimming pools. They also provide set-ups for special events, and heavy

(Physical Plant Division Continued)

trucking, manpower and special equipment for certain heavy moving and delivery service.

2. For basic custodial service in buildings, contact the head custodian. For other services or information, the department telephone is 355-8485. To request departmental services, use the service request, "Request for Interdepartment Material or Service."

E. Power and Water

This department operates the power plants, reservoir and wells; providing steam, electricity and water to the main campus. For information on utility capabilities, call Engineering Services at 355-3372. To report irregular utility conditions or utility interruptions, call Maintenance Services at 355-1760.

F. Telecommunication Systems

This department provides internal management activities for the University's telephone, electronics and broadband coaxial cable systems. See Maintenance Services section (page 260.1) for procedures for electronics and broadband coaxial cable systems. See Section 280 for details on telephone system and directory information service.

III. PAPERWORK, PROCESSING AND PAYMENT

A. An approved service request leads to a Physical Plant work order; one copy of the work order is returned to the requesting department.

MICHIGAN STATE UNIVERSITY
REQUEST FOR INTERDEPARTMENT MATERIAL OR SERVICE

To the ______________________________ Department

From ______________________ Dept. Acc't No. ______________

Deliver to room __________ Building ____________________

______________________________ Department Representative ______________ Phone

Give a complete description of item or service requested.

______________ Date Sign ______________________________ Department Head or Authorized Representative

Estimate requested: ☐ Yes ☐ No

PHYSICAL PLANT USE ONLY

Job Number | Priority

Lbr. | E.S.

Mat. | L.F.

Estimated Cost

Total | S.R. No.

CFT	MAT	LAB	M.H.

When this form used for Physical Plant services, please send two copies to the Physical Plant Department.

...U is an Affirmative Action/Equal Opportunity Institution

...ock Order # 140-2842

0-12935

INSTRUCTIONAL MEDIA CENTER

The Instructional Media Center is the central organization responsible for providing complete audiovisual and communication services needed by faculty, staff and administrators in order to facilitate and promote Michigan State University's missions of instruction, research and public service.

I. GENERAL INFORMATION

A. The main office of the Instructional Media Center is located in Room 126 IMC Building (corner of Wilson and Stadium Roads). Business hours are from 7:00 a.m. to 6:00 p.m. (During the summer and between terms, these hours may vary.) The telephone number is 353-3960. Audiovisual services and equipment are available to faculty, staff and registered student organizations.

B. The IMC Graphics Studio is located in Room 233 Communication Arts and Sciences Building. Business hours are from 8:00 a.m. to 5:00 p.m. The telephone number is 355-4493.

II. TYPES OF SERVICES

A. Distribution and Facilities Services

1. This division provides a vast array of audiovisual equipment, projectionist services and access to the 16mm film library. Equipment available includes 16mm film projectors, carousel slide projectors, overhead projectors, microphones, screens, audiotape recorders/players, filmstrip projectors and record players. One piece of each of the above equipment may

(Instructional Media Center Continued)

be ordered at no charge for regularly scheduled credit courses that meet on the MSU campus. Multiple pieces of that same equipment or equipment for non-classroom use is available on a charge basis only.

2. Projectionists (equipment operators) are also available for classroom and non-classroom use. For regularly scheduled credit courses which meet in large rooms with media equipped projection booths, and rooms with a security risk, projectionists are provided on a free service basis. For other classroom and non-classroom showings, customers are charged a small hourly fee.
3. The 16mm educational film library contains over 3,300 titles which are available to regularly scheduled on-campus credit courses for a small service charge, and for other showings on a fee basis. A projection room is available for faculty and staff to preview IMC owned films, prior to program use, at no charge. Other uses of this preview room are available on a charge basis. A resource person is available to assist faculty and staff with their film selection. Films from off-campus suppliers may be ordered through the IMC. Costs include the rental fee, service charge and round-trip shipping fees.
4. Requests for classroom service must be placed at the scheduling office a minimum of twenty-four (24) hours in advance of the scheduled course in order to receive free service. Requests for services may be placed by

(Instructional Media Center Continued)

telephone; however, extensive and/or complex orders should be placed in writing. Requests for films from off-campus suppliers should be placed no less than thirty (30) days in advance of the show date. All films and equipment are delivered and picked up according to class and program schedules.

B. Technical Services

Audiovisual services provided by this division include rental of portable video equipment, audio and video duplication, maintenance and repair of video and audio equipment (including optical microscopes and cameras), consultation concerning the design and use of audiovisual systems, studio with complete audiotape and videotape production capabilities, telelecture, classroom lecture recordings, public address systems, and two-way radio communication services. All services are available for a nominal fee covering equipment, materials, parts and labor. Maintenance contracts are available for department owned equipment.

C. Photographic Services

A wide variety of services are available both through the IMC Photographic Laboratory and off-campus vendors with whom we contract special processes. E-6 color slide film processing is run four times daily in our lab; this includes an evening run. Also performed are black and white film processing, slide duplication, black and white Itek prints, a variety of slide productions from original art, portrait

(Instructional Media Center Continued)

and passport photographs, location and/or studio photography, and medical and scientific photography. All services are provided on a fee basis. For your convenience, there is a drop-off box located at the north entrance to the IMC for orders delivered after hours. Please complete order bag following sample at this location.

D. Visual and Film Production

A wide variety of graphic design and production services is provided by this division. Types of art which can be produced range from educational displays to medical illustrations, including art for television, original drawings for slides and transparencies, name plates, lettering and sign production, and typesetting. In addition, there is staff available for production of multi-media presentations such as slide/tape programs, filmstrips, films and public service announcements for television broadcast. This includes design of the entire production, art and photography, script writing, editing and all lab work. These services are available on a fee basis which includes materials, labor and consultation. The telephone number is 353-9011.

E. Marketing

This unit offers the promotion, distribution and sale of University sponsored instructional programs and materials developed by faculty. The staff will coordinate the packaging of the programs, determine pricing, design and produce promotional brochures, direct mail advertising to

(Instructional Media Center Continued)

potential national and international customers, arrange copyright protection, reproduction of programs and distribution of royalties. The telephone number is 353-9229.

III. BILLING STATEMENTS

Each division has order forms designed for its individual services. Copies of the invoices are mailed monthly to each department to coincide with the arrival of University fund ledgers. Invoices are attached to a summary sheet which lists charges by division of the Instructional Media Center.

PURCHASING DEPARTMENT

I. GENERAL POLICY

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

1. The authority to issue purchase orders and/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 bases of quantity, quality, service (which includes delivery) and competitive market prices.

C. The Purchasing Agent and his/her assistants are the only personnel authorized to commit the University for the purchase of equipment, materials and services. The Director of University Services and the Purchasing Agent may delegate purchasing authority and responsibility to approved satellite purchasing activities (such as, Food Stores, the MSU Bookstore and the Library) subject to prior approval of the satellite unit's policies and procedures by the Purchasing Department. Unauthorized commitments made by members of the faculty and/or staff are not binding on the University and vendors' invoices covering these commitments may not be honored.

(Purchasing Department Continued)

II. PURCHASE REQUISITION

A. Form

The requisition is a numbered form which can be obtained from Stores, stock order #140-2674 (see Exhibit I, pages 270.11 and 270.12).

B. Purpose

1. This form is used to procure equipment, materials, supplies or certain services from an off-campus source.
2. A purchase requisition is not required to obtain materials and supplies from Stores (see Stores, Section 220).

C. Preparation

1. Instructions for completing the requisition are listed on the back of the yellow copy of the form (see page 270.12). The form is designed for double space typing. Please type only on the lines provided. Attach a mimeo bond sheet(s) if an additional page is necessary.
2. Each department is responsible for determining that funds are available to cover the cost of the purchase.

D. Authorized Signatures for Purchases and Expenditures

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

E. Distribution

1. After the form is completed, the white should be forwarded to the Purchasing Department. The yellow copy should be retained by the requisitioning department.

(Purchasing Department Continued)

2. The Purchasing Department will price the requisition or obtain quotations and information relative to availability and delivery, and if required, forward the requisition to the Accounting Department, 360 Administration Building.

3. The Accounting Department 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.

III. PURCHASE ORDER

A. Form

The purchase order is a nine-part form (see Exhibit II, pages 270.13 and 270.14).

B. Purpose

1. To officially authorize a vendor to deliver and charge the University for equipment, materials and/or services.

2. Without an official purchase order, the University will not pay a vendor's invoice. Unauthorized commitments are the personal responsibility of the individual making such commitments.

C. Preparation

1. The purchase order is written and distributed to the requisitioning department via Campus Mail Service.

2. Requisitioning department should check its purchase order copy with its requisition copy to verify the accuracy of the items listed.

(Purchasing Department Continued)

D. Shipping Inquiries

Questions concerning an order, up to the time of delivery and acceptance of the materials or services, should be directed to Stores, Expediting Section, telephone 353-5390.

E. Distribution

1. Form - Purchase order forms are color-bar coded.
    a. White - Supplier
    b. Yellow - Accounting Department (payment file)
    c. Orange - Accounting Department (numerical file)
    d. Bittersweet - Purchasing (numerical file)
    e. Gray - Purchasing (alphabetical file)
    f. Blue - Stores (Receiving)
    g. Tan - Stores (Expediting)
    h. Green - Inventory
    i. Cherry - Requisitioning department
2. Department Copies
    a. The cherry copy is sent to the requisitioning department via Campus Mail Service.
    b. The requisitioning department should compare its purchase requisition with the purchase order copy and determine that Purchasing has ordered exactly the items requested.
    d. The department copy of the purchase order is to be used as a receiving report and a photo copy must be sent to Stores, Expediting Section, each time a shipment is received until delivery of the order is completed.

(Purchasing Department Continued)

F. Receipt of Damaged Materials

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

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

3. The Stores representative will prepare the Inspection Report and distribute copies as follows:

   a. White - Stores

   b. Yellow - Purchasing

   c. Pink - Accounting

   d. Blue - Department (purchaser)

4. The original shipping carton and packaging material in which the damaged materials were received must be retained and returned with the damaged materials.

5. The Stores representative will arrange for the transfer of materials to Stores before leaving the department. It should be noted that at this point the materials are the property of the shipping company.

G. Open Purchase Orders

1. These orders are issued to cover certain supplies, services or emergency repair items or for frequent small purchases which are not available from an on-campus source and the Purchasing Department agrees that the

(Purchasing Department Continued)

establishment of an open order will best serve the interests of the University.

2. Open orders cover a specified period of time and are restricted to a fixed dollar amount.
3. Equipment items (expenditure code 090) cannot be charged against open orders.
4. Requests to establish open orders should be directed to the Purchasing Department.
5. Stores delivery trucks make local area pick-ups daily, and will pick up and deliver items purchased on open orders. Telephone 355-5390 for information.
6. Stores has more than 100 open orders with local vendors. These facilities should be utilized whenever possible (see Stores, Section 220 for ordering procedures).

H. Emergency Orders

1. These orders will be handled on a rush basis. Emergency orders should be so designated and restricted to cases involving the breakdown of equipment, or where human or animal life is endangered.
2. Call the Purchasing Department, telephone 353-0357, give specifications, account number and requisition number. An order will be placed immediately for delivery by the fastest method.
3. Materials that can be obtained locally will be picked up by a Stores truck and delivered where requested.

(Purchasing Department Continued)

4. In an unusual emergency where the above procedures cannot be followed, a department may procure the required material or service and send a confirming requisition with an explanation of the emergency.

I. Vendor Exhibits On Campus

Departments may request that vendors demonstrate equipment or materials on campus but must obtain prior approval in writing from the Purchasing Department. The only exceptions to this policy are: Career Carnival, Farmer's Week, the Business Women's Annual Display and Ag Expo.

J. Maintenance Service Contracts

1. Departments desiring a maintenance service contract for equipment to be serviced periodically, should sign a Maintenance Service Contract Notice, Form No. CO-ge-15c (see Exhibit V, page 270.17) and indicate:
   a. Type of equipment
   b. Serial number
   c. Period covered
   d. Location of unit
   e. Account name and number
2. If the company fails to make the inspection(s) 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 or termination.

(Purchasing Department Continued)

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.

IV. RETURNING MERCHANDISE TO VENDORS

A. Form

The Material Return Slip and/or Shipping Permit, Stores stock order #140-2562, is a six-part form (see Exhibit III, page 270.15).

B. Purpose

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

C. Preparation

1. The form must 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 completing the following blocks on the form:

   a. Material received on purchase order number
   b. Account number
   c. Dollar value of shipment
   d. Authorized signature

(Purchasing Department Continued)

D. Distribution and Routing

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

2. Purchasing Department assigns a 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 materials can be returned. Therefore, <u>do not return materials directly to the vendor</u> before approval is granted.

E. Alternative to Item D. Above

1. Whenever a shipment does not require prior approval by the Purchasing Department, the department can call the Purchasing Department, obtain a material return (MR) number, enter the number on the Material Return Slip and/or Shipping Permit (MR), and either allow Stores to pick up materials and arrange shipment or deliver the materials to a carrier by a department representative. In the latter case, the MR should be forwarded to the Purchasing Department.

2. For small packages such as research grant proposals, etc., an MR permit number will not be necessary for shipment via Federal Express, Emery Air, Purolator, etc. (See Stores, page 220.8).

3. After approval, if required, the Purchasing Department will forward the first five copies of the MR to Stores.

(Purchasing Department Continued)

If not approved, the copies will be returned to the department with an explanation for disposition of the materials.

3. Stores will pick up the materials and leave the green copy with the department. The green copy will indicate driver's name and the date picked up.
4. The pink copy will be returned to the vendor with the materials 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 Stores and filed alphabetically by vendor.
6. The white copy is forwarded to the Accounting Department 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 the amount is $10 or more. In those cases where the original payment was made from funds budgeted for a prior year, credit will not be given.
7. Departments inquiring about the status of the materials should call:
   a. The Purchasing Department, telephone 355-0357 prior to the time that the materials are picked up.
   b. Stores, telephone 355-1700, after the materials have been picked up.

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 item III.E. below 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 item IV below.

C. For information on monthly telephone charges, see item V. below 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 MSU for the University telephone listing and in other unpublished directories. The information is updated regularly; timeliness and accuracy depend on prompt and accurate input from University departments. Departments can obtain information by calling the Office of Academic Personnel Records at 355-1526 for faculty and academic personnel, Personnel Research and Records at 353-4330 for non-academic personnel and Registrar's Office at 353-4490 for graduate assistants and MSU associates.

(Telephone Service Continued)

B. FORM USES

1. To initiate listings for new employees or individuals associated with the University. It is not used for students (refer to the Student Directory if the 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 item III.B.3. below for details).

3. Legal name changes are processed as follows:

   a. The individual must report to the Social Security Administration Office, 333 South Capitol Avenue, Lansing, and provide that office with 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 item III.E. below.

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

(Telephone Service Continued)

C. FORM PREPARATION

1. It is important that <u>all</u> 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 department administrator.

D. To have a home address or home telephone number <u>eliminated</u> from the directories, complete the section indicated on the PAN or 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 Office of Academic Personnel Records, 312 Administration Building, telephone 355-1526.

2. Forms for classified employees are submitted to Personnel Research and Records, 120 Nisbet Building, telephone 353-4330.

3. Forms for other persons affiliated with MSU 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 Request for Interdepartment Material or Service form (Stores stock order #140-2842) to Telecom Systems, 177 Public Safety Building.

(Telephone Service Continued)

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

C. Consultation service for telecommunication systems can be obtained as follows:

   1. Broadband cable and electronic systems, telephone 353-1760.

   2. Telephone system, telephone 353-5515.

D. Purchase and/or installation of telephone or intercom-type equipment may also be requested by submitting a Request for Interdepartment Material or Service form to Telecom Systems. For additional information, call 353-5515.

E. Requests are first checked to determine if the communications need can be met by existing University systems, 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 excess space for 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.

(Telephone Service Continued)

V. TELEPHONE CHARGES

A. Monthly Service Charges

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 are sent by the Physical Plant Division to each department.

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. The Long Distance Telephone Record (Stores stock order #140-2716, see Exhibit I on page 280.7) is recommended for this purpose, and should be made available to all persons in the department who make long distance calls.

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 employee's home telephone.

(Telephone Service Continued)

5. If after checking the monthly listing prepared by Administrative Information Services there are toll calls of which you have no record, the Physical Plant Division, telephone 355-1686, will assist in tracing these calls.

6. Toll credits may be requested by using the Telephone Toll Credit Request (Stores stock order #140-2721, see Exhibit II on page 280.8).

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. To keep bookkeeping to a minimum, these entries should not be prepared more than once a month.

MICHIGAN STATE UNIVERSITY

TELEPHONE TOLL CREDIT REQUEST

INSTRUCTIONS

1. This form is to be used exclusively for requesting telephone toll credits.
2. To request an adjustment, complete the information requested below and return this form to the **Communication Services Department, Physical Plant.**
3. Transfers of telephone charges between accounts must be submitted directly to the Accounting Department, Room 360, Administration Building, 355-5000. Please use the Journal Entry Request Form CO-bo-15c.
4. Personal calls can not be rebilled to home telephone numbers.
5. If you have further questions regarding these charges, call 353-5515.

Account Number	Phone Number	Date of Call	City Called	Amount Billed	Toll Type	Reason for Credit

Department ____________________ Phone ____________________

Signature ____________________ Date ____________________

OFFICE OF UNIVERSITY PUBLICATIONS

I. GENERAL

A. The office of University Publications located at 447 Berkey Hall, telephone number 355-3290, offers editorial and design services for official publications of the University's academic and administrative departments.

B. Department offices planning to produce a publication must call the Publications Office and arrange a meeting with an editorial staff member to discuss their plans for the printed piece, and to work out a tentative production schedule.

II. EDITORIAL AND DESIGN

A. Editorial and design staff members are available to assist in the editing, design, and publishing of brochures, announcements, posters, monographs, books, catalogs and similar material necessary to communicate information concerning the academic, research and public service programs of the University.

B. Editorial staff members work with department representatives after the initial manuscript for publication has been prepared by the initiating department.

C. The editorial and production supervision services are provided on a modest fee-for-service charge system to University departments and administrative offices.

(Office of University Publications Continued)

D. The design service unit is operated on a revolving fund account, and charges are made for all creative and mechanical pre-production work done by the office's graphic designers. Costs are based on standard price list: total charges depending on the size and the complexity of the publication concerned.

E. All printing, production, editorial, and design costs are paid by the department that orders the publication.

F. The editorial staff sees the publication through the printing process from initial typesetting to delivery of the completed product.

and a fair market price is charged to the buyer.

2. Credits for off-campus sales of surplus equipment will be credited in the same manner as credits for sales of surplus equipment to departments of the University. The off-campus buyer becomes the Department Receiving Equipment and receives the pink copy of Form 0-12291.
3. Off-campus buyers must pay applicable Michigan sales tax in addition to the agreed upon sales price, making checks payable to Michigan State University.
4. Releasing Department should send checks received from sales of surplus equipment, together with the white copy of completed Form 0-12291, to Accounts Payable, Office of the Controller, Room 360 Administration Building; and the blue copy to the Inventory Department.

E. Credit for Department Releasing Equipment

1. General Fund Accounts
    a. Upon receipt of the copy of the "Equipment Transfer Notice," (signed by the releasing department and the receiving department), the Accounting Department will make entries as follows:
        1) Department transfers equipment to another department; debit receiving department account and credit account 21-3244 (see item "4)" below).
        2) Department sells equipment to Salvage Yard; debit Salvage Department account and credit account 21-3244 (see item "4)" below).

(Equipment Credits, Transfers and Disposals Continued)

3) Department sells equipment off-campus; deposit check crediting account 21-3244 for the sales price and account 21-3236 for the applicable Michigan sales tax (see item "4)" below).

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

5) The Accounting Department will maintain a record of the amount of the funds available for each department that has turned equipment over to the Salvage Yard, or transferred equipment to another department, or sold equipment to an off-campus buyer. Department may check this balance by calling Accounts Payable, telephone 353-2011.

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

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

FELLOWSHIP AND TRAINEESHIP APPOINTMENTS

I. GENERAL

A. A Graduate Fellowship/Traineeship Appointment Recommendation form must be prepared for each student receiving a fellowship or a traineeship grant.

B. Fellowships or traineeships to be paid from funds awarded to Michigan State University by a Federal government agency may require submission of separate appointment forms to the agency. If more information is required, contact Contract and Grant Administration, telephone 355-9645.

II. FORMS

Appointment forms for graduate students may be obtained from The Graduate School (see sample, page 305.3).

III. STIPENDS

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

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

(Fellowship and Traineeship Appointments Continued)

C. Authorization for payment of stipends is provided by the approved fellowship appointment form. To maintain proper accounting control over the accounts, no payments can be made until the appointment form is properly completed, signed (the signature of the Dean of The Graduate School is no longer required), and received by the Fellowship Section of Contract and Grant Administration.

IV. FEES

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

V. AMENDMENT OR TERMINATION

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

VI. OATH CARDS

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

MICHIGAN STATE UNIVERSITY
GRADUATE FELLOWSHIP/TRAINEESHIP APPOINTMENT RECOMMENDATION

MUST TYPE

A Name ______________________ Student No. __________ Date ______
Last First Middle

Department ______________________ College __________ 5-digit Common Unit Code ______

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

Racial/Ethnic Group (Optional Information)

Sex: ☐ 1. Male ☐ 2. Female

☐ 1. White/Caucasian ☐ 2. Black/Afro American ☐ 3. Chicano/Mexican American ☐ 4. Spanish American/Hispanic ☐ 5. American Indian ☐ 6. Asian/Pacific Islander ☐ 7. Other ______ Specify

Student is enrolled in a Master's ☐, Doctoral ☐, Medical ☐, Postdoctoral ☐, Other ______ (specify) Program ☐

Check One:

_____ New appointment

_____ Amended appointment Effective Date __________ Reason ______________

_____ Termination Effective Date __________ Reason ______________

Tuition: FELLOWSHIP RECIPIENTS ARE NOT GIVEN IN-STATE STATUS — Appointee must pay out-of-state tuition, if non-Michigan resident, unless paid by sponsor.

Tuition and fees are to be charged to student ☐ or account ☐ __________ Account Number __________ Credit Limitation (if applicable)

Tuition only (no fees) to be charged to account __________ Account Number __________ Credit Limitation (if applicable)

Lump sum credit to be applied against tuition $ __________ Amount __________ Account Number

(Any remaining funds from the lump sum will be awarded to the student during the week of regular registration)

B New or present appointment:

Fellowship/Traineeship	Total Stipend	Monthly Stipend *	Account Number	Period of Appointment
				Summer ☐ 19 ___ Fall ☐ 19 ___ Winter ☐ 19 ___ Spring ☐ 19 ___ Other: From ______ To ______

*If lump sum, is payment requested at registration YES ☐ NO ☐

Amended appointment:

Fellowship/Traineeship	Total Stipend	Monthly Stipend *	Account Number	Period of Appointment
				Summer ☐ 19 ___ Fall ☐ 19 ___ Winter ☐ 19 ___ Spring ☐ 19 ___ Other: From ______ To ______

*If lump sum, is payment requested at registration YES ☐ NO ☐

C Academic Background:

Highest degree earned ______ Year ______

Major ______________

Institution ______________

GRADE REPORT

G.P.A., final two years of undergraduate program ______

G.P.A., current program ______

Number of MSU course credits earned ______

Number of MSU course credits deferred (other than 899 or 999) ______

CERTIFICATE

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

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

____
Chairperson/Director Date

E APPROVED:

____
Dean of College Date

____
Date

NOTE: All sections must be complete. Form must be received by Contract and Grant Administration within established deadlines to assure payment on requested dates

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

11/84

CONTRACT & GRANT ADMINISTRATION

Last name | First | Student # | Department | College

FLOWER PURCHASES

I. UNIVERSITY POLICY

The purchase of flowers in moderation is permitted for receptions, teas, banquets, and special luncheons. University policy, however, does not permit the purchase of funeral flowers or sick room flowers except through the Office of the Secretary of the Board of Trustees.

II. ORDERING FLOWERS

Upon the death of a member of the faculty or staff or a retiree, the department concerned should notify the Secretary's Office, 353-5054. The Secretary's Office will then purchase the flowers in the name of the University, or send a contribution of equal value if a specific recipient is designated.

(Gifts, Grants or Contracts Continued)

2. Direct costs involve expenditures that are directly related to a project such as salaries, supplies and services, and purchases of equipment. Indirect costs involve administrative services, maintenance and operation of physical facilities and other expenditures that cannot readily be related directly to the research project. Indirect costs are based on a fixed percentage of the total estimated direct cost of the research proposal.
3. The proposal should not be submitted to an outside agency before it is approved by the unit administrator, dean, Vice President for Finance and Operations and Treasurer (Contract and Grant Administration) and Vice President for Research and Graduate Studies.
4. If human subjects are involved in the proposed research, approval by the University Committee on Research Involving Human Subjects is required before an account number can be assigned.
5. If animals are to be used in the proposed research, approval by the Committee on Animal Facilities and Care is required.
6. Proposals which call for use of radioactive isotopes or which call for the use of hazardous organisms or chemicals require approval of the appropriate committee.
7. Proposals involving use of television equipment should be approved by the Director of Instructional and Public Television.

(Gifts, Grants or Contracts Continued)

8. Proposals to do sponsored research or education projects overseas require approval by the International Programs and Projects Committee.
9. Provision for use of the University computers should be budgeted in the proposal. Deviations from this policy must be approved by the Director of the Computer Laboratory.
10. One copy of the proposal should be prepared for each person signing the transmittal sheet in addition to those required by the sponsoring agency.
11. A "Transmittal Sheet for Request for Contract, Grant or Gift Support" (see example, page 315.11) should be completed and submitted with the proposal through appropriate channels as mentioned above, reaching the Office of Research and Graduate Studies after all other approvals have been obtained.
12. Sufficient time for processing within the University should be allowed so that the Office of the Vice President for Finance and Operations and Treasurer (Contract and Grant Administration) has two days to review the proposal and the Office of Research and Graduate Studies has adequate time to review the proposal in advance of the time needed to meet the deadline established by the sponsoring agency.
13. The Office of Research and Graduate Studies will mail proposals to the potential sponsor if requested by the department.

(Gifts, Grants or Contracts Continued)

C. Cooperative Research Agreement

1. It is sometimes advantageous to substitute a Cooperative Research Agreement in lieu of a more extensive contract or grant document. These forms are available at the Office of the Vice President for Research and Graduate Studies (355-0306), (see sample of Agreement, page 315.12). Cooperative Research Agreements frequently commit resources of the University in a manner requiring special evaluation and legal counsel.

2. Research activities utilizing the Cooperative Research Agreement should be processed for campus approvals the same as formal proposals. These agreements should be accompanied by a transmittal sheet, which requires unit administrator, college and University level approval <u>before</u> the agreement is completed.

D. Procedures After Approval by Outside Agency

1. The sponsor should notify the project leader of action taken, with copies submitted to the Office of Contract and Grant Administration and the Office of the Vice President for Research and Graduate Studies.

2. For formal proposals, the project leader should prepare a Gift, Grant or Contract Transmittal Form (Stores stock order #140-2499; see sample, page 315.13), attach a copy of the letter of the award and submit it through channels for acceptance by the Board of Trustees.

3. Cooperative Research Agreements should be signed by the sponsor, accompanied by the sponsor's check, if

(Gifts, Grants or Contracts Continued)

applicable, and a completed Gift, Grant or Contract Transmittal Form, then be submitted for acceptance by the Board of Trustees. The number of copies of the Cooperative Research Agreement required will depend on requirements of the college.

II. GIFTS

A. Definition: A gift is a voluntary transfer of funds or property by a person or organization to Michigan State University without any valuable consideration or compensation to the donor.

B. Gifts will be processed to assure that:

1. All gifts are properly receipted and recorded.
2. Each donor receives a prompt and appropriate acknowledgement.
3. Members of the Board of Trustees, the administration, faculty and volunteer organizations are kept fully informed.
4. A central record is maintained on all gifts.

C. Gifts are to be accepted, processed, acknowledged and recorded according to established University policies outlined in the "Procedures and Practices for the Development Program." Copies may be obtained from the Vice President for Development (353-4566) or the Associate Vice President for Development (355-8257).

D. Checks for unrestricted gifts going into 31- accounts should be forwarded immediately by departments to the Development Fund, 220 Nisbet, for processing. A Gift, Grant or Contract

(Gifts, Grants or Contracts Continued)

Form should be used. However, checks for gifts going into 71- accounts should be reflected on a Gift, Grant or Contract Transmittal Form and processed through the Office of Contract and Grant Administration.

There is an exception to this rule on 71- account gifts when the college and/or department is having a "special purpose" fund-raising campaign where there are numerous donations coming in over a period of time. In this case, the funds may be sent to the Development Fund for processing; however, the donor's letter (or some sort of back-up verifying the donor's intent) should also be sent to support the JVE which transfers the gift amount from the Development Fund's clearing account into the department's 71- account.

E. Gifts of securities, real estate, mineral interests, other non-cash gifts and gifts by bequest are subject to special handling and should be referred separately to the Development Fund or the MSU Foundation.

F. Official acceptance of all gifts to Michigan State University will be made by the Board of Trustees based upon the recommendation of the President and Vice President for Development. Only those gifts which are in conformity with the needs of the University will be accepted. The University reserves the right to refuse any gift which is judged to be inconsistent with institutional needs for which University resources are too limited to properly administer the gift. In addition, only those gifts from which disbursements are to be made on a nondiscriminatory basis will be accepted.

(Gifts, Grants or Contracts Continued)

III. FORM REQUIRED FOR PRESENTING GIFTS, GRANTS OR CONTRACTS FOR ACCEPTANCE BY THE BOARD OF TRUSTEES

Gift, Grant or Contract Transmittal Form (Stores stock order #140-2499; see sample, page 315.13).

IV. GIFT, GRANT OR CONTRACT FORMS

A. Preparation

1. Forms should be typewritten by the department that will receive the gift or grant.
2. The original copy of the Gift, Grant or Contract Transmittal Form should accompany all gifts presented to the Board of Trustees for acceptance.
3. The letter of award, Cooperative Research Agreement or other documentation should be attached.

B. Required Signatures

1. Grants or Contracts - Forms should be submitted for approval in the following order:

   a. Unit Administrator
   b. Director of Experiment Station (when applicable)
   c. Dean of College
   d. Vice President for Research and Graduate Studies
   e. Vice President for Finance and Operations and Treasurer (Contract and Grant Administration)

2. Gifts - Forms should be submitted for approval in the following order and then forwarded directly to the Development Fund, 220 Nisbet Building:

   a. Unit Administrator
   b. Dean of College
   c. Vice President for Development
   d. Vice President for Finance and Operations and Treasurer (for consolidated Gift, Grant or Contract Transmittal Forms; Contract and Grant Administration)

(Gifts, Grants or Contracts Continued)

3. Scholarship and Loan Gifts - Forms should be submitted for approval in the following order:

   a. Office of Financial Aids
   b. Vice President for Development
   c. Vice President for Finance and Operations and Treasurer (Contract and Grant Administration)

V. CONSIGNMENT EQUIPMENT - Forms (see sample, page 315.14) should be submitted for approval in the following order:

   A. Unit Administrator
   B. Dean of College
   C. Vice President for Development
   D. Vice President for Finance and Operations and Treasurer (Contract and Grant Administration)

VI. FINAL APPROVAL

   A. Forms (an original and one copy) should be prepared to allow sufficient time to reach the Office of the Vice President for Finance and Operations and Treasurer (Contract and Grant Administration) twenty (20) working days prior to the meeting of the Board of Trustees. Regular meetings of the Board are scheduled approximately every other month, and the annual schedule is announced in the MSU News-Bulletin as well as information is provided to departmental and Deans' offices.

   B. The Board of Trustees must approve all gifts, grants or contracts awarded to the University.

   C. The Office of Contract and Grant Administration or the Development Fund will notify the department of the account number to be used for a project or program.

VII. CASH RECEIPTS

Colleges, departments and individuals should process all checks immediately upon receipt as follows:

(Gifts, Grants or Contracts Continued)

A. Checks received should be attached to the Gift, Grant or Contract Transmittal Form. Departments and colleges are not permitted to deposit or cash checks.

B. When payment for sponsored programs is not received in advance, the Office of Contract and Grant Administration will bill the sponsor according to the terms of the grant or contract.

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

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

IX. REPORTS

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

B. Financial reports to sponsors for grants and contracts will be prepared by the Office of Contract and Grant Administration.

C. Reports of gifts will be prepared by the Office of the Vice President for Development.

OFFICE FOR RESEARCH AND GRADUATE STUDIES

MICHIGAN STATE UNIVERSITY

Transmittal Sheet for Request for Contract, Grant or Gift Support

In addition to the number of copies required by the potential grantor, accompany this form with a copy of the proposal for each individual approving this transmittal sheet.

TO: Office of Research Development

INQUIRIES SHOULD REFER TO ORD # ____________ (THIS # IS ASSIGNED BY THE OFFICE OF RESEARCH DEVELOPMENT.)

FROM: ____
Project Leader(s) *Department(s)* *College(s)*

Potential Grantor(s): ______________________________ ☐ Public ☐ Private ____________ *Deadline Date*
(Attach list if multiple)

Title of Project: ____
(Limit to 63 total spaces)

Type of Project: New ______ Renewal ______ Supplement ______ Continuation ______ Revision of ORD # ______
(Check one)

Nature of Project: Research ______ Graduate Instruction (including training and fellowships) ______ Undergraduate Instruction ______
(Check one)

Public Service ______ Other (specify) ______________________________

FIRST-YEAR BUDGET
From ____________ To ____________ $ ____________

TOTAL PROJECT BUDGET
From ____________ To ____________ $ ____________

WILL CONDUCT OF THIS PROJECT REQUIRE:	Yes	No
Additional Space on or off Campus?	___	___
Alterations or Renovations?	___	___
Unusual Demands for Electricity, Air Conditioning, Ventilation or Hours of Operation?	___	___
Major Computer Use?	___	___

DOES THIS PROJECT INVOLVE:	Yes	No
Use of Human Subjects or Materials?	___	___
Use of Vertebrate Animals?	___	___
Use of Hazardous Substances?	___	___
International Activities?	___	___
Sub-contracting of Activities?	___	___

I understand the proposed use of human subjects, human materials, vertebrate animals, hazardous substances, or international activities requires appropriate review and approval prior to initiating the project.

____
Project Leader(s) *Date*

ADMINISTRATIVE ENDORSEMENTS:

Endorsement indicates approval of the project, approval to approach listed potential grantor(s), cognizance of projects risks, administrative obligations, and confirmation that appropriate space and facilities will be available if proposal is funded.

Primary Administrative Unit(s):

____
Department Chairperson *Date*

____
Agricultural Experiment Station Director, Division Director, or Research Unit Director (if applicable) *Date*

____
Dean *Date*

____
Graduate Dean (if applicable) *Date*

Approval of Budget for Conformity with Policies of MSU and Grantor(s).

____
Vice President for Business & Finance *Date*

Cooperating Administrative Unit(s), If Applicable:

____
Department Chairperson *Date*

____
Agricultural Experiment Station Director, Division Director, or Research Unit Director (if applicable) *Date*

____
Dean *Date*

____
Dean of International Studies & Programs *Date*

University Approval for Transmission to Above Named Potential Grantor(s).

____
Vice President for Research & Graduate Studies *Date*

____
Vice President for Development *Date*
(Required when requesting private funds for University development)

REMARKS:

MSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY INSTITUTION

Do not detach copies — Distribution will be made by Office of Research Development

Michigan State University

GIFT, GRANT OR CONTRACT TRANSMITTAL FORM

Attach check and/or copy of deposit receipt, award letter or other evidence of recipt of award.

Date________

Check No.________ in the amount of
$________ deposited________
to Account No.________
Receipt No.________

☐ GIFT (A gift is a voluntary transfer of funds or property by a person or organization to Michigan State University without any valuable consideration or compensation to the donor.)

☐ GRANT

PROPOSAL ORD #________

☐ CONTRACT

It is recommended that $________ from________, ________ (Street Address)

________ (City), ________ (State), ________ (Zip) be accepted by Michigan State University.

Source of Funds: Government____ Foundation____ Association____ Industry____ Other________ (Please specify)

Type of Project: New____ Continuation____ Renewal____ Supplement____ Prev. ORD #____

Classification: Research____ Education____ Public Service____ Fellowship____ Other________ (Please specify)

Use of Funds:

These funds are to be used within the period from________ (Date) to________ (Date)

under the direction of________, ________ (Add Co-director if applicable), Fac. Rank________

in the college(s)/department(s) of________

Objective of Project:________ (Brief title limited to 63 spaces)

for the general field of________.

Credit To: (Appropriate common-unit code(s) and percent(s)).

________ (College/Department), ________ (Percent), ________ (Other(s)), ________ (Percent(s))

Has gift/grant been acknowledged? ☐ YES Name of Contract Person________ Date________
☐ NO Name of Contact Person________

APPROVALS:

Department Chairperson(s)	Date	Vice President for Development	Date
Agr. Exp. Station Director Div. Director or Research Unit Director, if applicable	Date	Vice President for Research and Graduate Studies	Date
Dean(s)	Date	Vice President for Finance and Operations and Treasurer	Date
Dean, International Studies and Programs	Date	Secretary, Board of Trustees	Date

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Stock Order # 140-2499

MSU is an Affirmative Action/Equal Opportunity Institution

Michigan State University Printing 0-13156

MICHIGAN STATE UNIVERSITY

Consignment Equipment - Gifts

By order of the Board, January 16, 1936, copies of this form covering all gifts and all loans to the University of equipment and material, must be filed with the Secretary to the Board. **Loans and gifts are not to be accepted until approved by the Secretary and a copy of this form, indicating approval, is returned to the department.** UNIVERSITY EQUIPMENT AND PROPERTY ARE NEVER TO BE LOANED EXCEPT TO OTHER DEPARTMENTS OF THE UNIVERSITY WITHOUT THE APPROVAL OF THE SECRETARY!

Department ______________ Common unit code__________ Used by______________

Owner or donor ______________

Owner's address ______________

Description of equipment with model and serial number ______________

____

____

____

Estimated value ______________ Check if gift ______________ or loan ______________

Period of loan From ______________ To ______________

Purpose or use ______________

____

What is University responsibility in case of damage, loss, fire or theft? ______________

____

____

Is University responsible for repairs due to wear, etc? ______________

After acceptance by the Board of Trustees, acknowledgement to donor should be made by:

Mark appropriate boxes -

- ☐ Secretary to Board of Trustees
- ☐ Director of Experiment Station
- ☐ Department Chairman
- ☐ Dean of college primarily interested
- ☐ Vice President for University Development

Date ______________ Approved ______________
Department Chairperson

Date ______________ Approved ______________
Dean

Date ______________ Approved ______________
Secretary to the Board of Trustees

Req. number ______________ Purchase order______________ Sheet number______________

Return this copy to Inventory Department when consignment status changes.

Disposition date: Returned ______________ Purchased ______________ Gift ______________

Remarks ______________

Distribution:
White - Inventory (after Board of Trustee approval)
Yellow - Inventory (after Board of Trustee approval)
Pink - Secretary of Board
Blue - Other

____
Signature

140-2498

MANUAL OF BUSINESS PROCEDURES - VOLUME II

Michigan State University

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SERVICE AREAS and MISCELLANEOUS

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SERVICE AREAS and MISCELLANEOUS