

# MICHIGAN STATE UNIVERSITY

OFFICE OF THE CONTROLLER  
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December 1, 1986

## MEMORANDUM

TO: Deans, Chairpersons, Directors and Department Heads

FROM: Lowell E. Levi, Controller *LEL*

SUBJECT: ANNUAL UPDATE TO THE MSU MANUAL OF BUSINESS PROCEDURES

Revisions to the Manual of Business Procedures dated September 30, 1986 are enclosed. Pages of the sections referenced below should be substituted for corresponding pages dated earlier. The listing of section/page numbers and the appropriate dates that should be contained in an up-to-date manual has also been updated.

A brief explanation of the changes follows:

### VOLUME I

Introduction - Added reference of where to find information about seeking medical attention for work-related injuries.

Table of Contents - Changed title of insurance section to Risk Management and Insurance Department. Added new section: 53, Moving Expenses.

Section 5 - Revised explanation of general fund accounts.

Section 10 - Added notation of billing service fees.

Section 15 - Added instruction to complete description grid on deposit form.

Section 18 - Changes in descriptions of reasons for adjustments and of how to proceed with getting adjustments made.

Section 20 - Object code 023 changed to Travel - Motor Pool Services.

Section 35 - Updated procedures pertaining to self-insurance programs, inspections, hazardous materials and travel accident insurance.

Section 40 - Updated copy of journal voucher form along with notation that form now has two copies for distribution.

Section 53 - New procedure on reimbursement of actual moving expenses.

Section 55 - Added maximum earnings limit for 1987 earned income credit. Amended graduate assistant payroll item noting that stipends are taxable income effective January 1, 1987. Updated description for processing pay for nonregular duties and procedures pertaining to Fair Labor Standards Act.

Section 60 - Updated requirement for receipts. New limit of \$100 per purchase from petty cash funds. Clarification on replenishment of funds. Update includes sample of current reimbursement voucher.

Section 70 - Highlighted restriction on travel reimbursements. Added clarification of who must approve foreign travel. Policy on Special Foreign Travel Fund updated. Mileage and reimbursement charts updated.

Section 75 - Change of purchase limit from \$50 to \$100. Added notation that University's Receiving Department not be used for purchases made by individuals (i.e., without purchase order). Notation of who must approve vouchers. Updated samples of direct payment and reimbursement vouchers included.

Index - Subjects and section/page numbers updated.

## VOLUME II

Table of Contents - Added new sections: 224, Inventory; 245, Vehicle and Transportation Services (replacing old sections 215, Service Garage and 245, Motor Pool).

Section 205 - Updated procedure and samples of forms.

Section 220 - Updated references to Section 300.

Section 224 - New section on Inventory Department procedures including samples of forms and their usage.

Section 225 - Included key assignment form previously omitted.

Section 230 - Notations of new document regarding animal use and change in delivery time for standard research animals.

Section 235 - Addition of copying onto transparencies. Notation of changes in Copy Center II's hours and payment procedures.

Section 236 - Addition of information on quick searches and their rates.

Section 245 - Combined section with former Section 215. Expanded descriptions of services offered by Automotive Services Department includes licensed motor vehicle policy.

Section 260 - Updated references to other sections.

Section 265 - Added notation of additional photographic services.

Section 270 - Correction of telephone numbers listed.

Section 285 - Minor revisions to procedures overall. Added statement on how to establish a copy center.



Section 290 - Added information on available publications.

Section 300 - Change in procedure for handling equipment transfers when sold, note change in account numbers to be used for sale of equipment.

Section 305 - Noted change in taxability of graduate assistant stipends effective January 1, 1987.

Section 310 - Change in who to notify regarding death of faculty or staff member.

Section 315 - Updated with Development Fund office's new address.

Section 320 - Updated list of individuals authorized to bind University financial resources. Changed account name to supplies, services and equipment.

Index - Subjects and section/page numbers updated.

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Enclosures

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MANUAL OF BUSINESS PROCEDURES

(Introduction Continued)

Information regarding obtaining medical treatment for work-related injuries is included the Employee Benefit Programs section of the "Manual of Personnel Procedures and Policies" beginning on page W-1.

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

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## ACCOUNT NUMBERS AND ACCOUNT REQUESTS

### I. PURPOSE OF PROCEDURE

- A. To briefly explain the components of University account numbers.
- B. To set forth procedures to be followed when requesting the establishment of a new account or amending an existing account.

### II. COMPONENTS OF UNIVERSITY ACCOUNT NUMBERS

University account numbers have the following format: AA-BBBC.

The components of an account number are as follows:

AA - The first two digits indicate the type of account.

11 = General fund accounts

21 = Auxiliary revolving, designated revolving and clearing and deposit accounts

31 = Trust, agency, gift and grant, fellowship, scholarship, student aid, student note and student loan accounts

41 = Plant fund accounts

51 = General ledger accounts

71 = Sponsored research, Experiment Station and Cooperative Extension accounts

BBB - For general fund accounts, these three digits represent the departmental account number. For all other accounts, these three digits have no special significance.

C - For general fund accounts, this digit has four designations:

1 = Salary budget and expenditures

(Account Numbers and Account Requests Continued)

- 2 = Labor budget and expenditures
- 3 = Supplies, services and equipment 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.



ACCOUNTS RECEIVABLE

I. GENERAL

- A. The Departmental Receivables Department provides services for University departments lacking facilities or personnel to issue monthly billings, which are of an infrequent, casual nature, for materials sold or services rendered to individuals or off-campus organizations. However, in the event the user department generates a substantial number of invoices during a fiscal year, a service fee will be charged. This service fee, which is charged to user departments monthly based on the number of invoices processed, is a combination of an initial invoice processing cost plus the cost of follow-up collection procedures required. The fee is reviewed annually and may be correspondingly revised.
- 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.

(Accounts Receivable Continued)

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



## 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. The grid for "Description To Be Put On Ledger" should be completed with information to identify the deposit when it is reported on the fund ledger.



(Cash Handling Continued)

3. Account number(s) and appropriate revenue code(s) (see Section 65, Revenue Codes) must be indicated.
  4. Sign, date and place phone number at the bottom of the deposit form.
  5. Total for the top half of the form must be identical to the total for funds being tendered.
  6. The depositing department's name and account number (handwritten or by stamp) must appear on the back of all checks tendered.
  7. 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.
  8. Itemize checks, currency and coinage separately.
  9. 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.

## ENCUMBRANCE ADJUSTMENT PROCEDURES

### I. GENERAL

The following three types of encumbrances may be recorded on the fund ledgers: purchase order encumbrances, telephone encumbrances, Physical Plant job order encumbrances.

### II. PURCHASE ORDER ENCUMBRANCES

A. Adjustments to purchase order encumbrances may be of two types:

1. Adjustment to original purchase order. This type of adjustment is required when:
  - a. An open purchase order encumbers either too large or too small a dollar amount compared to the ordering department's experience and/or expectations for the balance of the order.
  - b. The object code on which the purchase order was encumbered is incorrect.
  - c. Merchandise or services ordered will never be received or are no longer needed.
  - d. The account number on which the purchase order was encumbered is incorrect.

Situations described under items a., b. and c. and others which involve a change in the original purchase order (except as specified for account number changes described below) must be handled through the Purchasing Department. The requisitioning department must inform Purchasing in writing of the change desired; giving the reason and rationale for the change. The memo requesting the



(Encumbrance Adjustment Procedures Continued)

change must be signed by an authorized signer. The Purchasing Department will, if appropriate, issue a change order to the original purchase order.

When the account number is the only change necessary on a purchase order encumbrance (item d. above), the request should be directed to Accounts Payable. This may be accomplished by sending a copy of the appropriate fund ledger, highlighting the encumbrance(s) to be changed. Notation should be made on the fund ledger of the reason for the change, and the account against which the encumbrance should be recorded. Alternatively, this request may be made in a memo. If a memo is used, be certain to include the P.O. number, vendor name, account number presently encumbered, object code, etc., so that the encumbrance can be properly identified. The correspondence submitted must be signed by an authorized signer for the accounts involved.

2. Adjustment of encumbrance liquidations on a departmental accounting fund ledger.

These adjustments are required to correct errors in account number, object code, purchase order number or dollar amount on payments made against purchase orders when the payment does not agree with the purchase order information.



(Encumbrance Adjustment Procedures Continued)

These adjustments should all be processed through the Accounting Department, Accounts Payable Section. In no case should a department process this type of adjustment on their own. Rather, the department should inform Accounts Payable of the account number, object code, vendor name, purchase order number, check number, date and dollar amount of the purchase order payment made in error. This may be accomplished by sending a copy of the fund ledger involved (showing the erroneous payment) or by sending a memo. The correspondence submitted must be signed by an authorized signer for the account involved.

If payments have been made in accord with the purchase order, subsequent changes of payment transactions should be handled by the department using a journal voucher entry (see Section 40).

If it is determined that a purchase order reported on the departmental accounting fund ledger should be closed because all merchandise or services have been received and all payments have been reported on the fund ledger, the department should notify Accounts Payable in writing. Such information should indicate that the balance of the encumbrance should be cancelled; giving the purchase order number, account number, object code, vendor name, check number, date and amount of payments made against the purchase order.

(Encumbrance Adjustment Procedures Continued)

B. Change orders after payments are made.

Do not request a change order to adjust expenditures if the expenditures have been made in accordance with the terms of the original purchase order or as amended by subsequent change orders. You should adjust such expenditures by means of a journal voucher (see Section 40).

You should provide the account number, object code, vendor name, purchase order number, check number, date and amount of expenditure you want to adjust. You should also explain why the expenditures are being adjusted.

- C. Additional assistance will be helpful in maintaining the usefulness of purchase order encumbrance information provided on the departmental accounting fund ledgers.
1. When encumbering an open order purchase order, care should be taken to establish the initial dollar amount at as realistic an amount as possible.
  2. For purchase orders on general fund accounts, attempt to have annual contracts correspond to the University's regular fiscal year (July through June).
  3. Note that purchase order draft encumbrances will remain on the departmental accounting fund ledger until the vendor cashes the draft in payment for the merchandise or services ordered.

(Encumbrance Adjustment Procedures Continued)

4. Continue to carefully monitor the departmental accounting fund ledgers and departmental weekly invoice summaries. This will assist in the discovery of errors in processing payments against purchase orders.

III. TELEPHONE ENCUMBRANCES

Telephone encumbrance amounts are established on the departmental accounting fund ledgers by the Accounting Department, Accounting Section. The encumbrance is based on the product of 6.5 times the November telephone charges recorded on the ledger in December. It is intended to reserve adequate funds to pay for the six telephone billings which are charged to the ledger during the period of February through June (two billings in June). Questions about telephone encumbrances should be addressed to the Accounting Section.

IV. PHYSICAL PLANT JOB ENCUMBRANCES

Physical Plant job encumbrance amounts are established through the Physical Plant job order system. All questions regarding these encumbrances should be directed to the Physical Plant Business Office.



(Expenditure Codes Continued)

- 020 Travel - In State -- This classification includes:
- (a) Transportation - cost of rail, air or bus tickets or mileage allowance if granted 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 - Motor Pool Services -- Charges for services rendered by the MSU Motor Pool.
- 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.

OFFICE OF RISK MANAGEMENT & INSURANCE

I. ADMINISTRATION AND FUNCTION

- A. The Office of Risk Management & Insurance, Controller, located at 372 Administration Building, telephone (517) 355-5022 is charged with responsibility for the management of the University's risk management programs relating to property and liability exposures, and to act as coordinator in those areas of risk where the direct responsibility has been assigned to other offices. It is also charged with the administration of self-insured funds and the procurement of all property and liability insurance deemed prudent to protect the University's interests and with the administration of the programs and policies relating thereto. The Office of Risk Management & Insurance is also charged with the responsibility to coordinate the activities of the Quality Assurance & Risk Management Program related to the medical services and to serve on all primary Risk Management and Quality Assurance Committees as an ex officio member.
- B. Descriptions of coverages afforded by the University's insurance and self-insurance policies are of necessity herein stated in general terms as the provisions of the policies are complex and often can be interpreted only with reference to specific circumstances. Inquiries should be made directly to the Office of Risk Management & Insurance.

As a condition of coverage, those covered by the University's liability insurance and self-insurance policies are required to cooperate fully on a continuous basis with the University Risk Manager and University Attorney. Accordingly, incidents which have the potential of becoming a claim against the University or a University representative must be reported promptly to the Office of Risk Management & Insurance.

## II. PROPERTY

The University carries insurance to protect its real and personal properties against the perils of fire, windstorm, explosion, vandalism, sprinkler leakage and various other exposures.

### A. Reporting Property Losses

1. The chairperson, director or authorized personnel must report by telephone to the Department of Public Safety, telephone 355-2221 followed by a written report outlining circumstances of loss, date of loss, building and room number, steps taken to recover property, and a complete description of missing or damaged items.
2. Copies of the above written report must be mailed to the Inventory Department, 330 Nisbet Building, and the Office of Risk Management & Insurance, 372 Administration Building.



- B. Prevention - There are many departments prepared to assist the chairperson, director, manager or supervisor in reducing the loss potential. These include Safety Services, telephone 353-5360, the Office of Radiological, Chemical & Biological Safety, telephone 355-0153, the Office of Risk Management & Insurance, telephone 355-5022 and the Department of Public Safety 355-2221.
- C. Security
1. To achieve the highest degree of security, valuable equipment must be stored in secure areas, duplicate copies of valuable records should be made and stored in remote locations, and areas open to the public should be under surveillance at all times where there is a loss potential.
  2. Key control, identification, secure storage of purses and personal belongings and other aspects of security need to be considered. The Department of Public Safety can provide assistance in improving security.
- D. Equipment Taken Off-Campus - University policy stipulates that equipment cannot be taken off-campus. Any exception to this policy can only be made with the approval of the department chairperson, director or administrative head prior to written approval of the Secretary to the Board of Trustees.

III. GENERAL LIABILITY

- A. The University and persons acting, or deemed by the University to be acting, within the scope of their duties or while performing services on behalf of or under the direction of the University are covered by the University's general liability insured and/or self-insured policies.
- B. Applicable coverage provides payment of all sums including defense costs, for which the University and covered persons become legally liable to pay because of bodily injury to a third person, personal injury (i.e.- libel, slander or defamation of character), or damage to property of others arising out of the operations of the University.
  - 1. Reporting Accidents or Incidents
    - a. Accidents/incidents which take place on the MSU campus or involve MSU personnel and result in bodily injury, damage to property of others, or personal injury must be reported to the Department of Public Safety and to the Office of Risk Management & Insurance. Accidents/incidents involving hazardous materials must be reported to the Office of Radiological, Chemical & Biological Safety and the Office of Risk Management & Insurance.

- b. If the accident/incident takes place off-campus, the MSU employee must report the accident/incident to the Office of Risk Management & Insurance as soon as practicable. A copy of the local police or investigator's report must also be forwarded whenever available.
2. Prevention - Every chairperson, director, supervisor or manager of a unit must make every effort to assure that working conditions are as safe as possible, physical facilities are free from unguarded hazards, and usage or storage of hazardous materials are rigidly controlled.

#### IV. INSPECTIONS

##### A. Property & Casualty

1. The Department of Public Safety has responsibility for providing the campus community with general police protection and traffic, fire, food and general worker safety services.
  - a. The Department of Public Safety will conduct periodic inspections of all facilities and will also participate in inspections made by external insurance carriers, outside loss prevention services and other state or federal agencies. Preference will be given to facilities known to have high potential risk factors.



- b. The Department of Public Safety will issue a report for every facility inspected indicating corrections needed and poor safety practices, based on current fire and MIOSHA regulations. Copies of inspection reports will be sent to the department inspected or other responsible units as noted below and to the Office of Risk Management & Insurance, 372 Administration Building.
- c. The Department of Public Safety will designate these deficiencies by four (4) groups, as follows:
  - 1. Housekeeping & equipment deficiencies
  - 2. General building maintenance & repair
  - 3. Building deficiencies, alterations, etc.
  - 4. Grounds maintenance & repair
- d. Responsibility for correcting deficiencies noted in the inspection report will be assigned by the Department of Public Safety as follows:
  - 1. Housekeeping deficiencies in classrooms, lecture halls and seminar rooms - Facilities Planning & Space Management. (Housing and Food Services will be sent a copy of recommendations which pertain to academic space in the residence halls, Kellogg Center or the Union Building.);

2. Departmental housekeeping and equipment deficiencies - Department Chairperson or Director;
  3. General building maintenance and repair items for campus buildings (except Housing and Food Services' facilities) and utilities - Assistant Vice President for Physical Plant; and
  4. Building deficiencies and necessary alterations (except Housing and Food Services' facilities) - Facilities Planning & Space Management.
- e. Recommendations for correcting deficiencies in Housing and Food Services' facilities, Grounds, University Farms and Off-Campus property will be submitted as follows:
1. Housing and Food Services reports - Assistant Vice President for Housing and Food Services;
  2. Grounds maintenance and repair reports - Grounds Director;
  3. University Farms reports - Superintendent of University Farms; and
  4. Off-Campus property reports - Director of Land Management.

- f. Within two weeks after receipt of a Safety Inspection Report, the unit will prepare and submit a response to the Director of Safety Services, Department of Public Safety, with a copy to the University Risk Manager, giving comments, proposed course of corrective action and the time frame in which corrective action will be taken. IT IS THE RESPONSIBILITY OF THE UNIT RECEIVING THE RECOMMENDATION TO TAKE CORRECTIVE ACTION. When the unit lacks adequate funding, request should be made through normal administrative channels in order of priority.
- g. The Department of Public Safety shall conduct follow-up investigations to insure that corrective actions have been accomplished. The Department of Public Safety will recommend to the Vice President for Finance & Operations, or his/her designee, that the operation be closed if, in their judgement the hazards could result in severe injury or death to students, employees, or visitors.



2. The Office of Radiation, Chemical & Biological Safety (ORCBS) has responsibility for providing specialized safety services with regard to the use of hazardous chemicals, radioactive material, radiation emitting equipment and facilities, and potentially hazardous biological materials and organisms.

a. Any incident/accident relating to these areas must be reported immediately to ORCBS, 306 North Kedzie, telephone 355-0153.

V. AUTOMOTIVE

A. University-Owned Vehicles

1. The University carries bodily injury and property damage insurance to cover the University's legal liability for the operation of motor vehicles. The University and its authorized drivers are covered for claims of negligence which result in the damage to property of others or bodily injury to third parties within the limits of the Michigan No-Fault Act.

2. The University does not carry collision insurance to cover damage to University-owned vehicles.
3. Damage to University vehicles owned, rented or leased by departments is the responsibility of the department.
4. University-owned vehicles may not be used by student clubs, student organizations, non-University groups, or by employees engaged in private consulting.

B. Privately-Owned Vehicles

1. The University does not carry property damage or personal liability insurance for the protection of the owner of a privately-owned vehicle.
2. Those using privately-owned vehicles on University business should carry insurance in an amount which will cover their legal responsibility.

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 must then be sent to the Office of Risk Management & Insurance.
- D. Passengers - Unauthorized persons are not permitted to ride in University vehicles.
- E. Reporting Vehicle Accidents
1. The driver of an MSU vehicle involved in an accident must immediately 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, must fill out form number Z43D0080, "Michigan State University Automobile Accident or Loss Notice Report" (see pages 35.15 and 35.16). This form may be found in the glove compartment of each MSU vehicle or obtained from the Office of Risk Management & Insurance, 372 Administration Building, telephone 355-5022.



3. The Automobile Accident or Loss Notice Report form must be delivered to the Office of Risk Management & Insurance on the day of the accident or as soon as practicable thereafter.
4. Drivers of MSU vehicles involved in accidents must make every effort to obtain the name, address and telephone number of insurance companies and/or agents covering the other vehicles involved.
5. Accidents involving injuries must be reported at once by telephone to the Office of Risk Management & Insurance, 355-5022, 8 a.m. - 12:00 noon and 1:00 p.m. - 5:00 p.m., Monday through Friday, and to the Department of Public Safety, telephone 355-2221 at all other times.
6. Accidents involving injuries to employees must also be reported to the Workers Compensation Office, telephone 353-5394.
7. Proof of insurance coverage for University-owned vehicles may be ordered from the Office of Risk Management & Insurance, 372 Administration Building, telephone 355-5022.

VI. PROFESSIONAL

- A. MSU employees working within the scope of their duties and students performing services on behalf of or under the direction of the University are covered by the University's professional (human medicine and veterinary) liability self-insured funds.
- B. Coverage is provided for the rendering or failure to render professional services.
- C. Those covered under the provisions of the University's self-insured programs are required to participate in the University's Quality Assurance & Risk Management Program approved by the Board of Trustees.

VII. TRAVEL ACCIDENT INSURANCE

All regular and temporary personnel employed full or part-time (50% time or more), members of the Michigan State University Board of Trustees, students and graduate students, or anyone else traveling on an authorized business trip for the University, are covered by the University's travel accident policy. Certain conditions of the policy exclude coverage for pilots or crew members of aircraft. This policy provides certain benefits for covered persons who suffer accidental death or dismemberment while traveling on University business.

VIII. ADDITIONAL INSURANCE

- A. Additional or supplemental insurance purchased by University departments, regardless of the source of funds, may duplicate existing protection and result in inherently unequal University-paid insurance coverage between units and employees. Therefore, no insurance policy of any kind may be purchased directly with any insurance carrier by a University department. All existing policies purchased by departments with University funds should be allowed to expire at the end of the current policy year and must not be renewed.
- B. Should exceptional circumstances indicate additional protection is desirable, a request for property or liability insurance must be made to the Office of Risk Management & Insurance. A request for life, medical and disability insurances must be made to the Office of Employee Compensation and Benefits.



Form No.  
Z43D0080

MICHIGAN STATE UNIVERSITY  
AUTOMOBILE ACCIDENT OR LOSS NOTICE REPORT  
Bodily Injury — Property Damage to Others — Damage to MSU Vehicle

1. MSU VEHICLE DESCRIPTION

MSU Vehicle No.	Year Model	Make	Body Style	Registration No.	Motor Number	Serial Number
Purpose for which car was being used						

2. DATE, TIME, PLACE OF ACCIDENT — MSU DRIVER

Date	Hour	City	State	Location (Street, Intersection, etc.)		
Name of MSU Driver			Date of Birth	Campus Telephone No.	Department	
Driver's License No.		Home Address: Number Street City State				
Employee Status	<input type="checkbox"/> Regular <input type="checkbox"/> Grad. Asst.	<input type="checkbox"/> Other (Specify)				
Was accident reported to the police? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Where?						
Was a citation issued? <input type="checkbox"/> Yes <input type="checkbox"/> No To whom?						

3. PERSONS INJURED (Additional space on reverse side - if needed)

Name	Address	Age
Injuries		
<input type="checkbox"/> MSU Car <input type="checkbox"/> Other Car <input type="checkbox"/> Pedestrian	Attended by	Where taken after accident?

4. DAMAGE TO PROPERTY OF OTHERS

Nature and extent of damage		Estimated cost of repairs
Name of Owner	Address of Owner	
Name of Driver	Address of Driver	
If automobile, year, model and make	Body Style	Registration Number
Name of Insurance Company	Address of Insurance Company	

5. DAMAGE TO MSU VEHICLE

Nature of loss	Estimated cost of repairs
When and where can car be inspected?	

PLEASE GIVE INFORMATION REQUESTED ON REVERSE SIDE

Complete one copy and deliver to the Insurance Office, Rm. 372 Administration Bldg.

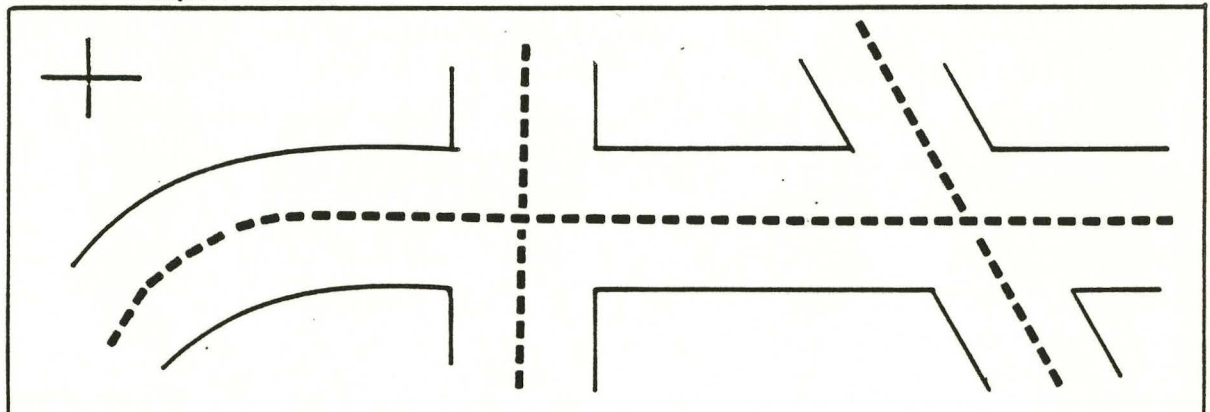
6. NAME & ADDRESSES OF OCCUPANTS & WITNESSES

Occupants of MSU Car		Address	Telephone No.
a			
b			
c			
Occupants of Other Car		Address	Telephone No.
a			
b			
c			
Other Witnesses		Address	Telephone No.
a			
b			
c			

7. CONDITIONS OF ROAD AND WEATHER

WEATHER	LIGHT	ROAD SURFACE	ROAD CONDITION	TOTAL LANES
<input type="checkbox"/> Clear <input type="checkbox"/> Rain	<input type="checkbox"/> Day <input type="checkbox"/> Dark	<input type="checkbox"/> Dry <input type="checkbox"/> Snowy	<input type="checkbox"/> Engineering	<input type="checkbox"/> Divided
<input type="checkbox"/> Fog <input type="checkbox"/> Snow	<input type="checkbox"/> Dawn <input type="checkbox"/> Street Lights	<input type="checkbox"/> Wet <input type="checkbox"/> Muddy	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Limited Access
		<input type="checkbox"/> Slushy	<input type="checkbox"/> Construction Zone	

8. SHOW HOW ACCIDENT OCCURRED BY USING THIS DIAGRAM (Give street names, directions & locations of objects involved):



Accident Description and Remarks:

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9. ADDITIONAL PERSONS INJURED

Name	Address	Age
Nature of Injuries		
<input type="checkbox"/> MSU Car <input type="checkbox"/> Other Car <input type="checkbox"/> Pedestrian		Attended By _____ Where taken after accident? _____

Signature of Insured or Driver \_\_\_\_\_

Date of this report \_\_\_\_\_ 19 \_\_\_\_\_

INJURIES: Complete Sections I, II & IV

INCIDENT REPORT

Page: 35.17

Date: 9-30-86

PROPERTY

MICHIGAN STATE UNIVERSITY

DAMAGE: Complete Sections II, III &  
IV

(THIS FORM IS NOT TO BE USED FOR INJURIES TO EMPLOYEES.)

I.

PERSON INJURED

Name	Telephone	Age
Address	City	State Zip
Type of injury		

II.

DETAILS OF ACCIDENT

Type of Accident	Police Dept. reported to
Date	Time a.m. p.m.
Location (bldg., city, state, be specific)	
Condition of premises (i.e. wet, uneven..)	
Probable cause of injury	
Remarks	

III.

PROPERTY DAMAGE/LOSS

Damage to property of others: yes no	Estimated cost of repair/replacement
Nature & extent of damage	
Property description	
Name of owner	Where can property be seen?
Address	City State Zip
Telephone	
Remarks	

IV.

WITNESSES

Name	Address	Telephone
Name	Address	Telephone

Date of this report Signature of person making this report

Return completed form to: Office of Risk Management & Insurance Title  
372 Administration Building  
Campus Telephone

If you have any questions regarding this form-please call the Office of Risk Management & Insurance at 355-5022.

PLEASE USE THE REVERSE SIDE FOR ADDITIONAL COMMENTS AND DETAILS RELATING TO THE INCIDENT.



## JOURNAL VOUCHERS

### I. GENERAL

- A. A journal voucher is prepared primarily for one of the two following reasons:
  - 1. To transfer or correct a previous revenue or expense transaction.
  - 2. To charge or pay for services rendered.
- B. Budget adjustments or reallocations should not be made on a journal voucher. See Section 12 for budget reallocation request procedures.
- C. The "Journal Voucher" form, CO-ac-6, is the proper form on which to submit journal vouchers (see example, page 40.4). This form may be obtained from Stores, stock #140-2528.
- D. The journal voucher consists of an original, a green copy and a blue copy. Except as provided in I.E., the original should be sent to the Accounting Department, Room 360 Administration Building. The green copy may be retained by the initiating department. If another department is impacted by the entry, an advice copy should be sent to them for their files. The advice copy should be clearly marked as a copy. This will help prevent it from being forwarded to the Accounting Department for processing. The blue copy of the journal voucher is available to send to another department or individual for advice purposes.
- E. In the following instances, the journal voucher should not be sent directly to the Accounting Department.
  - 1. All entries impacting General Fund salary accounts (11-1001 - 11-7991), should be routed through the Office of Planning and Budgets for review and approval.





## MOVING EXPENSES

### I. ELIGIBILITY

Faculty (at the rank of instructor and above), academic, professional, and executive management staff who are either new or reassigned and are moving from outside a radius of 35 miles to the MSU work location. Reimbursement for actual moving expenses is not an entitlement; in all cases, it is an option to be agreed between the unit administrator(s) and the prospective faculty/staff member.

### II. AMOUNT

Up to \$5,000 with the recommendation and approval of chairpersons or directors and deans. Amounts exceeding \$5,000 must be approved by the Provost (or designate) or the Vice President for Finance and Operations (or designate). A college/division may establish a more restrictive moving expense policy.

### III. PAYMENT

Reimbursement of actual moving expenses will be paid on a blue labor timecard, chargeable to a general fund labor or appropriate non-general fund account. The employee's department must complete an IRS Form 4782 (see sample of form on page 53.3), Employee Moving Expense Information, which may be obtained from the Payroll Department. This form shall be forwarded to



(Moving Expenses Continued)

Payroll with the timecard. Payroll will be responsible for mailing the original copy to the employee as provided by law. Actual receipts and documentation for expenses should be maintained by the department. The new employee should be processed for payroll purposes which includes Payroll having a verified social security number, completion of a W-4 form and a personnel record form to avoid withholding at a single and zero deduction status.

Since some moving expenses are not deductible or may have limitations for tax purposes, the employee should be advised to check with a tax accountant, tax attorney or refer to the tax laws if such information is desired.

## Employee Moving Expense Information

Payments made during the calendar year 19 .....

Page: 53.3  
Date: 9-30-86

OMB No. 1545-0182  
Expires 3-31-88

Do not file.  
Keep for your records.

Name of employee

Social security number

### Moving Expense Payments

Type of expense	a. Amount paid to employee	b. Amount paid to a third party for employee's benefit and value of services furnished in-kind	c. Total (Add columns a. and b.)
1 Transportation expenses in moving household goods and personal effects (including storage expenses for a foreign move) . . . . .			
2 Travel, meal, and lodging expenses in moving from old to new residence . . . . .			
3 Pre-move travel, meal, and lodging expenses in looking for a new residence after obtaining employment . . . . .			
4 Temporary living expenses in new location or area during any 30 days in a row after obtaining employment (90 days in a row for a foreign move) . . . . .			
5 Qualified expenses of selling, buying, or leasing a residence			
6 All other payments (specify) ----- ----- -----			
7 Total moving expense payments. Add lines 1 through 6 . . . . . ▶			

### Instructions for Employer

#### Paperwork Reduction Act Notice.—

This information is required to carry out the Internal Revenue laws of the United States. It is needed to ensure that taxpayers are complying with these laws. You are required to provide this information.

**Purpose of Form.**—You are required to give your employees a statement showing a detailed breakdown of reimbursements or payments of moving expenses. Form 4782 may be used for this purpose or you may use your own form as long as it provides the same information as Form 4782. A separate form is required for each move made by an employee for which reimbursement or payment is made.

These amounts must also be included in box 10, "Wages, tips, other compensation," on the employee's Form W-2.

**When To Give the Information.**—You must give Form 4782 (or your own form) to your employee by January 31 following the calendar year in which the employee received the reimbursement or payment. However, if the employee stops working for you before December 31 and he or she submits a written request to receive the form earlier, you

must give the completed form to the former employee within 30 days after you receive the request if the 30-day period ends before January 31.

**Note:** *Publication 15, Circular E, Employer's Tax Guide, explains the conditions under which these reimbursements or payments are not subject to withholding.*

### General Information for Employees

**Purpose of Form.**—This form is furnished by your employer to give you the necessary information to help you figure your moving expense deduction. The form shows the amount of any reimbursement made to you, payments made to a third party for your benefit, and the value of services furnished in-kind for moving expenses. You should receive a separate form for each move that you made during the calendar year for which you receive any reimbursement or during which payment is made for your benefit.

**Allowance of Deduction.**—If you meet the "distance and time" tests explained below, you may deduct the reasonable expenses you paid or incurred during the tax year to move to a new principal

place of work. If the expenses shown on this form qualify as deductible moving expenses, you may include them in figuring your moving expense deduction.

For moves within or to the United States, use **Form 3903**, Moving Expense Adjustment, to claim the deduction. Use **Form 3903F**, Foreign Moving Expense Adjustment, to claim the deduction if you moved outside the United States or its possessions.

See the form instructions and **Publication 521**, Moving Expenses, for detailed moving expense information, including which expenses qualify and what are reasonable expenses.

**Conditions for Allowance.**—Generally, you must meet the following tests to deduct moving expenses:

**Distance Test.**—Your new work place must be at least 35 miles farther from your old residence than your old work place was.

**Time Test.**—If you are an employee, you must work full time for at least 39 weeks during the 12 months right after you move.



(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 1986 (\$15,432 for 1987). 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)

- b. Checks for these employees will be deposited in their bank accounts on the morning of payday. The employee will receive a "Direct Deposit Notification" showing gross pay, itemized deductions and net pay.
  - c. Direct deposit may be discontinued if the Payroll Department has received the notice by the first day of the month preceding the payday and for hourly employees by the Monday preceding the payday.
2. Distribution to Departments
- a. Checks are picked up by the Campus Mail Service for delivery to the departments.
  - b. Checks or Direct Deposit Notifications should be handed directly to the payee or placed in sealed envelopes for delivery by a designated employee.
  - c. Payroll checks which must be cancelled and rewritten due to any of the following reasons should be delivered immediately to the Payroll Department, 350 Administration Building:
    - 1) Late termination.
    - 2) Leave of absence without pay.
    - 3) Too many hours on Student or Hourly.
    - 4) Students paid on incorrect student numbers.
  - d. Payroll checks not delivered to employees within thirty days should be returned to the Payroll Department with a memo indicating the reason the employee did not receive the check. The Payroll Department will attempt to locate the employee and deliver the check.
3. Checks Not Prepared
- a. A payroll check may not be issued due to the following reasons:
    - 1) Employment data was received by the Payroll Department after the deadline.
    - 2) Hourly or student employee timecards were received after the deadline.

(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 nonexempt employees. Faculty, specialists, and executive managers are exempt under the law. Professional and supervisory staff at the 05 level or above are treated as exempt employees. All other employees are nonexempt.
2. Payroll timecards are appropriate records for student and hourly employees.

II. GRADUATE ASSISTANT TAX EXEMPTIONS

- A. Graduate assistantship stipends are not subject to social security taxes.
- B. According to the Tax Reform Act of 1986, effective January 1, 1987, graduate assistant stipends are taxable income and subject to applicable withholdings.

(Payroll Department Continued)

V. COMPENSATION FOR NONREGULAR ASSIGNMENTS OR DUTIES

- A. University Personnel - Every department paying personnel with faculty status for part-time work teaching or service activities in excess of load needs prior approval of the dean of the college. Deans should forward labor time cards related to overload pay to the Office of Planning and Budgets for processing. The Office of Planning and Budgets should be consulted. For details, call the Office of Planning and Budgets at 355-9271. This type of pay is subject to the Board policy found under Overload Pay in the Faculty Handbook.
- B. Overtime
  - 1. Definition
    - a. The Fair Labor Standards Act stipulates that nonexempt 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.



(Petty Cash Funds Continued)

B. Agency or Dormitory Club Funds

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

III. USE OF PETTY CASH FUNDS

- A. The handling of the petty cash fund should be the responsibility of the individual authorized by the department chairperson or administrative head. No loans of any type or travel advances are to be made from the petty cash fund. UNDER NO CIRCUMSTANCES SHOULD THIS FUND BE USED TO CASH CHECKS OR FOR PERSONAL REASONS.
- B. If a person makes an authorized purchase of an item with their own money, that person must obtain a receipt or invoice, sign it, and present it to the person in charge of the petty cash fund for reimbursement. No money should be disbursed from the petty cash fund to reimburse a person unless a paid receipt or invoice is presented. However, if such documents are not issued for the type of expense incurred (e.g., parking meters, phone calls made on a pay phone), a written note on how the funds were expended is required. The note and the voucher must be signed by the person who made the expenditure.
- C. For persons who must have advance cash to make authorized purchases, it is necessary that they sign a petty cash

(Petty Cash Funds Continued)

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

- D. No purchase of an item costing more than \$100 should be made from a petty cash fund. If an item costs more than \$100, it should be requisitioned in the approved manner through Purchasing.
- E. When use of a petty cash fund is no longer required, the funds should be returned to the Cashier's Office.

IV. REPLENISHING PETTY CASH FUND

- A. The person authorized to handle the petty cash fund is responsible for keeping it in balance, thus, THE PAID RECEIPTS OR INVOICES PLUS THE CASH SHOULD ALWAYS EQUAL THE FUND BALANCE.
- B. To replenish the petty cash fund, a reimbursement voucher, form CO-ge-4a, Stores stock #140-2646 (see example, page 60.6), should be typewritten for the amount of the paid receipts or invoices in the petty cash box. Each purchase must be listed on the voucher, showing the date of purchase, vendor's name, and amount paid. The paid receipts should be attached to the voucher and sent to Accounts Payable. The custodian of the petty cash fund should sign the voucher and should be listed on the voucher as the payee. It is not appropriate for the custodian of the fund to authorize their own reimbursement. Therefore, the unit administrator or an authorized signer on the account(s) being charged who is



(Petty Cash Funds Continued)

administratively senior to the payee should also sign approving the reimbursement.

- C. Any overages or shortages should be shown on the reimbursement voucher. An overage should be deducted from the total amount to be reimbursed. A shortage should be added to the total amount to be reimbursed. The reimbursement voucher should indicate the reason for the overage or shortage.
- D. Allow five working days from the time the reimbursement voucher reaches Accounts Payable for the reimbursement check to be written. Requests for reimbursement of the fund should be made before all of the cash has been spent.

V. SECURITY

- A. Funds should not be unlocked or unattended and should be concealed from general view when not in use. Unreimbursed petty cash vouchers, with attached receipts, should not be kept in the cash box.
- B. On campus departmental petty cash funds must be kept within the department. Under no circumstances are such funds to be deposited in a commercial depository off campus.



**MICHIGAN STATE UNIVERSITY**  
**REIMBURSEMENT VOUCHER**

Page: 60.6  
Date: 9-30-86  
DISTRIBUTION

**INSTRUCTIONS**

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

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

**PAYEE**

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.

Signed \_\_\_\_\_  
Payee's Signature Date

Approved \_\_\_\_\_  
Unit Administrator Date

Audit

**TOTAL CLAIM**

\$

CHECK NO. and DATE

I. GENERAL POLICY

A. General Policy

Travel by University personnel should be in support of a specific program of instruction, research or public service, or more general programs of professional improvement or University operation. Decisions regarding the use of travel funds will be made by the individual units of the University. Travel regulations and reimbursement rates apply to all University travel regardless of source of funds. When travel is funded by a grant or contract, the use of travel funds will be governed by the more restrictive of either grant, contract or University policies.

B. Eligibility

All employees, persons who are invited to the University or who are asked to travel for the University, graduate students and undergraduate students employed by the University or representing the University in intercollegiate athletics, scholastic or music competitions and other sanctioned University events are eligible to travel. Exceptions must be approved in advance by the Office of Planning and Budgets.

C. Limitations and Exceptions

1. All travel must be authorized or approved in advance of departure. Except for local travel, each traveler must have separate authorization.
2. The administrator responsible for the funds must sign the authorization part of the travel voucher in advance of the travel.
3. Exceptions to the travel regulations must be authorized by the Office of Planning and Budgets in consultation with the Controller's Office. Foreign travel authorizations must be approved by the Office of Contract and Grant Administration and processed through the Office of Planning and Budgets.
4. University personnel returning from foreign or out-of-state travel are required to fill in the Report on Out-of-State Travel portion of the Travel Voucher.
5. Reimbursement is generally limited to actual cost, except for mileage and per diem meals.
6. Sabbatical leave travel can be approved if travel plan related to sabbatical leave assignment is submitted.
7. Air fare for foreign travel must be paid in advance with a direct payment voucher. An approved copy of the travel authorization and an invoice from a travel agent must accompany the voucher, made payable to the travel agent.
8. 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.



D. Reimbursement

1. Travel reimbursements will be based on travel by the usual direct route for the authorized mode of travel. If the traveler plans to use a less direct route or more expensive mode of travel than authorized, bearing the extra costs him/herself, these plans should be noted on a separate sheet attached to the Travel Voucher (Stores stock number 140-2786). Additional cost resulting from stops for personal reasons will not be reimbursed.
2. Claims for expenses incurred with the use of University vehicles must be supported by receipts.
3. Original receipts and original ticket stubs are required for reimbursement of all travel expenses.
4. The following persons are eligible for reimbursement:
  - a. Employees of the University.
  - b. Persons who are invited to the University (for lectures, consulting, recruiting, etc.) or who are asked to travel for the University. Meals and lodging furnished to guests in the local area and charged to University accounts must be furnished by on-campus facilities when available.
  - c. Graduate students. (University general funds may not be used for travel to collect data primarily for theses and/or dissertations).
  - d. Undergraduate students employed by the University or representing the University in intercollegiate athletics, scholastic or music competitions and other sanctioned University events.
5. Rates of Reimbursement

See Reimbursement Chart (Appendix) for rates of reimbursement and listing of receipts required. The unit administrator may authorize an amount less than full reimbursement.



#### IV. FOREIGN TRAVEL

##### A. General Information

1. Foreign travel includes travel for which the destination is outside the United States. The United States is defined to include Alaska, Hawaii, Puerto Rico, Guam, the U.S. Virgin Islands, Canada and Mexico.
2. For travel supported by contracts and grants, the funding agreement must be examined for the definition of foreign travel. Travel from the point of origin and return is considered part of foreign travel.
3. Air fare for foreign travel must be paid in advance with a direct payment voucher. An approved copy of the travel authorization and an invoice from a travel agent must accompany the voucher, made payable to the travel agent.
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. Authorization forms and policies for foreign travel are the same as in Domestic Travel. In addition, foreign travel must be approved by the Dean or Vice President, the Office of Contract and Grant Administration and processed through the Office of Planning and Budgets. It is recommended that the Office of Contract and Grant Administration be consulted when planning foreign travel.

##### C. Transportation

1. Grants and contracts supported by the U.S. Government require that travel be on American Flag carriers by the most direct route and at less than first class rates. Subject to prior approval by the dean, separately reporting director, or equivalent level or above University official, a less than first class fare, other than economy, coach or tourist class, may be selected for continuing flights exceeding five hours to destinations outside the area contiguous to the United States.
2. When travel is by ship the fare may not exceed the cost of air travel as authorized by the most direct route. Per diem is not payable on board ship where meals and lodging are included in the fare.

##### D. Reimbursement

1. Reimbursement for lodging and subsistence will be made on a per diem basis in accordance with the U.S. Department of State rates.

- 3) Certification that the organization is unable to finance the travel or that there are no other known sources of support available to bear the travel costs for participation in the meeting(s) of the organization.
  - 4) Certification by the unit administrator and the dean that participation in the organization is in the best interest of the faculty member and the University.
- b. Applications for travel for faculty members who are officers in international organizations will be reviewed by the same committee as prescribed for the Special Foreign Travel Fund.

I. Special Foreign Travel Fund (SFTF) (Effective April 1986)

1. Purposes - The SFTF is meant to:

- a. Be a source of funds to assist faculty to travel to international professional meetings and congresses;
- b. Be supplemental to initially provided departmental and/or college funds available to faculty; and
- c. Serve to equalize MSU units' abilities to support international travel by their faculty.

2. Policies Governing the SFTF

- a. All MSU faculty are eligible for SFTF support. However, high priority will be given to faculty appointed in the tenure system.
- b. An individual may not receive two separate SFTF awards within a 24-month period.
- c. SFTF support is for faculty attendance at international congresses and meetings.
- d. The SFTF is intended to be a source of last resort. Applicants are thus urged to first explore and secure support from other sources whenever possible, such as NSF or NIH grant monies, other grant monies, foundations, and/or personal resources.
- e. The SFTF is intended to be supplemental in nature. Departments and colleges will be required to match part or all of the SFTF grant made to a faculty member.
- f. The SFTF is to be used to help defray travel costs to events held in overseas sites. Alaska, Guam, Hawaii, Puerto Rico, Virgin Islands, Canada, and Mexico are not considered to be overseas.



- g. SFTF support can be used for covering transportation expenses only. (It cannot be used for per diem and related travel costs.)
- h. SFTF support may not be sought for retroactive reimbursement of travel expenses.
- i. If two or more faculty members from the same department or major academic unit apply for support to attend the same meeting, the maximum award will generally be no more than the full round trip cost for one person, to be split among the individuals in a manner recommended by the relevant unit administrator.
- j. Complete applications will be reviewed three times each calendar year: in February, June and October. The deadlines for submitting completed applications are: February 1, June 1, and October 1. The review and rating committee will review applications by the 15th of each of the applicable months. Applicants will be notified as to decision made by the last day of each of these applicable months.
- k. A SFTF review committee will review all eligible applications. This committee consists of the Dean of International Studies and Programs, or his designee, one other Dean, a representative of the Provost's Office and a representative of the Vice President for Research and Graduate Studies.
- l. The Dean of International Studies and Programs, or designee, will use the advice of the review committee to make final decisions on award recipients and levels of funding.
- m. The Dean of International Studies and Programs, or designee, will notify applicants, their Chairpersons or Directors, and Deans of the decisions made and provide information on procedures for using the award to those who received them.
- n. Individuals who receive a SFTF award are requested to submit a brief report of their travel and international meeting experience on returning to MSU.

### 3. Procedures

- a. Interested faculty should obtain an up-to-date application form from the Office of the Dean of International Studies and Programs.
- b. The application should be filled out and signed.
- c. The filled-out application form should be submitted to the Dean of International Studies and Programs by the appropriate deadline with the following supporting documents:



- 1) A letter of recommendation from Department Chairperson and an endorsement from the Dean of the appropriate College;
  - 2) A copy of the invitation to the Conference/Congress and/or letter accepting the paper to be presented at the Conference/Congress, which indicates the level and type of participation; and
  - 3) Documentation substantiating the required date for response to the conference invitation.
- d. There are three deadlines for submitting applications: February 1, June 1, and October 1. Unless dictated by early deadlines for responding to meeting organizers, applications for SFTF support should be submitted as follows:
- 1) Applications for meetings in March through June should be submitted by the February 1 deadline;
  - 2) Applications for meetings in July through October should be submitted by the June 1 deadline; and
  - 3) Applications for meetings in November through February should be submitted by the October 1 deadline.

# REIMBURSEMENT CHART

This chart indicates the maximum amount of reimbursement for travel on official University business.

EXPENSE	REIMBURSEMENT	REQUIRED PROOF OF VOUCHER CERTIFICATION(1)
Lodging		
Room	At actual cost	Receipt of hotel or motel (single occupancy)
Suite or Conference Room	At actual cost	Receipt and statement of its use
Tips	Only once each occupancy not to exceed \$2.00	None
Meals - not included in conference fee.		
Includes tips.		
Full Day	\$20.50 maximum	None
Breakfast	3.50 "	
Lunch	5.50 "	
Dinner	11.50 "	
Guest (2,3)	Full Reimbursement	Name of guest(s) and his/her position(s). Receipts are required.
Transportation		
Personal car-miles(4)	20 cents per mile	None
Mileage-vicinity travel	20 cents per mile	Itemized separate from enroute miles
Bridge and toll road	Full reimbursement	None
Pulling trailer	1 cent per mile	None
Driving extra car	Split of single car reimbursement	None
Lansing airport(5)	20 cents per mile	None
Commercial carrier-		
Plane, train, bus, ship	Lowest round trip fare	Commercial Company's receipt
Taxi(6)	Lowest possible cost	None
Limousine	Lowest possible cost	Receipt for payment made
University vehicle	Gas, repairs and towing(no mileage)	Receipt required
Rental vehicle	Economy class	Receipt from rental agency
Private Plane	Lowest of round trip airfare or car mileage	None
Parking-private or MSU car	Up to \$3.00 per day Over \$3.00 per day	None Receipt for payment made.
Other		
Conference expenses(7)	Full reimbursement	Itemized receipts
Telephone and telegrams	Actual cost	Date of call, name, position and location of person contacted
Miscellaneous	Up to \$2.50 per day Over \$2.50 per day	Itemize Itemize and receipts
Limited Reimbursement	Determined prior to departure for an amount less than anticipated expense	Same as listed above

- (1) Original receipts are required.
- (2) MSU staff members who entertain guests may receive reimbursement in excess of the maximum allowance if (a) entertainment of guests is a part of the approved purpose of the trip, (b) receipts and names of guests are provided.
- (3) In cases involving grants and contracts, the Office of Contract and Grant Administration should be consulted in order to determine whether this expense is allowable.
- (4) Personal car mileage is taken from the Rand McNally Standard Highway Mileage Guide which assumes that travel is to the center of the city you are going to. If your destination is not located at the center of the city, be sure to report the destination and the mileage difference as vicinity travel on a separate line of your travel voucher. Since the University does not reimburse mileage for commuting, mileage must be computed to and from the point of employment.
- (5) Reimbursement for two round trips to and from the Lansing airport (total of 40 miles) if no parking expense is claimed.
- (6) Reimbursement for taxi fare to and from Lansing airport limited to the fare amount to and from campus.
- (7) Conference registration fees may be paid on a Direct Payment Voucher.



Mill Lake	59	Scottville	158
Mohawk	517	Sebewaing	111
Monroe	101	Shelby	134
Montague	120	Southfield	71
Morenci	87	South Haven	110
Morrice	23	South Lyon	58
Mt. Clemens	94	Sparta	85
Mt. Pleasant	65	Spring Arbor	45
Munising	348	Spring Lake	96
Muskegon	104	Springport	36
Nashville	39	St. Charles	52
Negaunee	407	St. Clair	130
New Baltimore	105	St. Ignace	231
New Buffalo	148	St. Johns	21
Newaygo	103	St. Joseph	120
Newberry	298	St. Louis	51
Niles	128	St. Mary's Lake	48
Northport	199	Stambaugh	471
Northville	64	Standish	114
Norway	416	Stanton	61
Olivet	34	Sturgis	91
Onaway	217	Sylvan Lake	65
Ontonagon	505	Tawas City	146
Orchard Lake	71	Tecumseh	78
Otsego	80	Three Oaks	145
Ovid	26	Three Rivers	102
Owosso	31	Traverse City	172
Oxford	85	Troy	86
Parma	46	Tustin	147
Paw Paw	92	Union City	76
Perry	20	Utica	85
Petoskey	202	Vassar	85
Pinconning	102	Vicksburg	77
Pigeon	128	Wakefield	530
Plainwell	78	Walden Woods	45
Plymouth	70	Walled Lake	58
Pontiac	70	Warren	85
Port Austin	149	Watervliet	105
Port Huron	119	Wayland	87
Port Sanilac	134	Webberville	19
Portland	25	West Branch	126
Quincy	77	White Pigeon	111
Ramsay	535	Whitehall	121
Reed City	119	Williamston	14
Reese	82	Wyandotte	96
Richmond	115	Yale	108
Rochester	80	Ypsilanti	71
Rockford	78	Zeeland	88
Rogers City	249		
Roscommon	141		
Russ Forest	112		
Saginaw	70		
Sandusky	122		
Saranac	48		
Slt.Ste Marie	278		

Airports

Willow Run	72
Metropolitan	88
Capitol City	10

Colleges & Universities

Central Michigan U.	65
Eastern Michigan U.	69
Grand Valley	79
Northern Michigan U.	392
Oakland University	80
Saginaw Valley	71
Western Michigan U.	76
Univ. of Michigan	62

Hospitals

Ingham Medical	5.5
Lansing General	4.5
Sparrow	4.5
St. Lawrence	7
MDPH	8
Red Cross	4.5



OUT-OF-STATE MILEAGE CHART

<u>Alabama</u>		<u>Illinois</u>		<u>Missouri</u>	
Birmingham	706	Champaign	326	Columbia	560
Huntsville	610	Argonne	266	Kansas City	683
Mobile	945	Chicago	216	Springfield	682
Montgomery	797	Chicago(O'Hare)	233	St. Louis	470
Tuscaloosa	754	Peoria	241		
		Springfield	375		
<u>Arizona</u>		<u>Indiana</u>		<u>Montana</u>	
Phoenix	1891	Evansville	415	Helena	1631
Tucson	1869	Fort Wayne	132		
		Gary	184	<u>Nebraska</u>	
<u>Arkansas</u>		Indianapolis	248	Hastings	814
Little Rock	805	South Bend	134	Lincoln	713
				Omaha	656
<u>California</u>		<u>Iowa</u>		<u>Nevada</u>	
Los Angeles	2219	Cedar Rapids	426	Carson City	2124
Sacramento	2243	Des Moines	529	Las Vegas	1969
San Diego	2240			Reno	2110
San Francisco	2336				
<u>Colorado</u>		<u>Kansas</u>		<u>New Hampshire</u>	
Boulder	1201	Kansas City	688	Concord	835
Colorado Springs	1222	Topeka	747	Manchester	844
Denver	1196	Wichita	872		
<u>Connecticut</u>		<u>Kentucky</u>		<u>New Jersey</u>	
Hartford	763	Bowling Green	460	Atlantic City	679
New Haven	735	Lexington	351	Newark	661
Stanford	696	Louisville	356	Trenton	641
<u>Delaware</u>		<u>Louisiana</u>		<u>New Mexico</u>	
Dores	635	Baton Rouge	1043	Albuquerque	1465
Wilmington	604	New Orleans	1030	Santa Fe	1433
<u>District of Columbia</u>		<u>Maine</u>		<u>New York</u>	
Washington, DC	551	Augusta	967	Albany	680
		Caribou	1196	Buffalo	402
				New York City	682
				Syracuse	545
<u>Florida</u>		<u>Maryland</u>		<u>North Carolina</u>	
Ft.Lauderdale	1325	Annapolis	573	Charlotte	687
Miami	1348	Baltimore	548	Greensboro	650
Orlando	1142			Raleigh	726
Tampa	1160	<u>Massachusetts</u>		Winston-Salem	624
<u>Georgia</u>		Boston	843		
Atlanta	790			<u>North Dakota</u>	
Augusta	774	<u>Minnesota</u>		Bismark	1037
Savannah	892	Duluth	647	Fargo	844
		Minneapolis	611		
<u>Idaho</u>		St. Paul	601		
Boise	1884				
		<u>Mississippi</u>			
		Columbus	560		
		Jackson	893		

<u>Ohio</u>		<u>Texas</u>		<u>Canada</u>	
Cincinnati	271	Austin	1284	Montreal	634
Cleveland	215	Dallas	1100	Quebec	795
Columbus	244	El Paso	1614	Toronto	298
Dayton	228	Fort Worth	1124		
		Houston	1234		
		San Antonio	1361		
<u>Oklahoma</u>		<u>Utah</u>		<u>Colleges &amp; Universities</u>	
Oklahoma City	970	Provo	1610	Indiana University	298
Tulsa	866	Salt Lake City	1587	Northwestern Univ.	236
<u>Oregon</u>		<u>Vermont</u>		Notre Dame	134
Eugene	2322	Burlington	776	Ohio State Univ.	244
Portland	2289	Montpelier	811	Purdue University	235
Salem	2327			Univ. Of Chicago	216
				Univ. of Illinois	
				(Champaign Urbana)	326
				Univ. of Minnesota	611
				Univ. of Wisconsin	354
<u>Pennsylvania</u>		<u>Virginia</u>			
Harrisburg	519	Norfolk	711		
Philadelphia	618	Richmond	628		
Pittsburgh	332	Roanoke	579		
<u>Rhode Island</u>		<u>Washington</u>			
Newport	836	Olympia	2259		
Providence	832	Seattle	2219		
		<u>West Virginia</u>			
<u>South Carolina</u>		Charleston	399		
Charleston	874	Huntington	371		
Columbia	766	Parkersburg	337		
<u>South Dakota</u>		<u>Wisconsin</u>			
Pierre	969	Green Bay	403		
Sioux Falls	753	Madison	354		
		Milwaukee	293		
<u>Tennessee</u>		<u>Wyoming</u>			
Chattanooga	610	Casper	1235		
Knoxville	524	Cheyenne	1151		
Memphis	682				
Nashville	513				

(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 - a duplicate payment to the vendor may result.
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 \$100 for any one item, receipt or invoice.



(Vouchers Continued)

5. Reimbursement is limited to material or services obtained directly by the individual making the purchase (such as material picked up from a vendor in the local area).
6. Under no circumstances are purchases made by individuals to be delivered to or through the University's Receiving Department. Purchases delivered in this manner (without a purchase order number) are not readily identifiable and cause severe delivery problems.

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., parking meters, phone calls made on a pay phone) a written note on how the funds were expended is required. The note and the

(Vouchers Continued)

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 the signature of someone administratively senior to the payee who is also an authorized signer for the account(s) charged. It is not appropriate for the payee to also authorize their own reimbursement.

D. Routing

1. Departments should retain the pink copy and forward the other three copies to Accounts Payable, 360 Administration Building, for verification and approval. The complete voucher should be forwarded to Accounts Payable, 360 Administration Building, for verification 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.

(Vouchers Continued)

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 360, 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		ACCOUNT TO BE CHARGED		
NAME _____		DEPARTMENT _____	Page: 75.9 Date: 9-30-86	
ADDRESS _____		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		
		AUDIT	CHECK NUMBER AND DATE	
BUDGET APPROVAL _____		DATE		



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MSU BOOKSTORE

I. BOOK LISTS

A. General

1. The MSU Bookstore, located in the Center for International Programs Building, telephone 355-3450, is responsible for purchasing required and optional textbooks and materials for courses offered each term by all departments of the University.
2. At the beginning of each term, the MSU Bookstore sends blank forms and instruction sheets to all departments for completion based on required and optional materials for the following term.
3. Departments must return the completed forms as soon as possible to the MSU Bookstore to insure that the required books and materials needed for specified courses are in stock before registration for the following term.
4. The MSU Bookstore accepts book lists each term as the current and complete requirements. Departments should not assume that books and materials are on hand from past book list requirements.
5. The MSU Bookstore photocopies all book lists and sends them to all area bookstores who subscribe for this information..

(MSU Bookstore Continued)

B. Request Form and Its Preparation

1. The "Textbook/Supply Request" form is a five-part form (see sample, page 205.11). Additional copies, if needed, are available at the MSU Bookstore.
2. The department must list all:
  - a. Required books and materials for courses even though a majority of the students may already have the books and materials from preceding or prerequisite courses;
  - b. Optional or supplementary readings;
  - c. Art and engineering materials or other scientific items which they feel should be made available to students.

C. Distribution

1. After the department and the Office of the Dean have signed all copies, the department distributes the form as follows:
  - a. White original and yellow - MSU Bookstore
  - b. Pink - Instructor
  - c. Gold - Dean

The green copy is retained by the MSU Bookstore as a reference source.

(MSU Bookstore Continued)

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

II. BOOKS - DESK COPIES

- A. The "Desk Copy Request Form" (see sample, page 205.14) is available at the departmental offices for requesting desk copies from the publishers. Additional forms may be requested from the MSU Bookstore.
- B. Publishers furnish desk copies directly to department.
- C. Books obtained by departments from the MSU Bookstore for use as desk copies are charged to the departmental account the same as any other purchase.
- D. When the department receives the desk copy from the publisher, the copy must be returned within 30 days to the MSU Bookstore for full credit.

III. PURCHASING BOOKS - POLICY

- A. Except as noted below, all book purchases are to be directed to the MSU Bookstore and not to the Purchasing Department.
- B. Periodicals, with the exception of those originating from the Superintendent of Documents and National Technical Information Service; solution manuals and answer books; and examination copies of books for review purposes, must be ordered through the Purchasing Department.



(MSU Bookstore Continued)

- C. In general, the Bookstore cannot furnish the following and an alternate method of procurement should be considered (i.e., Purchasing or direct pay voucher):
1. Material offered by an organization which lists one price (usually lower) for members and another price (usually higher) for nonmembers;
  2. Material at special prepublication or prerelease discounts;
  3. Other special offers by vendors, such as buying book A and getting book B (which usually retails for \$5.95) at \$1.00.
- D. Requests for individual articles from journals or books which are not in the University Library collection should be directed to Interlibrary Borrowing and not to the MSU Bookstore.

IV. BOOKS AND SUPPLIES IN STOCK

- A. Departments may obtain books and supplies at the MSU Bookstore by signing an itemized receipt ticket (interdepartmental charge). The signed receipt ticket authorizes the MSU Bookstore to issue an interdepartmental charge against the department's account.

(MSU Bookstore Continued)

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

V. BOOKS NOT IN STOCK

- A. Books not in stock will be ordered and, upon delivery, billed by the MSU Bookstore at current list price plus shipping and/or handling charges from the publisher.
- B. Books not discounted by publishers will be billed at cost plus shipping and/or handling charges from the publisher plus a handling charge from the Bookstore.
- C. Free materials will be sent out at no charge, however, the department/individual will be billed a handling charge from the Bookstore.

VI. SPECIAL DEPARTMENTAL ORDERS

- A. Special orders for books and supplies are accepted from University departments.
- B. Requests are to be made by using the green "Special Order" forms (see sample, page 205.12) which are available from the MSU Bookstore.
- C. The form should give a complete and unambiguous name of the department ordering the material and the name must be that of the account number given. Do not abbreviate the name of the department. Do not give the name of an individual in the department in the space marked "Dept."

(MSU Bookstore Continued)

- D. Only one title and/or volume number per order should be submitted.
- E. In the space marked "For Use By" type or print the name and telephone number of the individual who is ordering the material. This name is listed on the interdepartmental charge ticket and is necessary for later verification of charges against departmental accounts when they appear on the fund ledgers.

VII. SPECIAL PERSONAL ORDERS

- A. Special orders for books and supplies are accepted from individuals and from companies or institutions not affiliated with the University.
- B. Requests should be made by using the white "Special Order" forms (see sample, page 205.13) which are available from the MSU Bookstore.
- C. A deposit from the price shown in Books in Print plus sales tax is required on all special orders. When the Books in Print price is not available, a deposit of \$5.00 plus sales tax on all books will be required. A customer may request that the order be telephoned to the publisher and that the material be shipped special handling. Charges for these services are as follows:

Telephone                      \$2.00

Special handling charges differ with method of shipment.

Telephone and shipping charges are not refundable.



(MSU Bookstore Continued)

VIII. SHIPMENT OFF CAMPUS

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

IX. SUPERINTENDENT OF DOCUMENTS AND NATIONAL TECHNICAL INFORMATION SERVICE

- A. All materials to be purchased from the Superintendent of Documents and the National Technical Information Service (NTIS), including subscriptions, microfiche, microfilm, and computer tapes, must be ordered through the MSU Bookstore using Special Order forms. If the stock number or document number is known, it should be included on the order.
- B. Subscriptions from these two sources should be clearly marked as such on the order form. The Bookstore will have subscriptions mailed directly to the department to expedite delivery. Because of direct mailing, departments will also receive the renewal notices on subscriptions, which are generally sent out well in advance of the expiration dates. A renewal should be so noted on the Special Order form and the renewal card sent with the order to avoid duplication or lapses of the subscription.

(MSU Bookstore Continued)

X. MERCHANDISE RETURN POLICY

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

XI. RECEIPT TICKET

- A. A pre-numbered receipt ticket is issued to make interdepartmental charges. The date, account name and number, and detail of the merchandise received is entered on the ticket.
- B. The receipt ticket is a three-part form distributed as follows:
1. Original - Accounting Department, Office of the Controller
  2. Duplicate - Department
  3. Triplicate - Retained by MSU Bookstore
- C. Charges are cut off at noon on the last working day of each month and forwarded to the Accounting Department for posting to the fund ledgers.

(MSU Bookstore Continued)

XII. BUDGET RESPONSIBILITY

- A. Departments are responsible for requesting only materials that can be paid from available balances and used exclusively for university business.
- B. Encumbrances are not posted to the fund ledgers for materials and services furnished by the MSU Bookstore.

XIII. PUBLICATION OF MATERIALS FOR RESALE

A. Policy

- 1. The MSU Press has the duty to publish any teaching materials prepared by faculty members for the use of and required purchase by the students of MSU. The MSU Press has the authority to issue a waiver to this rule in certain exceptional cases.
- 2. Under no circumstances is a department permitted to publish its own teaching materials for sale by the MSU Bookstore or directly to MSU students.

B. Publication of Materials for Resale - MSU Bookstore

- 1. If a written waiver is obtained from the MSU Press, the faculty or department would present this waiver along with the original manuscript to the MSU Bookstore together with a "Request for Publication of Material for Resale" (see sample, page 205.15). This form is available at the MSU Bookstore.



(MSU Bookstore Continued)

2. The "Request for Publication" must be signed by the Department Chairperson and then upon approval by the MSU Bookstore, distributed as follows:
  - a. White original - MSU Bookstore
  - b. Pink - MSU Press
  - c. Green - MSU Printing Service
  - d. Canary - Department

TEXTBOOK / SUPPLY REQUEST      DUE DATE      SUMMER 4-7-86  
FALL 4-14-86  
WINTER 10-14-86  
SPRING 1-20-87

DEPT: \_\_\_\_\_ SUMMER \_\_\_\_\_ FALL \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_ SECTION NUMBER: \_\_\_\_\_ EST. ENROLLMENT \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_ OFF CAMPUS \_\_\_\_\_ LOCATION \_\_\_\_\_

PHONE \_\_\_\_\_ OFFICE HOURS \_\_\_\_\_ \*PLEASE RETURN TO DEPT. SECRETARY\*

HAS THIS BOOK BEEN USED PREVIOUSLY? YES \_\_\_\_\_ NO \_\_\_\_\_ TERMS \_\_\_\_\_

WILL THIS BOOK BE USED IN THE FUTURE? YES \_\_\_\_\_ NO \_\_\_\_\_ TERMS \_\_\_\_\_

SHOULD THE STUDENT HAVE THIS BOOK FROM A PRIOR COURSE? YES \_\_\_\_\_ NO \_\_\_\_\_

DEPT: \_\_\_\_\_ CRS: \_\_\_\_\_ SECT: \_\_\_\_\_ PREV ENROLL: \_\_\_\_\_ ESTIMATE ENROLL: \_\_\_\_\_

TERM : FALL, 1986 SESN: A INSTRUCTOR : \_\_\_\_\_

=====

ISBN#/PUBL      AUTHOR/TITLE      C/P      YR      ED      REQ/OP

=====

\* I N S T R U C T I O N S \*

1. REVIEW BOOK ORDER; IF NO CHANGES, SIGN AND RETURN TO DEPT. SECRETARY
2. ADDITIONS OR DELETIONS OF TEXTS MAY BE MADE ON THIS FORM; IF EXTENSIVE ASK FOR BLANK FORM.
3. WHEN USING BLANK FORM OR ADDING A TITLE PLEASE LIST: FIRST AUTHOR, TITLE PUBLISHER, VOLUME, YEAR AND/OR EDITION, CLOTH OR PAPER, AND IF ITS REQUIRED, OPTIONAL OR SUPPLEMENTAL (FOLLOW FORMAT OF BOOKS LISTED)  
\*\* PLEASE INCLUDE THE ISBN NUMBER\*\*
4. INDICATE THE NUMBER OF OPTIONAL AND/OR SUPPLEMENTAL TEXT REQUESTED.
5. PLEASE INDICATE \*NO TEXT REQUIRED\* IF APPROPRIATE & RETURN TO SECRETARY
6. DIST: WHITE/YELLOW: BOOKSTORE      PINK: INSTRUCTOR      GOLD: AREA DEAN

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPT. DEAN'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**DEPARTMENTAL  
SPECIAL ORDER**

**MICHIGAN STATE UNIVERSITY**

**MSU Book Store**

DATE \_\_\_\_\_

DELIVER TO \_\_\_\_\_

Location or Bldg. No. must be given

**SPECIAL ORDER D 10112**

**NUMBER**

**REQUISITION NO.**

DEPT. \_\_\_\_\_

Requisitioned by

ACCOUNT NO. \_\_\_\_\_

Title \_\_\_\_\_ Number Copies \_\_\_\_\_

Author \_\_\_\_\_ Publisher \_\_\_\_\_

**Book Store PO No.**

**INSTRUCTIONS**

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

Signed \_\_\_\_\_

Signature of Head of Dept. or Authorized Representative

Approved \_\_\_\_\_

Signature of Dean or Head of Division

For Use By \_\_\_\_\_

Name of Individual

O-4201

*MSU is an Affirmative Action/Equal Opportunity Institution*





DESK COPY REQUEST FORM  
(See notes at bottom)

Page: 205.14  
(Rev. November 1972)  
Date: 9-30-86

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

Date \_\_\_\_\_

To: \_\_\_\_\_

(Publisher)

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City, State, Zip Code)

Your book \_\_\_\_\_

(Specify author, complete title, and edition)

Publishers Book Number (ISBN) \_\_\_\_\_

has been adopted as a \_\_\_\_\_ required \_\_\_\_\_ recommended text in my course \_\_\_\_\_

\_\_\_\_\_. My order for \_\_\_\_\_ copies of this  
(Course number and Title) (Number)

text was placed with \_\_\_\_\_

(Name of Bookstore)

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

text.

Name \_\_\_\_\_ Rank \_\_\_\_\_

Department \_\_\_\_\_

School \_\_\_\_\_

Street Address \_\_\_\_\_

City & State \_\_\_\_\_

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

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

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

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

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

**MSU BOOK STORE**  
**Michigan State University**

**REQUEST FOR PUBLICATION OF MATERIAL FOR RESALE**

1. In making this request for the MSU BOOK STORE to publish and offer for sale the material identified below the department agrees to comply with University policies and procedures relating to the publication and distribution of such materials.
2. Department \_\_\_\_\_
3. Title of Material \_\_\_\_\_
4. Quantity Ordered \_\_\_\_\_
5. Term(s) to be used (Maximum one academic year) \_\_\_\_\_
6. We agree that the cost of all unsold material may be charged back to the department at the end of the designated term(s) of usage.
7. We agree to provide a written waiver of responsibility for publication from MSU PRESS.
8. I certify that I have authority to commit funds for the account listed below and to encumber this account for any unsold material as outlined above.

Account Name \_\_\_\_\_

Account Number \_\_\_\_\_

\_\_\_\_\_  
Dept. Chairman (*Signature*)

Date \_\_\_\_\_

9. Approval \_\_\_\_\_  
MSU Book Store

Date \_\_\_\_\_

**Distribution:**

White Original — MSU Book Store  
Pink — MSU Press  
Green — MSU Printing  
Canary — 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 in Section 300 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)

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 in Section 300 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.



Michigan State University  
MANUAL OF BUSINESS PROCEDURES

INVENTORY DEPARTMENT  
-----

I. INTRODUCTION

The Inventory Department was established to ensure equipment records are maintained for Michigan State University. Inventory gathers information and compiles data relative to all new and used equipment and maintains records of these equipment items from the date the item is acquired until its ultimate disposal.

The objectives of the Inventory function is to secure equipment item descriptions, tag all equipment with a unique Michigan State University inventory number, record the proper data into Inventory's files and coordinate the University's annual physical equipment inventory.

The compiled data provides necessary details for use of and required by the Insurance and Risk Management Department, Financial Analysis, Contract and Grant Administration and for various auditing agencies. In addition, all information is readily available to departments for reference as required.

II. EQUIPMENT DEFINITION

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

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

III. POLICY STATEMENT

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

Each department chairperson is responsible for safeguarding, use, maintenance and disposal of all equipment obtained by their department.



(Inventory Continued)

#### IV. EQUIPMENT INVENTORY PROCEDURES

The equipment inventory process is initiated by various methods. The Inventory Department receives its information relative to equipment acquisitions/disposals through the following sources:

##### A. PURCHASE ORDER

New or used equipment obtained through the Purchasing Department and the Cyclotron is processed as follows:

1. The Inventory Department receives copies of purchase orders initiated by Purchasing and the Cyclotron. These copies are received by Inventory on a regular basis through the campus mail system.
2. The purchase order copies are sorted by Inventory to identify all orders with the expenditure object code 090 (equipment), 091 (equipment/installment purchase agreement), and 099 (equipment, government owned) and are retained in a pending file as our "working copy" until all equipment is paid for and tagged. (See Tagging Procedures for further clarification.)
3. When complete, the "working copy" of the purchase order is retained indefinitely (forever) in a complete file. This copy will show the payment date(s), check number(s) and amount(s); and the inventory number(s) assigned to the equipment. Notations will indicate how the cost was determined and if any items were not inventoried.

##### B. CONSIGNMENT EQUIPMENT - GIFT

1. All equipment received by the University as a gift or a loan requires completion of the Consignment Equipment-Gift Form (example on page 224.9). The form should be completed by the recipient and forwarded to the Board of Trustees for acceptance.
2. Inventory receives copies of all equipment gifts/loans after Board acceptance. The white (original) copy is retained by Inventory and the yellow is for departmental records.
3. If the equipment is designated as a gift, the ownership is MSU's and the equipment is inventoried. The dollar value is determined based upon the declared value on the consignment form.
4. If the equipment is designated as a loan, the ownership is not MSU's and the equipment is not inventoried. A record of the equipment is maintained in the Inventory Department and

(Inventory Continued)

departments are to notify Inventory in the event the consignment status changes, i.e., changes to a gift, returned to donor, etc.

**\*\*Exception to this procedure - GOVERNMENT EQUIPMENT ON LOAN TO THE UNIVERSITY.** A copy of all documents concerning each item of government loaned equipment **MUST** be sent to the Inventory Department **AND** the Office of Contract and Grant Administration so that the University can comply with the Federal regulations governing the loaned equipment.

C. SPECIAL WRITTEN NOTICE

1. Contract and Grant Administration. Equipment items may be added to or removed from Inventory's records upon approval and written notice from Contract and Grant Administration. Details of the action requested should be documented, i.e., contract #, letter of agreement, etc., and approved by Contract and Grant Administration.
2. Fabricated Equipment. The expenditure classification code 092 is used to account for materials purchased to fabricate equipment. The requisitioning department must record all costs (092 expenditures) of the fabricated equipment. Upon completion of the equipment, the department must submit the total dollar amount and a description of the equipment to the Inventory Department. Once Inventory receives written notification, the fabricated equipment will be tagged and inventoried.

D. EQUIPMENT TRANSFER NOTICE

1. An Equipment Transfer Notice (example on page 224.10) is completed by departments whenever equipment is salvaged, sold or transferred. The procedures outlined in the Manual of Business Procedures, Volume II, Section 300 should be followed.

**\*\*Important - Equipment purchased with sponsored research funds or grant funds may require specific approval of the granting agency prior to any disposal. Contact the Contract and Grant Administration office for instructions on proper procedures.**

2. Inventory receives the blue copy of the Equipment Transfer Notice. Upon receipt, the equipment records are altered to reflect the revised status of the equipment, i.e., salvaged, sold, or transferred. If the equipment is transferred to



(Inventory Continued)

another University department, a new tag is placed on the item to reflect the current responsible department.

3. All changes in equipment status made during a fiscal year, will be reflected in the annual listing and certification provided to all departments.

E. CERTIFICATION OF INVENTORY

1. Annually, departments are provided an up-to-date list of all equipment items for which the department is responsible. This list is accompanied by a Certification of Inventory form (example on page 224.11). The department administrator or authorized representative must perform a physical inventory of the equipment, verify the accuracy of the equipment list, and then complete the Certification of Inventory form.
2. Any equipment which has been removed or added to the department, and not shown on the equipment listing provided, must be reported on the Certification of Inventory form. The form must be signed and returned to Inventory.
3. Upon receipt of the form, Inventory checks the information provided. Any equipment action noted on the form will be recorded by Inventory and the departmental records will be updated to reflect the changed equipment status.

V. TAGGING EQUIPMENT

A. MSU EQUIPMENT

All Michigan State University equipment receives a numbered inventory tag. Under most circumstances, the inventory tag is placed on equipment where it is visible and easy to identify. Location of the tag will be on the front of the equipment unless one of the following exceptions occurs:

1. The front of the equipment has no adequate space to accommodate the tag.
2. The front of the equipment is easily removable.
3. The equipment is too small to accommodate the tag.
4. The tag will interfere with the performance of the equipment.

In the event that one of the above exceptions occurs, the tag will be placed on another side of the equipment or the assigned inventory number will be etched in the casing of the equipment.



(Inventory Continued)

B. GOVERNMENT EQUIPMENT

In addition to receiving an MSU inventory tag, all identified government equipment, where title remains vested with the Federal Government, will receive a "Property of the U.S. Government" tag. This tag will announce Federal ownership and the accountable Federal department (DOE, NSF, NAVY, AIR FORCE, etc.) and will be located next to the MSU tag.

VI. EQUIPMENT LOSSES

- A. Equipment losses must be immediately reported by telephone by the department chairperson, director or authorized representative to the Department of Public Safety, followed by a written report outlining a complete description of missing or damaged items, date of loss, building and room number and any relevant details.
- B. A copy of the above written report should be sent to Inventory and the office of Insurance & Risk Management. Upon receipt of this report, Inventory will remove the equipment detail(s) from the department's active records and the item will be reflected on the department's annual disposal list.
- C. MSU can be held liable for lost government-owned property. If government equipment is lost, a copy of the above referenced report (Item A) must be forwarded to the Government property administrator via the MSU Contract & Grant Administration Office.

VII. PHYSICAL INVENTORY

- A. Regular physical inventories of all equipment are made after the close of each fiscal year. The Inventory Department prepares a listing of all equipment assigned to each University department. This listing, accompanied by a Certification of Inventory report (example on page 224.11) and Equipment Insurance Report (example on page 224.12), is delivered to each department. The department administrator or delegated representative, must ensure that a physical inventory is conducted and verify its accuracy by completing the Certification of Inventory report.
- B. Verification includes not only the information about the equipment, but also its permanent location and use. If the location of the equipment changes during the year, you must notify the Inventory Department immediately so that they can update the University's inventory records. Verification also means that the equipment is being properly utilized and a continued need exists.

(Inventory Continued)

- C. The Certification of Inventory report must be returned to the Inventory Department for verification purposes. The Internal Audit Department, during the course of conducting its annual departmental audits, will verify the accuracy of the departmental certifications and spot checks are conducted.

#### VIII. SCREENING FOR RESEARCH EQUIPMENT AND SHARED USAGE EQUIPMENT

Michigan State University's policy on acquisition of permanent research equipment provides for the screening of equipment availability on a departmental, college/division, or campus-wide basis, as applicable. Certain Federal Departments require additional screening of Federal excess equipment prior to purchase with Federal funds. Contact Contract and Grant Administration for details regarding specific contract requirements.

Every effort should be made to share equipment. This shared usage will not only promote the availability of equipment across the campus so as to comply with federal equipment management standards, but will also increase the total funds available for other categories of expenditures in research accounts.

The following screening procedures for the following classes of research equipment apply:

- A. A DEPARTMENTAL SCREENING FOR RESEARCH EQUIPMENT COSTING AT LEAST \$1,000 BUT LESS THAN \$5,000

Requisitions for equipment with a value of at least \$1,000 but less than \$5,000 shall be accompanied by an Equipment Screening Certification (example on page 224.13) signed by the department chairperson(s) or equivalent. A special listing is provided to each department so that individuals requesting the purchase of equipment in this category can review this departmental listing to verify that the proposed item, or a substantially similar substitute, is not available for use from within the department. Requisitions for equipment in this category will be held if not accompanied by an appropriately signed Equipment Screening Certification.

- B. A COLLEGE SCREENING FOR RESEARCH EQUIPMENT COSTING AT LEAST \$5,000 BUT LESS THAN \$10,000

Requisitions for equipment with a value of at least \$5,000 but less than \$10,000 shall be accompanied by an Equipment Screening Certification signed by the chairperson(s) and appropriate dean or equivalent unit director. A special listing will be provided to each college so that individuals requesting the purchase of equipment in this category can review this college listing to verify that the proposed item, or a substantially similar substitute, is not available for use from within the college or



(Inventory Continued)

equivalent unit. Requisitions for equipment in this category will be held if not accompanied by an appropriately signed Equipment Screening Certification.

C. A UNIVERSITY SCREENING FOR RESEARCH EQUIPMENT COSTING \$10,000 OR MORE

Requisitions for equipment with a value in excess of \$10,000 shall be accompanied by an Equipment Screening Certification signed by the chairperson(s), appropriate dean or equivalent unit director and the Vice President for Research and Graduate Studies. A special listing will be provided to each college so that individuals requesting the purchase of equipment in this category can review this University listing to verify that the proposed item, or a substantially similar substitute, is not available for use from within the University. Requisitions for equipment in this category will be held if not accompanied by an appropriately signed Equipment Screening Certification.

The Inventory Department prepares the Research Equipment Availability Listings annually. These are distributed to departments, colleges, and to the Vice President for Research and Graduate Studies, as applicable. Units are instructed to make these lists available to individuals requesting the purchase of equipment and to inform Inventory if the status of any of the equipment items listed has changed, i.e., location, percent of utilization, whether it will be shared, condition, etc.

The special listings of research equipment mentioned above will show the original purchase price of the equipment items, not their current value. However, the equipment will have been subjected to a 10-year straight-line depreciation allowance, and only equipment having a current value of at least \$1,000 will appear on the listings.

IX. RESEARCH EQUIPMENT AVAILABILITY

All scientific/research equipment (classified 06) purchased at a cost of \$1,000 or more will be subject to the following procedure:

A. At the time Inventory tags the equipment item, all standard inventory detail will be gathered. In addition, the last name of the person responsible for the equipment, whether the equipment will be shared, the percent of utilization and the condition of the equipment will be recorded by Inventory.

B. The CONDITION CODES are:

- 1 = Excellent
- 2 = Worn but usable
- 3 = Needs minor repair
- 4 = Needs major repair



(Inventory Continued)

- C. Departments will be provided the Research Equipment Availability listing annually. At that time, the list should be reviewed, corrections made on the list, and returned to Inventory for record updating. Departments should notify Inventory of any change in the equipment data, i.e., location, condition, percent of utilization, will share, or person responsible.
- D. Reporting requirements and responsibility for submission differ for the various Federal Departments. Contact Contract and Grant Administration for details regarding specific contract requirements.

X. INSTALLMENT PURCHASE AGREEMENTS (IPA)

The Purchasing Department will provide the cost (cash sales price net of all discounts) of the equipment purchased under the IPA on the purchase order. Inventory will record all IPA's at cost.

- A. IPA'S \$100,000 OR OVER:  
The Inventory Department will record cost reflected on the purchase order. In addition, Inventory will contact Financial Analysis to verify the actual cost of equipment purchased through an Installment Purchase Agreement of this magnitude.
- B. IPA'S \$25,000 OR OVER:  
The Inventory Department will record cost reflected on the purchase order. If the purchase option is exercised prior to the term of the original lease, the cost will be adjusted to equal the sum of all principal payments made plus the option purchase amount.
- C. IPA'S LESS THAN \$25,000:  
The Inventory Department will record cost reflected on the purchase order.

MICHIGAN STATE UNIVERSITY  
Consignment Equipment - Gifts

Page: 224.9  
Date: 9-30-86

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 \_\_\_\_\_ 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

☐ Dean of college primarily interested

☐ Director of Experiment Station

☐ Vice President for Research Development

☐ Department Chairman

Date of deposit \_\_\_\_\_ Deposit receipt No. \_\_\_\_\_

Date \_\_\_\_\_ Approved \_\_\_\_\_

Department Chairman

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 \_\_\_\_\_

Signature \_\_\_\_\_



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

**1. Refer to the Manual of Business Procedures page 300.1-300.8 for regulations covering the use of this form.**

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



MICHIGAN STATE UNIVERSITY  
CERTIFICATION OF INVENTORY  
as of June 30, 1986

Page: 224.11  
Date: 9-30-86

Name of Department \_\_\_\_\_ Date \_\_\_\_\_

1. EQUIPMENT on Permanent Inventory.  
TOTAL \$ \_\_\_\_\_ Taken from the Computer Tabulated List of Equipment.

2. Adjustments to Computer Tabulated List:

a) REMOVAL OF INVENTORY ITEMS

Inventory No.	Description of Item	Reasons for Removal Check "X" one only						(If Transferred) Give Name of Department
		Cannibalized	Missing	Salvage-Junk	Sold	Stolen	Traded-in	
_____	_____							
_____	_____							
_____	_____							
_____	_____							
_____	_____							
_____	_____							
_____	_____							
_____	_____							
_____	_____							

b) ADDITION OF INVENTORY ITEMS List all equipment received and paid for prior to May First which is not listed on computer tabulated list of equipment:

Description	How Acquired (Show Purchase Order Number if Applicable)
_____	_____
_____	_____
_____	_____
_____	_____

3. I certify that the above listed inventory is correct.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Mail original copy to: INVENTORY DEPARTMENT

(The pink copy is for your records.)

Code:

Z43D0020

O-2405

**MICHIGAN STATE UNIVERSITY**  
**ANNUAL EQUIPMENT INVENTORY INSURANCE REPORT**  
as of June 30, 19 86

Page: 224.12  
Date: 9-30-86

Name of Department \_\_\_\_\_ Date \_\_\_\_\_

1. Value of EQUIPMENT on Permanent Inventory in each building as per Inventory Department Records and Computer Tabulated List.

Equipment	Value	Name of Building	Building Number (To be filled in by Inventory Department)
\$ _____	\$ _____	_____	_____
— _____ Automotive	\$ _____	_____	_____
\$ _____ TOTAL	\$ _____	_____	_____
	\$ _____	_____	_____
TOTAL \$ _____			

2. Equipment and Supplies which are not listed on Permanent Inventory. Use one line for each classification. (Chemicals, glassware, Lab apparatus, tools, magnetic tapes, furniture, etc.). DO NOT INCLUDE OFFICE SUPPLIES.

List type of item	Value	Name of Building	Building Number
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
TOTAL \$ _____			

3. INVENTORIED AND NON-INVENTORIED VALUES: \* Combine 1 and 2 into one dollar amount for each building.

Value	Name of Building	Building Number
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____
GRAND TOTAL \$ _____		

Code

Signature \_\_\_\_\_ Title \_\_\_\_\_ Dept. \_\_\_\_\_

Complete, sign and immediately return original copy to Inventory Department (The yellow copy is for your records.)

EQUIPMENT SCREENING CERTIFICATION

Requisition No. \_\_\_\_\_ Department \_\_\_\_\_

Source of Funds (Budget Number) \_\_\_\_\_

Equipment Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CERTIFICATION**

Based on the estimated purchase price of \$\_\_\_\_\_, appropriate departmental, college and university lists of research equipment have been searched for the availability of the above equipment item. No such item, or substantially similar item, is available for shared use from within the department, college, or university, as indicated by the following certification(s).

The above item is not available for use from within the department. (This certification is required for all items costing \$1,000 or more.)

\_\_\_\_\_  
DEPARTMENT CHAIRPERSON

\_\_\_\_\_  
DATE

The above item is not available for use from within the College. (This certification is required for all items costing \$5,000 or more.)

\_\_\_\_\_  
DEAN OR EQUIVALENT UNIT DIRECTOR

\_\_\_\_\_  
DATE

The above item is not available for use from within the University. (This certification is required for all items costing \$10,000 or more.)

\_\_\_\_\_  
VICE PRESIDENT FOR RESEARCH  
AND GRADUATE STUDIES

\_\_\_\_\_  
DATE



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 \_\_\_\_\_ Building \_\_\_\_\_ Code \* \_\_\_\_\_

☐ Sub-master Key \_\_\_\_\_ Building \_\_\_\_\_ Code \* \_\_\_\_\_

☐ Room Key \_\_\_\_\_ Room Door No. \_\_\_\_\_ Building \_\_\_\_\_ Code \* \_\_\_\_\_

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

Form No.  
CO-ge-33

### ASSIGNMENT OF KEYS BY DEPARTMENTS

Key No. issued \_\_\_\_\_ Date issued \_\_\_\_\_  
Issued by \_\_\_\_\_  
Name

To (name) \_\_\_\_\_  
Last First Middle

For Room or Door No. \_\_\_\_\_ Building \_\_\_\_\_

- Rules: 1. Do not lend key to any other person. 4. Return the key when leaving the employ of the University, or when it is no longer needed.  
2. If lost, notify the department immediately. 5. There will be a charge for a lost key.  
3. Do not have a duplicate key made.

YOUR SIGNATURE CERTIFIES ACCEPTANCE OF THESE RULES

Signed \_\_\_\_\_ Date \_\_\_\_\_

Date Key Returned \_\_\_\_\_ Returned to \_\_\_\_\_  
(Signature)

O-4418

## 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 "Policies, Responsibilities and Procedures for Animal Use and Care at Michigan State University" document is available from LACS, and is also present in each animal facility site book, along with copies of relevant laws and guidelines.

### 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 O-9653 (see page 230.5, Exhibit II), should be completed and submitted to the LACS office. This form can be obtained by calling 353-5063. Only one specie may be included on each order. To expedite orders, phone in all orders before noon on Thursday, for shipment the following week. Paperwork should follow.
- B. Delivery of standard research animals requires up to one week after receipt of the order, while delivery of conditioned, exotic or non-standard species need from four to eight weeks. Call LACS for specific information concerning standard and non-standard animals.
- C. The yellow copy should be retained by the ordering department and the remaining copies should be sent to the LACS office.
- D. Claims for shortages, unusable animals, crushed shipping containers, etc., should be directed to LACS by calling



### 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 or eighty cents per copy on transparencies. Copies made on the reduction/enlargement machines are five cents each, and 11 x 17 inch copies are ten cents each.
- 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 2:00 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 Information/Reference Desk, material may be left for copying by the Copy Center staff for a small service charge.
- IV. 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. Sales totaling less than one dollar may not be charged on VISA or Mastercard. Amounts above the floor limit are phoned into the Bankcard Center for approval.
- 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.

(Library Copy Centers Continued)

VI. 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. Quick searches of several popular/current interest databases are conducted by librarians in Information/Reference.
- 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. Quick search rates are heavily subsidized and cost \$2 per search.
- III. For more specific information on databases available, rates or procedures for arranging for a search, contact a librarian in Information/Reference, 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



(Library - Database Searching Services Continued)

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

## VEHICLE AND TRANSPORTATION SERVICES

### I. LICENSED MOTOR VEHICLE POLICY

#### A. Overview

Michigan State University owns and operates licensed motor vehicles necessary to conduct University business.

#### B. Responsibility

All Michigan State University licensed motor vehicles are within the responsible purview of the Automotive Services Department, Physical Plant Division. Automotive Services will arrange for obtaining new vehicles, disposing and reassigning of old or surplus vehicles, securing and maintaining the necessary titles and licenses, performing proper maintenance, maintaining required service records, ensuring fleet safety standards, and other required fleet management responsibilities.

#### C. Ownership

Passenger vehicles (i.e., sedans, station wagons, passenger vans, etc.) may be rented daily or leased from the Automotive Services Department. Special use vehicles, such as service trucks, may be leased or be department owned.

#### D. Authorization

Daily rental or short-term lease of a vehicle requires a University Travel Authorization approved by a dean or director. Long-term lease, individual assignment, or a request to expand the University fleet, requires written justification of need and approval by the Provost or the Vice President for Finance and Operations.

#### E. Identification

University vehicles will bear municipal license plates, University decals and visible unit numbers.

#### F. Usage

Operators must comply with MSU Travel Regulations, and must operate vehicles legally and in a manner which does not detract from the public image of the University. As a general policy, there is to be no personal use of the University vehicles.

### II. MOTOR POOL VEHICLE LEASE (Daily and Long Term)

The Motor Pool Office is located in the Central Services Building, facing the East side of Spartan Stadium, and is open from 7:00 a.m. until 5:00 p.m., Monday through Friday.

A. Daily Lease

Customers may make reservations for car, station wagon, van, truck and other vehicle rentals by telephoning the Motor Pool dispatcher at 353-5280. When the vehicle is picked up, the user must sign the charge card and provide:

1. Copy of the approved travel authorization (travel voucher form).
2. The driver's license number.
3. The department name, account number to be charged, and the name of the staff member authorizing travel.
4. The departure date and expected return date.

B. Cancellation Fee

A cancellation fee is assessed when reserved vehicles are not picked up and the reservation has not been cancelled at least 48 hours in advance.

C. Long Term Lease

Requests for long term lease of a vehicle (3 months or longer) require appropriate approval and completion of a Request for Long Term Lease of a University Vehicle (Form 0-12491). Questions may be directed to the Automotive Services Department (353-5280).

D. Qualifications of Drivers and Use of University Vehicles

1. Qualifications of drivers must be in accordance with the laws of the State of Michigan and the stipulations of the Office of Risk Management and Insurance and the University Travel Regulations (Manual of Business Procedures, Sections 35 and 70, respectively).
2. Drivers of University vehicles are vulnerable to public critique. Complaints and criticism can be avoided if each driver:
  - a. Uses University vehicles for business or approved travel only.
  - b. Tows only University trailers or trailers rented from approved University sources.
  - c. Observes all traffic laws and regulations; drives carefully and courteously; and operates the vehicle safely within existing driving conditions.



### III. BUS SERVICE

#### A. General Information

Bus charters and cost estimates can be obtained by telephoning the Automotive Services Department (353-5280). The Bus System Office is located in the Central Services Building, facing the East side of Spartan Stadium, and is open from 7:00 a.m. until 5:00 p.m., Monday through Friday. A "Request for Inter-department Material and Service" (Stores stock #140-2842) may be submitted to reach the Automotive Services Department 72 hours before departure to make charter arrangements when prior telephone reservations have not been made.

#### B. Special Services

Complete Bus charter coordination and arrangements for conferences, special events, workshops, conventions, etc. is available for a modest service fee. Estimates are available from the Automotive Services Department (353-5280).

#### C. Cancellation Fee

A cancellation fee is assessed when Michigan State University charter bus reservations are not cancelled at least 48 hours in advance.

### IV. GARAGE SERVICE

Michigan State University provides vehicle repair, supplies, maintenance, and other fleet services at its Service Garage located on the East side of Spartan Stadium. The Service Garage operates from 7:00 a.m. to 5:00 p.m., Monday through Friday. Repairs and services for University vehicles should be accomplished as prescribed elsewhere in this section and copies of all repair and parts services maintained on file at the University Service Garage. Owning and using departments are responsible to insure that copies are forwarded to the Service Garage for file with maintenance records. Colleges and departments are responsible for maintaining and operating safe vehicles. To assist in timely maintenance, the Service Garage regularly provides maintenance reminder reports. To schedule appointments or arrange other services, contact the Service Garage, telephone 355-1868.

#### A. Procedures

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.

#### B. Supplies, Services and Rates

Available materials include gasoline, diesel fuel, motor oils, antifreeze, and other parts and accessories. Available services include oil changes, lubrication, tune-ups, front-end alignment,



wheel balancing, vehicle washing, wrecker service, etc. The Service Garage also arranges contracted body work and major overhauls. A current price list of services and materials is maintained at the Service Garage.

V. FUEL SERVICES

Michigan State University provides 24-hour, self-serve, automated fuel dispensing pumps located on the East side of Spartan Stadium. The system protects the University against fuel theft or fraud, instantaneously records individual vehicle fuel consumption, updates fleet fuel economy data, and charges the appropriate customer account. Inquiries regarding fuel service should be directed to the Automotive Services Department (353-5280).

VI. INVENTORY

University owned vehicles are maintained on University Inventory records for insurance purposes. See Manual of Business Procedures Section 224 for additional information.

VII. INSURANCE

All University vehicles are covered by personal property and liability insurance as specified in the Manual of Business Procedures Section 35.

VIII. LICENSING AND REGISTRATION

University vehicles will be licensed in accordance with the vehicle policy. Records pertaining to licensing, registration, titles and other legal documentation are maintained by the Automotive Services Department. Questions pertaining to licensing of any motor vehicle or other University equipment operating on public highways should be directed to the Automotive Services Department (353-5280). Vehicle licenses may not be altered, transferred, destroyed, or in any way removed from a vehicle without the specific authorization of the Automotive Services Department.

IX. PURCHASE AND OWNERSHIP

Vehicles may be purchased as stipulated in the vehicle policy. University vehicles will normally be purchased once annually. Requisitions for vehicles are due in the Purchasing Department not later than September 1 of each fiscal year. The Purchasing Department will assemble all requisitions so that the University may purchase vehicles with the maximum fleet purchase discounts available. Questions pertaining to the purchase or lease policy may be directed to the Automotive Services Department (353-5280) or the Purchasing Department (353-5400).

X. ADDITIONS TO THE FLEET--LONG TERM LEASE OR OWNERSHIP

Vehicle purchases which result in an addition to the fleet, whether department owned or leased, require appropriate approval and completion of a Request for Long Term Lease or Ownership of a University Vehicle (Form 0-12491). Questions may be directed to the Automotive Services Department (353-5280).



XI. VEHICLE RECEIPT, SALE, TRANSFER

Page: 245.5  
Date: 9-30-86

University vehicles will be received by the Automotive Services Department where they will be appropriately identified in accordance with University policy, records updated, plates affixed, and appropriate files for administrative and maintenance records established. Transfer of vehicles between University departments will be coordinated with the Automotive Services Department. University equipment transfer notices will be utilized to effect any transfer. Sale of University vehicles will be coordinated with the Automotive Services Department. Vehicles will be physically stripped of identification decals and appropriate University administrative records will be cleared by processing the vehicle through the Automotive Services Department.

XII. VEHICLE SAFETY INSPECTIONS

Responsibility for insuring that University vehicles are maintained in safe operating condition at all times rests with the owning department. The department is responsible to insure that maintenance records are maintained in the University Service Garage, irrespective of where maintenance work is performed. Contracts with off-campus licensed repair facilities must be coordinated through the University Service Garage. The University Service Garage and approved off-campus repair facilities are the only agencies authorized to perform vehicle repairs or service on University vehicles.

XIII. VEHICLE RECALLS

Manufacturer vehicle recalls are to be directed to the University Service Garage where appropriate records will be maintained regarding correction of defects. Departments may make arrangements to take the vehicle to the servicing dealer for repairs. However, copies of repair orders must be filed with the vehicle maintenance records at the University Service Garage.

XIV. CREDIT CARDS

Credit cards should be utilized for purchase of fuel to minimize University vehicle operating expense. Automotive Services should be contacted (353-5280) to obtain fuel cards for use in the University 24-hour, self-service fuel system. Requests for credit cards from the major oil suppliers should be directed to the Accounting Office (353-2011).

XV. VEHICLE AND TRAVEL EXPENSE REIMBURSEMENT

Reimbursement applications for travel related expenses should be processed as outlined in the Manual of Business Procedures Section 70. Most expenses associated with Automotive Services Department lease vehicles are reimbursible directly to the traveller. Questions regarding lease vehicle expenses should be directed to the Automotive Services Department (353-5280).

XVI. FIELD TRIPS

The University provides transportation capability for field trips. Policy regarding Field Trips is outlined in the Manual of Business Procedures Section 25.



XVII. VEHICLE SERVICE CHARGES

Charges to departments for Bus, Motor Pool, Garage repair services and fuel will appear on a monthly Physical Plant billing statement. Questions regarding billing statements should be directed to the Physical Plant Administrative Services Department (355-3375). 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 monthly fund ledger.

XVIII. EMERGENCY ASSISTANCE

Emergency assistance for any University employee operating a University vehicle may be obtained by telephoning the Automotive Services Office (353-5280) or the University Service Garage (355-1868). During holidays and other than normal office hours, requests for emergency assistance should be directed to the University operator (355-1855) who will contact the appropriate personnel. If necessary, these numbers may be telephoned "collect."

XVIX. INFORMATION

Information and assistance pertaining to any aspect of vehicle operation or transportation services at Michigan State University may be directed to the Automotive Services Department (353-5280).

(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 245 for details on the Service Garage and 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

(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 color and black and white film processing, slide duplication, black and white Itek prints, a variety of slide productions from original



(Instructional Media Center Continued)

art, portrait and passport photographs, location and/or studio photography, medical and scientific photography, and computer generated slides and transparencies. 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

(Instructional Media Center Continued)

produce promotional brochures, direct mail advertising to 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 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 353-5390 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 355-0357, 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.



UNIVERSITY PRINTING

Michigan State University  
MANUAL OF BUSINESS PROCEDURES

1. Location & Hours

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

2. Services Provided

1. Through the use of a University account number, charged on a time and materials basis, University Printing offers the following services to all departments on campus:
  - a) offset duplicating or printing;  
typesetting, pasteup and keylining;  
camera and platemaking for the reproduction of;
    - 1) booklets, business cards, business reply envelopes, form letters, index cards, illustrated brochures, maps, memo pads, newsletters, postal cards, ruled forms, consecutively numbered forms or sets, stationery and other related items from a choice of all weights and colors of paper;
    - 2) collating, folding, hole drilling, padding, paper cutting, perfect binding, tab cutting, stapling and other related finishing operations
    - 3) soft covering for books.
2. University Printing is the official source of University letterhead stationery and envelopes.
3. Phototypesetting equipment with communications options, via a telephone modem, for computers and word processors is available.
4. A photographic duplicate (called a PMT) of your artwork, form or type can be reproduced. The camera will accommodate originals as large as 28" x 38". The camera range is from 200% enlargement to 20% reduction. The largest duplicate print (PMT) is 20" x 24".
5. Screen prints (halftones for photographs) can be reproduced using the PMT process.

3. Ordering

1. Printing orders can be placed in person at the office or via Campus Mail Service accompanied by a memo containing the following information:
  - a) account number to be charged;
  - b) quantity;

(University Printing Continued)

3. Ordering (continued)

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

4. Copy Centers

1. There are six copy centers operated by University Printing to provide convenient and fast duplicating and collating service to all units on campus on a first-come, first-serve basis.
- a) Agriculture Hall, Room 47, Telephone No. 355-1918;
  - b) Anthony Hall, Room 116, Telephone No. 353-7796;
  - c) Berkey Hall, Room 10, Telephone No. 355-6620;
  - d) Eppley Center, Room 5, Telephone No. 353-7250;
  - e) East Fee Hall, Room E-111, Telephone No. 353-6667; and
  - f) Life Science, Room B200, Telephone No. 353-8716.
2. Requests for copying service can be made by:
- a) completing an order form at the corresponding Copy Center; or
  - b) An order for copy center service can be sent via Campus Mail Service to a copy center or University Printing. A memo supplying the account number to charge, number of copies and other pertinent information should be included.

5. Proofreading

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



(University Printing Continued)

6. Delivery of Job

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

7. Charges

1. University Printing charges all services on a time and materials basis and has no provisions for cash transactions; therefore, payment is accomplished by a charge to departmental accounts.
2. Responsibility for requests for service to be charged against any account number rests upon the department having jurisdiction over expenditures charged against that account number. Only such services as can be paid out of favorable balances are to be requested. University Printing will not be responsible for controlling which individuals within the department are authorized to request services.

8. Statements

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

9. Availability of New  
Copy Centers or  
Copy Machines

1. University Printing will establish a full service Copy Center in any campus building having high volume copy requirements and sufficient space available to accommodate a center.
2. When copy volume does not warrant a full service Copy Center, University Printing can furnish sophisticated copy machines on a cost per copy basis.
3. Please contact University Printing at 5-6610 for more complete information.



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 publications of the University's academic and administrative departments.
- B. University staff members planning to produce a publication should call the Publications Office and arrange a meeting with an editorial staff member to discuss the project and to work out a tentative production schedule.

II. EDITORIAL AND DESIGN

- A. Editorial and graphic 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 interdepartmental charge system to University departments and administrative offices; the specific charges vary with the degree of editorial and production involvement.

(Office of University Publications Continued)

- D. Interdepartmental charges are made for all creative and mechanical preproduction work done by the office's graphic designers. Costs are based on a 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.

III. PUBLICATIONS AVAILABLE

- A. Campus Map. Titled Campus Guide, this four-color, 18" x 24" map of the University campus also includes a series of color photos and description of points of interest to visitors. Copies are available at thirty (30) cents apiece from University Publications, 447 Berkey (355-3290). Charges are assessed to University accounts via interdepartmental charge forms (IDT).
- B. A Profile of Michigan State University. This 20-page, four-color booklet describes the University's accomplishments and attractions, and is useful for student, faculty and staff recruitment, as well as for other promotional purposes. Copies are available at no charge on request from the Office of University Publications, 447 Berkey Hall (355-3290).
- C. MSU Facts in Brief and This is Michigan State University (MSU Facts Book) are available on request from the MSU News Bureau, 118 Linton Hall (355-2282).

EQUIPMENT RESPONSIBILITY, CREDITS, TRANSFERS, AND DISPOSAL

I. POLICY

- A. Each department chairperson is responsible for safeguarding, use, maintenance and disposal of all equipment obtained by their department.
- B. All equipment obtained by the University regardless of the source of funds or given as a purchase bonus or gift, is subject to University control and may be disposed of only in accordance with the procedures established in this section of the Manual.
- C. Transfer of equipment purchased with sponsored research funds or grant funds may require specific approval of the granting agency. Questions in this regard should be referred to Contract and Grant Administration, 302 Administration Building, telephone number 355-5040.

II. SURPLUS EQUIPMENT

A. Release

- 1. Departments should make a periodic review of equipment on hand in order to ascertain what equipment has no value or use for the department and thus determine if that particular equipment can be released.
- 2. Under certain circumstances departments can receive funds from released surplus equipment for purchase of new equipment.

B. Option A

- 1. Surplus equipment can be transferred to the Salvage Yard, General Stores, as follows:
  - a) Department prepares an Equipment Transfer Notice listing items to be transferred. The Equipment Transfer Notice (sample on page 300.7) may be obtained from General Stores, stock #140-2492.
  - b) Releasing department signs form and mails all copies to the Salvage Department.
  - c) Salvage picks up equipment and signs as receiving department, leaving canary copy with the releasing department.
  - d) Salvage retains pink copy, sends white copy to Accounts Payable, Controller's Office, and the blue copy to the Inventory Department.

C. Option B

- 1. Surplus equipment can be sold to another department. (For assistance in locating another department to purchase the surplus equipment, the items should be advertised in the monthly "Budget Booster." Call Stores, 5-1700, for details.)



(Equipment Responsibility, Credits, Transfers, and Disposal Continued)

The procedure for selling surplus equipment to another department is:

- a) Releasing department must prepare and sign Equipment Transfer Notice (Store stock #140-2492) listing the items to be sold with agreed value in the "Credit Amount (If Sold)" column.
- b) When equipment is delivered, the receiving department will sign all copies of the form and retain the pink copy.
- c) The releasing department will retain the canary copy of the form and send the white to Accounts Payable, Controller's Office, and the blue to the Inventory Department.
- d) Assistance in moving the equipment may be obtained from Stores or Salvage Yard subject to a service fee as outlined in Section 220 of this Manual.
- e) Sales to Agency Fund accounts (31-3500 through 31-4199) are considered to be sales to an off-campus buyer and require Purchasing Department approval. Michigan sales tax must be collected from Agency Fund accounts having account numbers in the range 31-3500 through 31-4099. Agency Fund accounts in the range 31-4100 through 31-4199 are tax exempt.

D. Option C

1. Departments can sell surplus equipment directly to off-campus buyers provided that:
  - a) The department doing the selling supplies the Purchasing Department with the purchase order number on which the equipment was purchased, the date of the order, and the account number to which the order was charged.
  - b) The department obtains written approval (signed Equipment Transfer Notice) from the Purchasing Department so as to insure that no department on campus is in need or wants to buy the equipment, 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 the Equipment Transfer Notice (ETN).
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 the completed ETN, to Accounts Payable, Controller's Office; and the blue copy to the Inventory Department.

E. Credit for Department Releasing Equipment

1. General Fund Accounts
  - a) Upon receipt of a properly signed original Equipment Transfer Notice totalling \$500 or more, Accounts Payable will make entries as follows:
    - 1) Department transfers equipment to another department; debit receiving department account and credit account 41-9800 (see item 4) below).

(Equipment Responsibility, Credits, Transfers, and Disposal Continued)

- 2) Department sells equipment to Salvage Yard; debit Salvage Department account and credit account 41-9800 (see item 4) below).
  - 3) Department sells equipment off-campus; deposit check crediting 41-9800 for the sales price and account 21-3236 for the applicable Michigan sales tax (see item 4) below).
  - 4) Account 41-9800 will receive and retain the acquired value of transferred equipment in the name of the releasing department.
  - 5) Accounts Payable 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 41-9800 on a Purchasing requisition. Requisitions charging account 41-9800 must be sent to Accounts Payable, 360 Administration Building, for approval.
  - 7) Proceeds credited to the department between January 1 and June 30 will be available for expenditure until June 30 of the following fiscal year. Proceeds credited to the department between July 1 and December 31 will be available for expenditure until June 30 of the current fiscal year. In this context, funds not spent or encumbered by the department by June 30 of each year will revert to the University General Fund.
- b) Upon receipt of a properly signed original "Equipment Transfer Notice" totalling less than \$500, Accounts Payable will credit the account on which the equipment was originally acquired as specified by the releasing department. This credit will be recorded as a negative supplies expense (object code 082).
2. Other Accounts
- a) Except as specified under item III., proceeds from the sale of used equipment originally acquired with non-General Fund sources (revolving accounts, gift accounts, Agricultural Experiment Station accounts, etc.) will be credited back to the appropriate account as specified by the releasing department. This will be accounted for as a negative expense using object code 082 if less than \$500 or using object code 090 if \$500 or greater.



## (Equipment Responsibility, Credits, Transfers, and Disposal Continued)

3. Transfer of Small Balances to Departmental Accounts
  - a) Based upon the ending balances as reported on the second June fund ledger (after reversion of unencumbered funds as discussed in II.E.1.a)7) Accounts Payable will transfer other unencumbered departmental credits totalling less than \$500 remaining in account 41-9800 to the department in whose name the funds have been held. This will be recorded as a negative expense (object code 082) on the department's General Fund "Supplies, Services and Equipment" account. This will be recorded as a new fiscal year transaction on the July fund ledger.
4. Statements of Account
  - a) Accounts Payable will issue a "statement of account equity" to each department having equipment resale credits on deposit in account 41-9800. This statement will be issued twice per fiscal year. The statement issued in March will remind departments of funds needing to be encumbered prior to fiscal year end to avoid their reversion. The statement issued in August will report the credits available for departmental use at the beginning of the fiscal year.

## III. TRANSFER - DISPOSAL OF GOVERNMENT-OWNED EQUIPMENT

- A. Questions regarding the transfer, disposal or scrap procedures of government-owned equipment should be referred to the Contract and Grant Administration office, 302 Administration Building, telephone number 355-5040. That office will write to the appropriate Federal agency's contract or grant official requesting the applicable procedures. These procedures will be taken into consideration when the government-owned equipment is transferred, disposed of or scrapped.
- B. Scrap believed to contain substantial amounts of recoverable precious metals will be sold by the Salvage Yard on a bid basis and in compliance with the instructions in Paragraph A.

## IV. SALVAGE YARD

- A. Purpose
  1. Provide a means for disposing of salvageable materials, supplies and equipment no longer needed or usable by the department.
  2. Make these items available to other departments that may have a use for them or to dispose of these items through cash sales to any prospective buyer.
- B. Services
  1. Pick up and deliver equipment transferred between departments. A handling charge is made by the Salvage Yard to the receiving department.



(Equipment Responsibility, Credits, Transfers, and Disposal Continued)

2. Pick up materials and equipment that are transferred to the Salvage Yard. There is no charge to the department for having equipment and materials transferred to the Salvage Yard.
3. Deliver materials and equipment purchased from Salvage to requesting departments.
4. For information regarding services of the Salvage Yard, call 355-0364.

V. EQUIPMENT INVENTORY

A. What is Included

1. New and used equipment costing \$500 or more and having a useful life span of more than two years is classified as equipment.
2. Government Equipment Loaned to the University - A copy of all documents concerning each item of government-loaned equipment MUST be sent to the Inventory Department AND the Office of Contract and Grant Administration so that the University can comply with the Federal regulations governing the loaned equipment.
3. All expenditures classified as equipment are physically inventoried and are assigned an inventory number in relation to departmental responsibility. The inventory number contains one or two letters which identifies the department responsible for the equipment.

B. Inventory Listings

1. Annually in July, the Inventory Department will furnish a detailed equipment inventory listing to each department. The listings include the equipment for which that department has an administrative responsibility.
2. An annual equipment inventory insurance report furnished with the detailed listing must be completed by the department and returned to the Inventory Department by August 10th.
3. Each department is responsible for taking the physical inventory by comparing equipment on hand with the inventory listing.
4. Any differences or discrepancies such as equipment on hand but not on the listing or equipment on the listing but not on hand must be reported in writing to the Inventory Department.
5. During the physical inventory, each department is responsible for verifying that the equipment is being properly utilized and that a continued need for it exists.
6. The listing and differences, if any, should be returned to the Inventory Department by September 1st.
7. Each department is responsible for reporting permanent changes in location of equipment to the Inventory Department.

(Equipment Responsibility, Credits, Transfers, and Disposal Continued)

- C. Equipment Salvaged, Sold, Transferred, Lost, Stolen or Traded-In
  - 1. Equipment which has been disposed of, by any means other than as a trade-in on a purchase order, must be reported on an Equipment Transfer Notice to the Inventory Department indicating the inventory number, if known, and a brief description of the item.
  - 2. The inventory number and a description of the equipment traded in, when applicable, should be written on the Purchasing requisition.

VI. EQUIPMENT TAKEN OFF CAMPUS

- A. University Policy
  - 1. University policy stipulates that equipment owned by the University cannot be taken off campus. Any exception to this policy can only be made with the prior written approval of the Secretary of the Board of Trustees.
  - 2. Following the approval of the Secretary of the Board of Trustees, a copy of the approval, listing the item(s) and inventory number(s), must be submitted to the:
    - a) Inventory Department; and
    - b) Risk Management and Insurance Department, Controller's Office

**Michigan State University**  
**EQUIPMENT TRANSFER NOTICE**

- Date \_\_\_\_\_

## INSTRUCTIONS

- 2. Distribute completed form as follows:**

Michigan State University Printing 0-13137

*MSU is an Affirmative Action/Equal Opportunity Institution*

**Stores Stock No. 140-2492**



## 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. The payments are not processed through the Payroll Department; therefore, no Federal income tax is withheld. Effective January 1, 1987, stipend payments will be reported as income to the Internal Revenue Service using the Form 1099 series.
- B. Recipients of Post Doctoral Fellowship Awards will be paid through the Contract and Grant Administration office.  
(Note - Effective January 1, 1987, an exclusion of \$300 per month for up to 36 months is no longer allowed.)

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.

Upon the death of a member of the faculty or staff, including retirees, the department should notify the Staff Benefits Office, 353-4434. The Staff Benefits Office will notify the Office of the Secretary of the Board of Trustees.

(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 Hannah Technology & Research Center, for processing. A Gift, Grant or Contract



(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 Hannah Technology & Research Ctr.:
  - 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)

LEASE, LEASE-PURCHASE AND INSTALLMENT PURCHASE AGREEMENTS

I. EXECUTION OF AGREEMENTS

- A. By directive of the Michigan State University Board of Trustees, only the President, the Secretary to the Board, the Vice President for Finance and Operations and Treasurer, the Assistant Vice President for Finance and the University Purchasing Department have the authority to bind the University's financial resources through the execution of lease, lease-purchase and installment purchase agreements. Individual University departments do not have that authority.
- B. University departments that desire to enter into any such agreement must submit to the University Purchasing Department a purchase requisition and a copy of the proposed agreement being considered.
- C. The University Purchasing Department shall be responsible for determining the appropriateness of all agreements after reviewing them with the prospective lessor or vendor and the requesting department.

II. EVALUATION CRITERIA

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

(Lease, Lease-Purchase and Installment Purchase Agreements Continued)

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



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Michigan State University

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