MICHIGAN STATE UNIVERSITY

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

EAST LANSING • MICHIGAN • 48824-1046

June 25, 1990

MEMORANDUM

TO: Deans, Directors, Chairpersons and Executive Managers

FROM: Lowell E. Levi, Controller

SUBJECT: **ANNUAL UPDATE TO THE MSU MANUAL OF BUSINESS PROCEDURES**

Revisions to the Manual of Business Procedures dated March 31, 1990 are enclosed. Pages of the sections referenced below should be substituted for corresponding pages with earlier dates. The listing of section/page numbers and the appropriate dates that should be contained in an up-to-date manual has also been updated. Updated Table of Contents and Indexes are also included for both volumes.

A brief explanation of the changes follows:

VOLUME I

Section 1 - Clarification of Physical Plant monthly billing statements in item I.A(1)(f).

Section 5 - Updates include new research account series (61-0000 - 61-9999) and sample "Agency Account - Non-Student Organization" form.

Section 10 - Effective 7/1/90, a service fee will be charged for all invoices generated for non-General Fund accounts. Contact addresses revised throughout.

Section 12 - Budget Reallocation form to be prepared in triplicate; send original and first copy to the Office of Planning and Budgets. Sample New Budget Reallocation form on page 12.4.

Section 25 - Revision of reference on page 25.1.

Section 35 - Reporting of injuries to students and inclusion of revised "Student Accident Report" form added to section. Policy on CDW & LDW for rental vehicles revised. Information added on MSU's membership with International SOS, Ltd. (SOS Access Program).

Section 53 - Moving Expense policy procedures updated to be consistent with the new Payroll system.

Section 55 - Section updated to include procedures and sample forms in the new Payroll system; also, policy on the $25.00 late fee for hand-drawn Payroll checks added.

Section 70 - Travel revisions include: foreign travel authorizations no longer require the approval of the Office of Planning and Budgets unless there is an exception to the travel regulations; updated discount refusal codes; charter air service must be documented on the Travel Voucher; CDW & LDW policy revised; policy on undergraduate students and non-MSU personnel eligibility for travel advances added; revision of policy on obtaining a travel advance while away from the area; Reimbursement Chart updated to reflect mileage increase effective 1/1/90 to 25.5 cents; the Selected Travel Policies and Procedures form is no longer available through General Stores -- copies can be made from this Manual or contact the Travel Coordinator at 353-4882.

Section 74 - Addition of detailed explanation on vendor invoice payment procedures. Updated sample forms including the "Vendor Invoice Payment Notice."

Section 75 - Direct Payment Voucher preparation revised to include tax reporting issues; Deans and Vice Presidents may authorize their own reimbursement on Reimbursement Vouchers; sample forms of new Reimbursement Voucher and "Request for Tax Payer Identification Number and Certification;" new policy on special handling charges for voucher checks added.

Section 76 - Independent Contractors - NEW SECTION - including MSU's "Professional Personal Services Contract with Independent Contractor" form. Procedures and use of the aforementioned form are mandatory effective September 1, 1990 for contracting with self-employed individuals. Earlier adoption is encouraged.

VOLUME II

Section 200 - Note changes under "Authorization." Cross references made to sections 223 and 260 in this Manual.

Section 205 - General revision of section. Note changes to items I.C.; II.D.; V.B.; VI.B.,E. & F.; VII.C. & D.; XI.B. & C; and XIII.

Section 210 - Update on page 210.3 concerning mail labels; revision to the AIS IBM 3090/200J mainframe.

Section 220 - Overall reorganization and update of section incorporating Stores' new location, services and forms.

Section 223 - Section revised to include additional procedures and cross references made to sections 200 and 260 in this Manual.

Section 230 - "Non-Professional Services" changed to "Technical Services." New ULAR order form included.

Section 235 - Update to Copy Center charges and locations.

Section 240 - Mail Labels (job D44ADLBL) are now printed 32 to a page (used to be 40 to a page).

Section 255 - Updates include: new software being used; addition of electronic mail; orders relating to leased office machines can be taken over the phone.

Section 260 - Correction and addition of Physical Plant departmental office telephone numbers. Addition of University Architect under Service Descriptions.

Section 265 - Note correction in business hours. "Types of Service" revised to include liquid crystal display panels for use with overheads for computer projection.

Section 270 - Revisions to item III., "Purchase Order," include changes in distribution and to report the receipt of damaged materials to the Receiving Section at 355-1700. All General Stores' service numbers in this section updated to 355-1700.

Section 275 - Overall revision of the department's services.

Section 280 - Inclusion of Telephone Toll Credit Request form (page 280.5) which was not included in the last update.

Section 285 - Note changes (current and future) in University Printing locations.

Section 290 - Publication fee update in item II.C; change of address in item III.

Section 305 - Revision to "Stipends" concerning withholding on fellowships.

Section 310 - SECTION DELETED -- NEW POLICY UNDER REVIEW.

Section 325 - Reorganization and revision of section.

Section 335 - General Guidelines detail expanded to clarify the retention of departmental and original copies.

Section 340 - Section rewritten to include changes concerning definitions and procedures; also, note $2.00 charge for Archival boxes.

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Enclosures

Date: 3-31-90

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MANUAL OF BUSINESS PROCEDURES - VOLUME I

Michigan State University

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CONTROLLER'S OFFICE

MANUAL OF BUSINESS PROCEDURES - VOLUME I

Michigan State University

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CONTROLLER'S OFFICE

(Accounting for Departmental Transactions Continued)

c. When the weekly invoice summary is received:

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

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

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

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

f. After interdepartmental charges have been posted to the bookkeeping sheet, the worksheet should be adjusted to reflect the remaining estimated balance of these items if the charge is not completed within the month. For Physical Plant job orders, the monthly billing statement (reporting current month and project-to-date charges) can be compared with the original cost estimate listed on the work

(Accounting for Departmental Transactions Continued)

order. This will provide an estimate of the remaining project cost.

2. Bookkeeping Record for Departments - The bookkeeping record is used to list all receipts and expenditures.

   a. The "Appropriation Record" at the top of the sheet should be used to list the budget allocation for the account.

   b. Income - These entries record the amounts received by the department and are to be entered in the column headed "Credit." If a previous cash entry must be reversed due to an error, enter it in this column. Circle it, or write it in red to show that it is a deduction.

   c. Expenditures - There are nine columns to provide for the breakdown of expenses. Suggested headings for academic departments are:

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

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

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

61 = Sponsored research accounts

71 = Sponsored research, Experiment Station and Cooperative Extension accounts

91 = General fund REED project accounts.

BBB - For general fund accounts (excluding the 91-series), these three digits represent the departmental account number. For all other accounts, these three digits have no special significance.

C - For general fund accounts (excluding the 91-series), this digit has four designations:

(Account Numbers and Account Requests Continued)

1 = Salary budget and expenditures

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.

AGENCY ACCOUNT - NON-STUDENT ORGANIZATION

Michigan State University

___ NEW

___ RENEWAL Date ____________________

Account Name ____________________

Account Number ____________________

Name of Organization ____________________

Purpose of Organization ____________________

____

____

What is your source of income? ____________________

What is University faculty or staff member's relationship to organization?

____

For what period of time will the relationship exist? ____________________

The organization agrees to comply with University procedures regarding receipts and expenditures. The organization also agrees that no commitments for expenditures will be made unless there is a sufficient balance in the account. We acknowledge receipt of a copy of the "Policies and Guidelines for the Establishment, Maintenance and Termination of a Non-Student Agency Account," effective February 15, 1979.

Administrative Responsibility:

Faculty or Staff Member (please print) ____________________

Faculty or Staff Member (signature) ____________________

Department ____________________

College / MAU ____________________

Common Unit Code ____________________

APPROVED ____________________ ____________________
Vice President or Dean Date

APPROVED ____________________ ____________________
Controller Date

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. Effective July 1, 1990, a service fee will be charged on all invoices generated for non-General Fund accounts. 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. For more information, contact Departmental Receivables at 355-3313.

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

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

II. DEPARTMENTS WITHOUT BILLING FACILITIES

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

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

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

D. It is very important that any remittance subsequently received by the department as payment on these accounts be forwarded immediately to Departmental Receivables, 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.

IV. DELINQUENT ACCOUNTS

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

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

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

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

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

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

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

V. COLLECTION ADVICE

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

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

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

B. The non-student collection advice form should be prepared and distributed per the instructions on the reverse side of the form. Questions regarding preparation of the Student Receivables collection advice should be directed to the Student Receivables Department, 142 Administration Building, phone number: 355-3343.

BUDGET REALLOCATIONS

I. GENERAL INFORMATION

Changes to the University budget cannot be made without the approval of the University Budget Officer.

There are two categories of budget reallocations.

A. To reallocate special funds budgeted centrally in the office of the dean or vice president.

B. To reallocate funds among accounts to accommodate changes in program needs or requirements. This category consists of all reallocations not described in I.,A. above.

II. GENERAL PROCEDURES

The procedures to follow in requesting a budget reallocation are presented here for the General Fund, Intercollegiate Athletics, the Agricultural Experiment Station and the Cooperative Extension Service.

A. The "Budget Reallocation" form is the proper document on which to request all budget reallocations. An example of the form is provided on page 12.4. This form may be obtained from the General Stores Department, stock #140-2417.

B. The Budget Reallocation should be prepared in triplicate. Send the original and first copy to the Office of Planning and Budgets, Room 321 Administration Building. Retain the green copy for department/unit files.

BUDGET REALLOCATION

JVE No. ______________
(For Accounting Use Only)

TO: Office of Planning and Budget
Room 321 Administration Building
Phone: 5-9271

REALLOCATION REQUEST

In the space below, provide a brief statement of the intended use or purpose of the reallocation. If required by Section 12 of ·e Manual of Business Procedures, attach a letter of justification and support rationale.

Provide Department Name, Common Unit Code, Account Number and Amount for Each Entry
(Shaded Areas for Accounting Department Use Only)

	Department Name	Common Unit Code	Acctg. T.C.	Account Number	Amount	X
Debit					$	
Credit					$	

Description To Be Put On Ledger

Date ______ Authorized Signature ______ Phone ______

Date ______ Budget Office Approval ______

cc:

Routing: 1. Send original and first copy to the office of Planning and Budget.
2. Retain the green copy for your records.

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.

C. Upon receipt, all checks for deposit must be restrictively endorsed by the department. At a minimum, the endorsement is to read "for deposit only, Michigan State University" and include the depositing department's name and account number on the back. This action is mandatory for funds to be covered by the University's Crime Insurance Policy.

D. If a check has a payee other than Michigan State University, it must be endorsed as drawn and then restrictively endorsed as indicated in item C above to be eligible for deposit. Federal Reserve Bank regulations limit our endorsement field to the first 1 1/2" from the trailing edge of the reverse side of the check. No other markings may be placed on the remainder of the reverse side.

E. Departments are responsible for the deposit of cash, checks and/or bankcards no less than once per week. When receipts are infrequent, deposits of a nominal amount ($50.00 or less) may be made less frequently, but in no case less than every two weeks. All funds received must be accumulated in a secure place until deposited.

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 an 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 15.6) 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.

3. Account number(s) and appropriate revenue code(s) (see Section 65, Revenue Codes) must be indicated.

4. Print your name, office address and phone, date and sign 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 (bottom half).

6. All checks being deposited must include the depositing department's name and account number (handwritten or by stamp) on the back.

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. All currency should be banded by denomination and coinage rolled where possible and must bear the name of the department or in the case of coin, name and address of the individual from whom the roll is accepted. These supplies may be obtained from Stores.

10. Prior to the initial acceptance of bankcards as a form of payment, please contact the Head Teller, Cashier's Office, 355-5023, for specific information on how to deposit these items.

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 further information, contact the Manager of the Cashier's Office, 110 Administration Building, 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.

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

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

IV. CASH HANDLING POLICY

A. Checks should be made payable to Michigan State University. If checks are received by mail, the senders should be notified in advance to make their checks payable as indicated above and to mail them to the attention of the department involved. Checks which have been made payable to persons or departments must be endorsed by the payee prior to deposit. All checks must be restrictively endorsed "for deposit only, Michigan State University" at a minimum, in writing or with a stamp when received by a department.

B. Checks drawn outside the continental United States should be made payable to Michigan State University in U.S. funds payable through a U.S. bank. Any check drawn on a foreign bank not having a correspondent bank in the United States may be returned for compliance with this policy. Any fees associated with the depositing of these checks will be charged to the depositing account number. Further information regarding the acceptance of checks drawn outside the U.S. may be obtained from the Manger of the Cashier's Office, 110 Administration Building, 355-5023.

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

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

V. OVERAGES AND SHORTAGES

All large or unusual overages/shortages or reconciling problems must be reported to the Manager of the Cashier's Office and the Director of Internal Audit on a timely basis.

VI. CASH CONTROL RECORDS

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

VII. RECEIPTS

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

VIII. SECURITY

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

IX. **CHECKING ACCOUNTS**

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

X. CHECKS REFUNDED OR CANCELLED

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

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

1. Wrong payee or amount.

2. Cancellation of the purchase or service the check was to cover.

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

XI. WIRE TRANSFERS

The University accepts wire transfers of funds as payment of outstanding student and departmental debt. Wire transfers should be sent to the University's bank, Michigan National Bank, marked "for the account of the Board of Trustees, Michigan State University." The indicated ABA routing number should be 0720-0080-5, our account number should be listed as 1933-20986-6. Having the sending party indicate that the funds being wired are to be forwarded to the MSU Cashier's Office, by order of the individual/business who is to receive the credit, along with the department to be credited. Transfers coming from outside the United States may take as long as 10 days to be credited to the University's bank account. For further information, contact the Manager of the Cashier's Office, 110 Administration Building, 355-5023.

Form No.
CO-ca-45c

MICHIGAN STATE UNIVERSITY
East Lansing

DEPOSIT RECEIPT

Refer to Manual of Business Procedures, Section 15.
Prepare in duplicate. Use typewriter or print.
Enter Account Name, Account No., Revenue Code and amount deposited to each account.
Sales tax collected, if any, should be entered on line indicated.
Departments desiring additional information for their records, use reverse side.
Present both copies, with funds to be deposited, to the Cashier's Office, 110 Administration Bldg.

Source of Funds

DESCRIPTION TO BE PUT ON LEDGER

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

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

Deposited by ____________________
(Please Print)

Signature ____________________

Campus Address ____________________

Date ____________ Phone ____________

Do Not Write Below This Line

CSH NO.

MSU is an Affirmative Action/Equal Opportunity Institution

O-14243 **Must Be Machine Receipted To Be Valid** (Stock # 140-2450)

CHECK CASHING

The Cashier's Office, 110 Administration Building, will cash checks under the following guidelines:

A. This service is available to all currently-enrolled MSU students, faculty or staff with a validated University ID card.

B. No check or checks totaling more than the following limits will be cashed on any given day:

Checks issued by MSU -- up to $200.00
Non-MSU checks -- up to $100.00

C. Effective September 1, 1985, there will be a charge of $.75 for each check cashed.

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

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

F. Proper identification (student or staff ID) and a pictured-ID (driver's license or meal card) must be presented when cashing checks.

G. A service charge of $15 will be assessed for any check returned for any reason other than a bank error.

FIELD TRIPS

I. GENERAL

A. This section sets forth procedures for instructors of organized groups of students to schedule transportation for field trips in connection with a University program.

B. The Board of Trustees has issued a policy that the cost of field trips, including the travel expenses of the instructor, MUST be paid by the participating students. Departments are not permitted to subsidize any portion of the cost of a field trip.

II. UNIVERSITY TRANSPORTATION

A. Buses, sedans, vans, station wagons and other vehicles are available for transportation.

B. Qualifications of drivers must be in accordance with all laws and regulations of the Federal government, the State of Michigan and the stipulations of the Office of Risk Management and Insurance and the University Travel Regulations (Sec. 35 and 70).

C. Employees (including graduate assistants) may drive University vehicles (except buses) on authorized University trips. Students (except graduate assistants) may drive only under conditions specified by the Office of Risk Management and Insurance (see Sec. 35).

III. INITIAL ARRANGEMENTS

A. Field trips should be planned far enough in advance of the departure date to enable the students to have the total estimated cost of the field trip paid to the Cashier's Office, 110 Administration Building, three (3) working days prior to the departure date. Field trip costs include:

1. Transportation costs
2. Travel expenses of instructor and instructor's aid, if any.

B. The first step in scheduling a field trip is to furnish the Automotive Services Office (Motor Pool 353-5280) with the following information (see Sec. 245, Vol. II):

IDENTIFICATION CARDS

I. GENERAL

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

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

II. OBTAINING INITIAL ID CARDS

A. New Support Staff Employees

ID cards for new support staff are processed at the time of employment by the Personnel Office.

B. New Faculty Members

The ID card is obtained by mailing a faculty-staff background card, properly filled out, signed by the employee and authorized by the unit administrator to the ID Card Department, Room 110 Administration Building; blank cards are available at this location.

ID cards are processed daily and returned to the department by Campus Mail. Only pictured-ID cards are processed on a walk-in basis. In an emergency, a temporary ID can be obtained.

C. Temporary Faculty or Support Staff

Faculty or support staff members working full-time for six months or less may, in certain cases, be issued a temporary card valid for the period of employment. These are obtained through the ID Department, 110 Administration Building.

D. Retirees

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

E. Expiration Date

ID cards expire on the employee's birthday five years from the date of issue or expiration of appointment, whichever is earlier. Relevant dates must be included on the ID card.

F. Library Use

Stickers used for checking out books at the Library are affixed to all regular, full-time employee ID cards. Other employees may obtain a sticker at the Circulation Desk in the Main Library.

III. RENEWAL, CHANGE OR REPLACEMENT ID'S

If the ID has expired or there is a name change or change in title or department, a new ID is obtained by mailing a faculty-staff background card, properly filled out, signed by the employee and authorized by the unit administrator to the ID Department. Only replacement pictured-ID's are processed on a walk-in basis; all others are returned daily to the department by Campus Mail. Blank background cards are available at the ID Department, 110 Administration Building. Lost or stolen ID's are replaced at the ID Department upon receipt of $6.00 and verification of employment.

IV. ID CARDS FOR SPOUSES OF FACULTY OR STAFF

A. The spouse of a University faculty or staff employee may obtain an ID card by submitting the background card properly filled out, signed by the spouse and authorized by the employee's supervisor.

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

C. Spouses of adjunct/clinical faculty, physicians working at the Clinical Center, religious advisors or temporary (6 months or less) employees are not eligible for spouse ID cards.

D. Library cards for spouses are available at the Circulation Desk, Main Library, by making application for a special permit to use the library.

V. ISSUANCE OF ID CARDS

New ID cards processed by Personnel will be issued by the Personnel Office. New and replacement ID cards processed by the ID Department will be mailed directly to the employee's departmental chairperson, director or supervisor for delivery to the employee. ID cards are normally processed and mailed daily.

VI. RETURNING ID CARDS

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

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

OFFICE OF RISK MANAGEMENT & INSURANCE

I. ADMINISTRATION AND FUNCTION

A. The Office of Risk Management & Insurance, Controller's Division, located at 372 Administration Building, telephone (517) 355-5022 is charged with responsibility:

- for the management and daily supervision of the University's Board of Trustees approved General and Quality Assurance & Risk Management Programs relating to liability and property exposures;
- for administration of the University's responsibilities as a member of the nonprofit corporation (MUSIC), created by ten Michigan universities;
- for coordination of the activities of the University Quality Assurance & Risk Management Program relating to the medical services;
- to serve on all primary Risk Management and Quality Assurance Committees as an ex-officio member;
- to identify University risks and exposures and make recommendations as to the appropriate risk management technique to apply;
- for the administration of all self-insured funds;
- for the procurement of all liability and property insurance prudent to protect the University's interests; and
- for administration of all claims and various policies and procedures relating to the University's Risk Management Programs.

B. Descriptions of coverages afforded by the University's self-insurance and 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.

II. DUTIES OF COVERED INDIVIDUALS

As a condition of coverage, those covered by the University's liability self-insurance and insurance policies are required to cooperate fully on a continuous basis with the University Risk Manager and Attorney. Accordingly, all bodily injury, medical, auto, and property damage incidents must be reported promptly to the Office of Risk Management & Insurance.

III. GENERAL LIABILITY

A. The University and persons 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 self-insured and/or, insured policies.

B. Applicable coverage provides payment of all sums including defense costs, for which the University and the 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 resulting in injury or property damage which occur on the MSU campus must be reported to the Office of Risk Management (see form on page 35.19) and to the Department of Public Safety. Accidents/incidents involving hazardous materials must be reported to the Office of Risk Management (see form on page 35.19) and to the Office of Radiological, Chemical & Biological Safety.

   b. If the accident/incident occurs 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.

   c. Injuries to students involved in classroom/lab/or academic activities should be reported to the Office of Risk Management (see Form 140 2583 on page 35.20) and to the Department of Public Safety.

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. PROFESSIONAL - (Medical Malpractice)

A. University employees working within the scope of their duties and students engaged in academic medical programs are covered by the University's professional (medical malpractice) liability self-insured funds.

B. Coverage is provided for the rendering or failure to render (medical) professional services.

C. Those covered under the provisions of the University's human and veterinary medicine self-insured programs are required to participate in the University's Board of Trustees approved Quality Assurance & Risk Management Program. A copy of this Program, which also requires participation in the incident reporting system, credential process and peer review, is available from the Office of Risk Management.

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 purchase collision insurance to cover damage to University-owned vehicles.

3. Physical damage to University vehicles is usually the responsibility of the department, however, all accidents should be reported to the Office of Risk Management so that a claim may be filed if appropriate under the No-Fault law.

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 purchase insurance in an amount which will cover their legal responsibility.

C. Rental Vehicles - Physical Damage

1. The Collision Damage <u>Waiver</u> (CDW) and Loss Damage <u>Waiver</u> (LDW) for rental vehicle agreements are not reimbursable by the University.

2. The employee's personal automobile insurance policy may include CDW or LDW coverage when renting vehicles or the employee may utilize the rental agencies under contract with the Big Ten which include this coverage in their rates.

3. Cost of the CDW and LDW is not reimbursable by the University.

4. Visitors who are reimbursed for automobile rentals are excluded from the above policy, however, they should be encouraged to use the available options.

D. Rental Vehicles - Liability

1. Personal automobile liability policies normally provide liability coverage while driving another vehicle. The University's liability policy also provides excess coverage for the University over any other valid and collectible insurance.

2. To protect the University and its authorized driver, rental vehicles used for University business should be made in the name of the University with the employee signing for the vehicle.

3. Cost of the liability waiver in the United States of America and Canada will not be reimbursed by the University.

4. Because of unique laws in foreign countries, complications in settling claims and personal policy limitations, it is recommended that travelers on University business be instructed to "buy back" the liability waivers from rental agencies in all areas except the United States of America and Canada.
5. Cost of the liability waiver buy back in areas other than the United States of America and Canada will be reimbursed by the University.

E. 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.

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

G. Reporting Vehicle Accidents -

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

2. The driver of the MSU vehicle, or an authorized representative of the department, <u>must</u> fill out form number Z43D0080, "Michigan State University Automobile Accident or Loss Notice Report" (see pages 35.17 and 35.18). Accident Kits including this form and Proof of Insurance 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 <u>delivered</u> 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 <u>injuries to employees</u> must <u>also</u> be reported to the Workers Compensation Office, telephone 353-5394.

VI. 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, 88 Service Road, 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.

VII. SAFETY INSPECTIONS

A. Follow-up Procedures

1. The Department of Public Safety is responsible for compliance with safety regulations and practices within University facilities. To this end, they will conduct periodic inspections of all facilities. Preference will be given to facilities known to have high potential risk factors of life safety and property value. The Department of Public Safety will also participate in inspections made by external insurance loss prevention inspectors/consultants, State, Federal

or other agencies. All meetings/inspections with University personnel involving insurance/self-insurance loss prevention inspectors/consultants will be arranged by the Office of Risk Management.

2. The insurance/self-insurance loss prevention inspector/consultant will review Department of Public Safety reports prior to inspecting property in order to reduce duplication of recommendations. She/He will make inspections of facilities accompanied by a Department of Public Safety representative, a department representative and/or the Risk Manager. She/He will also review the proposed recommendations with the Department of Public Safety representative as inspections are made, and shall forward the final written recommendations to the Risk Manager. The Risk Manager will computerize the recommendations and forward them to the Department of Public Safety representative.

   The Department of Public Safety representative will review the loss prevention inspector/consultant recommendations, and if there is conflict, note the reason for objection on the report and return it to the Risk Manager, who will resolve the conflict. If there is no conflict, the Department of Public Safety representative will send a copy of the recommendations to the appropriate department or unit with a copy to the Risk Manager, as indicated below.

The Department of Public Safety representative will issue a report for every facility inspected indicating recommendations made by them or the outside source.

3. The Department of Public Safety will designate these deficiencies by four (4) groupings, as follows:
   a. Housekeeping and equipment deficiencies
   b. General building maintenance, repair and utilities
   c. Grounds maintenance and repair
   d. Major building deficiencies and alterations

4. Responsibility for correcting deficiencies noted in the inspection reports will be assigned by the Department of Public Safety as follows:
   a. Housekeeping and equipment deficiencies:
      - In classrooms, lecture halls and seminar rooms - to Facilities Planning and Space Management
      - Academic space in residence halls, Kellogg Center and the Union Building - to the Assistant V.P. of Housing and Food Services
      - Departmental - to the Department Chairperson or Director of the assigned space involved
      - H&FS - to the Assistant V.P. for Housing and Food Services
      - University Farms and off-campus properties - to the Director of Land Management
      - Grounds - to the Director of Campus Park and Planning

b. <u>General building maintenance, repair and utilities</u>:

- H&FS - to the Assistant V.P. for Housing and Food Services
- Academic areas - to the Assistant V.P. for Physical Plant
- Auxiliary areas - to the Department Chairperson, Director or Manager

c. <u>Grounds maintenance and repairs</u>:

- to the Director of Campus Park and Planning

d. <u>Major building deficiencies and alterations</u>:

- The Risk Manager will keep an up-to-date compiled list for semiannual review by the Safety Inspection Committee for Property and Casualty (SICPAC).

5. The Department of Public Safety will set the specified time when the department must respond to the Safety Inspection Report in 4a, 4b or 4c. The department/unit will prepare and submit a written response to the Department of Public Safety with a copy of the response to the University Risk Manager, giving comments, proposed course of corrective action, and the time frame in which corrective action will be taken. <u>IT IS THE RESPONSIBILITY OF THE DEPARTMENT/UNIT RECEIVING THE RECOMMENDATION TO TAKE CORRECTIVE ACTION</u>. Housekeeping and general maintenance recommendations should be within the financial capability of most departments/units, however, if adequate funding is not

available the department/unit will return a copy of the recommendation to the Department of Public Safety <u>and</u> Risk Manager noting response to that effect. <u>THERE MUST BE SOME TYPE OF RESPONSE TO ALL RECOMMENDATIONS</u>.

6. The University Risk Manager shall maintain a listing of recommendations made and course of action taken.

7. The SICPAC Committee shall review and determine the priority of those items listed in 4d. The SICPAC Committee shall consist of the Assistant Vice President for Finance, the Assistant Vice President for Physical Plant, the Assistant Vice President for Housing and Food Services, the Associate Director of Public Safety, the University Architect, the Director of Facilities Planning and Space Management, the Controller, the University Risk Manager, and the Environmental Health & Safety Officer. The Committee shall meet a minimum of every six months.

B. Office of Radiation, Chemical & Biological Safety

1. 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, C124 Research Complex-Engineering, Telephone 355-0153.

VIII. 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.

IX. SOS ACCESS PROGRAM

Michigan State University is a member of International SOS, Ltd. SOS is a service organization providing medical and personal services to international travelers. Services range from simple referrals of English-speaking physicians to sophisticated medical evacuations worldwide.

The SOS Access Program is available to MSU employees traveling overseas on official University business (international travel on an authorized MSU account number). It is not a medical card and does not provide any type of health or accident insurance. Contact the Office of Risk Management, 372 Administration Building, telephone (517) 355-5022 for details of the program or to request a membership card.

X. 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, <u>no insurance policy of any kind may be purchased directly with any insurance carrier by a University department</u>. 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 Staff Benefits Office.

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 ☐ Regular ☐ Grad. Asst. ☐ Other (Specify)

Was accident reported to the police? ☐ Yes ☐ No ☐ Where?

Was a citation issued? ☐ Yes ☐ No To whom?

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

Name	Address	Age

Injuries

☐ MSU Car ☐ Other Car ☐ 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.

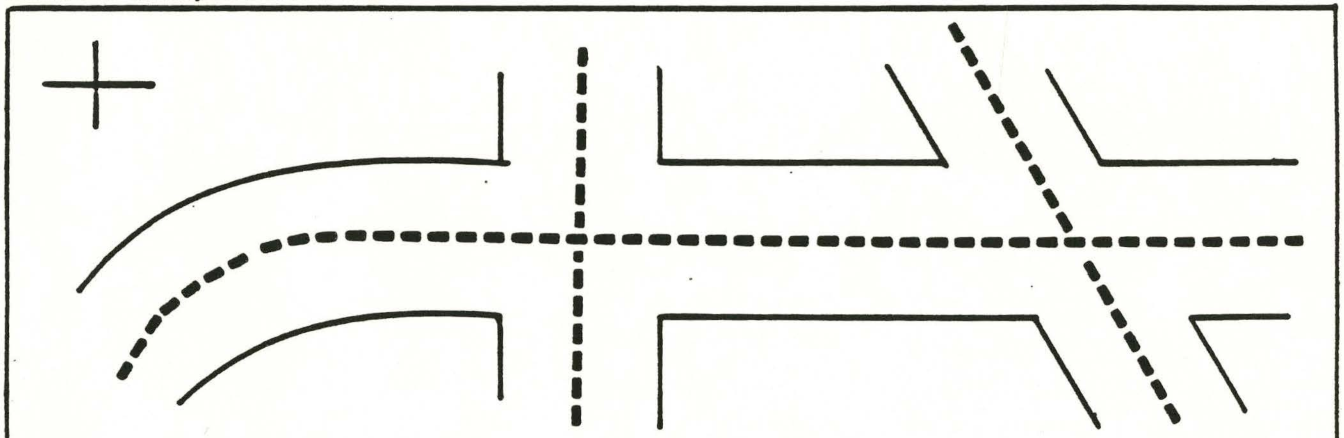
6. NAME & ADDRESSES OF OCCUPANTS & WITNESSES

	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
☐ Clear ☐ Rain	☐ Day ☐ Dark	☐ Dry ☐ Snowy Icy	☐ Engineering	☐ Divided
☐ Fog ☐ Snow	☐ Dawn Dusk ☐ Street Lights	☐ Wet ☐ Muddy Slushy	☐ Maintenance	☐ Limited Access
			☐ Construction Zone	

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



Accident Description and Remarks:

9. ADDITIONAL PERSONS INJURED

Name	Address	Age

Nature of Injuries

☐ MSU Car ☐ Other Car ☐ Pedestrian	Attended By	Where taken after accident?

Signature of Insured or Driver ______________________

Date of this report __________ 19 __________

MICHIGAN STATE UNIVERSITY
INCIDENT REPORT

(Do not use this form to report employee injuries.)

Time & Place	Date & Time Of Accident/Injury		Location (Bldg.,City,State - be specific)
	Condition Of Premises (i.e. - wet, uneven)		Police Dept. Reported To:
Incident Description	Describe What Happened:		
Injured Person	Name		Age
	Address		Phone
	Occupation		Employed By:
The Injury	Injury - Describe The Type, Extent And Body Part Involved:		
	Was The Injured Transported To A Medical Facility: Yes ___ No ___		
	Name Of The Facility/Doctor		Probable Disability?
Property Damage	Owner's Name		Phone
	Address		
	Describe Property Damaged		Estimated Cost To Repair/Replace
Witnesses	Name	Address/Phone	
	Name	Address/Phone	

Name/Title Of Person Submitting This Report ____________________

Date Of This Report ____________________ Phone ____________________

Forward Completed Form To: Risk Management & Insurance, 372 Administration Building
If you have questions regarding this form please call 355-5022

(PLEASE USE THE REVERSE SIDE FOR ADDITIONAL COMMENTS/DETAILS RELATING TO THIS INCIDENT)

RM/3-90

STUDENT ACCIDENT REPORT
(CLASSROOM/LAB/ACADEMIC ACTIVITY ACCIDENTS)

Type or Print

Police/Fire Emergency Dial 911

Name of Injured Student ____________________ Student No. __________

Age ______ Gender: Female ______ Male ______

Campus Address ____________________ Phone No. __________

Home/Parent's Address ____________________ Phone No. __________

Accident Date ____________________ Time of Accident __________ a.m./p.m.

Accident Location: (Course/Sec./Bldg. & Room) ____________________

Activity Student was Engaged in at Time of Accident ____________________

Describe What Happened ____________________

____

____

Injury—Describe the Type, Extent and Body Part Involved ____________________

____

____

Witnesses: **Name/Address** **Phone No.**

____

____

Medical Treatment— Was the Student Advised to Seek Medical Attention either at Olin or their personal physician?
Yes ______ No ______

Did Student Refuse Medical Treatment? Yes ______ No ______

Does the Student Acknowledge any Allergies/Conditions of which the Medical Facility should be Informed? ______

Explain— ____________________

Transported to Medical Facility by:
______ Olin Courtesy Car (dial 5-4510)
______ Ambulance (dial 911)
______ Other __________

Response Time: __________ Minutes

Medical Facility Rendering Treatment:
______ Olin Health Center
______ Other __________

Name & Title of Person in Direct Charge at Time of Accident: ____________________ Signature __________

Department/College: ____________________

Department Administrator's Signature ____________________ Date __________

0-18617

Notify Safety Services of Accidents Requiring **IMMEDIATE** Investigation at 3-5360 or 5-2221.

Distribution: **White**—Risk Mgmt., 372 Admin. Bldg. / **YELLOW**—Dept. of Public Safety / **GREEN**—Dept.

Stock #140 2583

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

A. Prior to processing a moving expense reimbursement, the department should process a new employee for payroll purposes. This includes providing the Payroll Department with a completed Form W-4 and a copy of the employee's social security card. All moving expenses must be charged to a general fund labor account or appropriate non-general fund account. The employee's department must complete an IRS Form 4782, Employee Moving Expense Information, which may be obtained from the Payroll Department (see sample of form on Page 53.4). This form should include all moving expense payments and reimbursements made to/for the employee.

B. All moving expense payments must be submitted to the Payroll Department, 350 Administration Building. Current tax laws provide that moving expenses must be reported as compensation on the employee's Form W-2.

C. Moving expenses should be processed in one of the two following ways, depending on the nature of the expenses:

1. Payment of moving expenses limited to moving household goods and personal items.

   If all of the following conditions are met, actual expenses incurred to move household goods and personal items should be submitted for payment on a direct payment voucher (when making payment directly to a moving company) or on a reimbursement voucher (when reimbursing the employee):

a. The moving expenses are incurred within one year from the date the individual begins working.

b. The new MSU work location is at least 35 miles from the individual's former home.

c. No other expenses, except the cost of storing and insuring household and personal effects for a single consecutive 30-day-period, are included for payment. Expenses for a period greater than 30 days should be submitted on a yellow Additional Payments Form, along with any other moving-related expenses (discussed below).

If the above conditions are not met, see section 2 below.

Vouchers for payment are to be submitted to Payroll. Actual receipts and documentation for expenses, as well as Form 4782, must be attached. Payroll will mail the original copy of Form 4782 to the employee as provided by law. After review by Payroll, the voucher will be forwarded to Accounts Payable for processing. The payment will be sent directly to the payee.

Moving expenses processed on a voucher will not have federal, state or FICA taxes withheld. Since reimbursements for moving expenses are reported as compensation and are not deductible on the Michigan individual tax return, the employee should be advised to consider adjusting her/his state tax withholding.

2. Payment of moving expenses other than moving household goods and personal items.

Moving expenses other than moving household goods and personal items must be handled on a reimbursement basis. Reimbursement to the employee for these expenses must be paid on a yellow Additional Payments Form as a lump-sum payment. The earnings type "MOV" should be used for all moving expense reimbursements other than those for moving household goods and personal items. The payment form and IRS Form 4782 are to be submitted to the Payroll Department, 350 Administration Building. The payment to the employee will be issued with the next scheduled labor payroll. Actual receipts and documentation for reimbursements submitted on the payment form should be maintained by the department. The Payroll Department will mail the original copy of Form 4782 to the employee as provided by law.

Due to the uncertainty of the deductibility of moving expenses other than those for moving household goods and personal items, moving expenses processed on a yellow Additional Payments Form will be subject to withholding of income tax and FICA tax. Withholdings for federal tax, state tax and FICA tax will approximate 32%. If the employee's moving expenses are deductible and the employee itemizes expenses on IRS Form 1040, Schedule A, when filing her/his annual tax return, the employee may receive a refund of the federal tax withheld. 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 to refer to the tax laws if such information is desired.

D. If an employee is to be paid for moving expenses as described in C.1. and C.2. above, a voucher (with receipts and documentation) and a yellow Additional Payments Form should be submitted to the Payroll Department, along with the Form 4782.

PAYROLL DEPARTMENT

I. DETERMINING EMPLOYMENT STATUS - EMPLOYEE VERSUS INDEPENDENT CONTRACTOR

A. Employee

1. Every individual performing services for the University and compensated by the University is presumed to be an employee unless she/he can meet the criteria of independent contractor status (discussed in item I.,B.). Generally, every individual who performs services that are subject to the will and control of the University, as to both what must be done and how it must be done, is an employee. It does not matter that the University allows the employee considerable discretion and freedom of action, as long as the University has the legal right to control both the method and the result of the services.

2. University policy requires that the following workers be compensated as employees:

   a. Anyone teaching a course for credit.

   b. Generally, anyone teaching a noncredit course of more than five sessions during one term. (A session can be any length of time up to and including a full day.)

   c. Anyone currently employed by the University who performs additional services outside his/her regular job description (discussed in item V.,B.).

   d. Anyone currently enrolled as a University student.

3. The status of any worker not falling into one of the above categories must be evaluated based on the Internal Revenue Service common law rules for distinguishing between employees and independent contractors.

B. Independent Contractors

1. The general rule of thumb is that an individual is an independent contractor if the University has the legal right to control or direct only the result of the work and not the means and methods of accomplishing the result. Generally, independent contractors hold themselves out in their own names as self-employed and make their services available to the public.

2. Examples of individuals who might meet the criteria for independent contractor status include:

a. Guest performers or artists who otherwise are not affiliated with the University.

b. Guest speakers or guest lecturers brought to the University for very short durations because of their expertise.

c. Individuals providing professional services, such as attorneys, accountants and other consultants.

3. See section 76 for instructions for processing independent contractors.

4. When the status of a worker cannot be determined from the above guidelines, contact the Payroll Department (355-5010) or Accounts Payable (355-0331) for guidance prior to the services being performed.

II. UNIVERSITY PAYROLLS

A. Pay and Pay Dates

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

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

3. Hourly employees - Regular hourly employees and clerical-technical employees are paid on a biweekly payroll. Paychecks are distributed on the Friday following the pay period ending Sunday night.

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

B. Information Required for Payroll Processing

1. Form W-4, Employee's Withholding Allowance Certificate

a. Form W-4, Employee's Withholding Allowance Certificate, must be filed by every employee (see sample, page 55.18). Federal law requires that the employee complete the form in its entirety. If an employee does not complete a Form W-4, withholdings will be taken from the employee's earnings at the highest withholding rate (i.e., single marital status, zero exemptions).

b. The employee must file a new Form W-4 each time the employee wishes to increase or decrease the number of exemptions claimed or to have additional amounts withheld per pay period.

c. Forms W-4, as well as information for determining withholding allowances, are available in the Payroll Department, Office of the Controller, 350 Administration Building.

d. Employees wishing to file a Form CW-4, Withholding Certificate for City Income Tax, may do so in the Payroll Department (see sample, page 55.19).

2. Verification of Social Security Card Information

All University employees must present a valid social security card at the time they are processed for employment in order to be paid. The University is required by federal law to pay its employees under the exact name and number that appear on the social security card. Because of this requirement, the Payroll Department cannot release an employee's paycheck until the information on the social security card has been verified. A military draft card is the only document that will be accepted in place of a social security card.

3. Nonresident Alien Employees

a. Nonresident alien employees who are not students should present their visas in the Payroll Department to determine if they may be eligible for exemption from federal, state and/or FICA withholding taxes.

b. Changes in residency status should be reported to the employing department and processed through the appropriate personnel office. The employee also should bring the appropriate documentation of change in residency status to the Payroll Department to change his/her tax withholding status.

C. Optional Forms

1. Direct Deposit Authorization

Regular employees and Graduate Assistants 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 and advise 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 with the Payroll Department.

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

D. Appointment and Hiring

1. Academic Appointments

   All academic appointments are processed through the Office of Planning and Budgets. Each academic employee is required to complete Form W-4 and to present a valid social security card for verification of name and social security number. If Form W-4 and social security number verification are not submitted by the department, the employee must complete this information in the Payroll Department, 350 Administration Building. Departments are requested to notify new staff members of this requirement.

2. Salaried Nonacademic and Hourly Employees

   All employees under these classifications are processed by the Personnel Department, where the required forms are completed and forwarded to the Payroll Department.

3. Graduate Assistant Appointments

   All graduate assistants must be registered in order to hold an assistantship and be paid on the graduate assistant payroll. If Form W-4 and social security number verification are not submitted by the department, the employee must complete this information in the Payroll Department, 350 Administration Building. Departments are requested to notify new graduate assistants of this requirement.

4. Student Employees

   a. All University students compensated for services rendered must be paid through the Payroll Department. Direct Payment Vouchers or other payment mechanisms should not be used.

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

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

E. Forms Required for Payroll Processing

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

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

b. Departments are responsible for reconciling all employees' time. Any factors that would alter an employee's compensation, such as termination, leave without pay or days lost without pay, should be reported to the appropriate personnel office <u>immediately</u>.

2. Hourly Employees (excluding Clerical-Technical)

a. Preprinted blue "Payroll Time Report" for Biweekly Labor Payroll (see sample, page 55.21).

Employees who have been authorized by the Office of Personnel will appear on a preprinted Payroll time report. Enter an X in the first column next to the name of each employee who is to be paid. Enter the number of hours worked for the pay period. Fractional hours are to be rounded to the nearest tenth of an hour. For example, 3 hours and 24 minutes should be recorded as 3.4 hours.

Review the other information printed for each employee. If a one-time change is required, cross out incorrect data and write correct data above. Initial all changes. Permanent changes require filing a PAN form with the Office of Personnel. Items than can be changed include: earnings type, rate of pay, account number, and department number. Draw a thick line through the information for each employee who is <u>not</u> to be paid for the pay period.

Add the total number of hours, the total rates, and the number of employees to be paid. Enter these totals in the appropriate boxes.

The time report must have the handwritten signature of the Unit Administrator or someone authorized to sign on all accounts listed on the time report.

b. Blank blue "Labor Payroll Time Report" (see sample, page 55.22).

A blank Labor Payroll Time Report may be used to pay employees who do not appear on the preprinted time reports and to pay unusual payments, e.g., late, overtime, and retroactive pay. To complete the blank Labor Payroll Time Report, enter the name and social security number of the employee, as well as other information per the instructions printed on the form. The name must be the same as it appears on the employee's social security card.

Add the total number of hours, the total rates, and the number of employees to be paid. Enter these totals in the appropriate boxes.

The time report must have the handwritten signature of the Unit Administrator or someone authorized to sign on all accounts listed on the time report.

3. Student Employees

a. Preprinted green "Payroll Time Report" for Biweekly Student Payroll (see sample, page 55.23).

Students who have been authorized by the Student Employment Office will appear on a preprinted Payroll Time Report. Enter an "X" in the first column next to the name of each student who is to be paid. Enter the number of hours worked for the pay period. Fractional hours are to be rounded to the nearest tenth of an hour. For example, 3 hours and 24 minutes should be recorded as 3.4 hours.

Review the other information printed for each student. Make changes where necessary and initial each change. Items that can be changed include: earnings type, rate of pay, account number, and department number. Draw a thick line through the information for each student who is <u>not</u> to be paid for the pay period.

b. Blank green "Student Payroll Time Report" (see sample, page 55.24).

This form may be used to pay student employees who do not appear on the preprinted time reports and to pay unusual payments, e.g., late and retroactive pay. To complete the blank Student Payroll Time Report, enter the name and social security number of the student (these <u>must be</u> the same as they appear on the student's social security card), as well as all other information per the instructions printed on the form. If a student employee is new to the payroll, his/her student number should be entered in the last column of the time report.

Add the total number of hours, the total rates, and the number of students to be paid. Enter these totals in the appropriate boxes.

The time report must have the handwritten signature of the unit administrator or someone authorized to sign on all accounts listed on the time report.

University student employees must be enrolled and attending classes to be eligible for payment. To ensure that students are enrolled, the time reports are compared to the Registrar's current enrollment records. Students who have gained employment by assuring the department they will enroll must enroll promptly or be terminated.

F. Rate of Pay

1. Academic

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

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

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

2. Graduate Assistants

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

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

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

3. Salaried Nonacademic Employees - Rate of pay is approved and provided to the Payroll Department by Personnel.

4. Hourly Employees - Rate changes for hourly employees are approved by Personnel, Human Resource Systems, and forwarded to the Payroll Department. Time reports will not reflect a new rate until approved and processed by Personnel, Human Resource Systems.

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

G. Deadline for Submitting Payroll Information and Changes

1. Time Reports

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

b. Time reports received after 10:00 a.m. on Monday will be held and processed with the next biweekly payroll.

2. Employment data information for salaried employees must be received in the appropriate personnel office on or before the 15th of the month in which the employee is to be paid in order for the Payroll Department to process the employee's check with the current payroll.

3. Employment data information for graduate assistants must be received in the Office of Planning and Budgets on or before the 1st of the month in which the employee is to be paid in order for the Payroll Department to process the employee's check with the current payroll.

4. Except for salary direct deposit authorizations, all changes in exemptions, payroll deductions and direct deposit authorizations must be processed according to the above dates to be effective with the current payroll. Salary direct deposit authorizations must be received in the Payroll Department by the 15th day of the month to be effective the <u>following</u> month.

H. Distribution of Checks

1. Direct Deposit

a. Salaried employees may have their checks directly deposited into their personal checking or savings account by completing a "Direct Deposit Authorization" form (see sample, page 55.20). This form may be completed at the Payroll Department, or at the MSU Credit Union for direct deposits at that institution.

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

c. Direct deposit may be discontinued if the Payroll Department has received the notice for salaried employees by the 15th day of the month and for hourly employees by the Monday preceding the paydate.

d. Graduate Assistants and employees paid on the biweekly labor payroll may have their paychecks directly deposited into their personal checking or savings account by completing a "Direct Deposit Authorization" form. However, the financial institutions available for direct deposits are limited to eight (8) local banks. A listing of these banks is available in the Payroll Department.

e. Direct deposit service currently is not available to employees paid on the biweekly student payroll.

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 that 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 submitted for a Student or Hourly employee.

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

I. Checks Not Distributed with Regular Payroll

1. Checks will be held in the Payroll Department and not distributed on payday for the following reasons:

a. The Payroll Department has not received verification of the employee's social security number.

b. The various personnel offices may have employees' checks held for the following:

1) The employee is not authorized to be paid on the submitted account number.

2) INS Form I-9 information has not been completed.

3) A student employee (including graduate assistants) is not currently enrolled. Note that student employees who were enrolled during Spring term and expect to be enrolled during Fall term may work Summer term without being enrolled.

2. When a paycheck is held, a "Hold Notice" is sent in lieu of the paycheck. The Hold Notice explains why the check was held and how the employee may obtain its release.

J. Checks Not Prepared with Regular Payroll

1. A check may not be prepared due to the following reasons:

a. Employment data for nonhourly employees was received in the appropriate personnel office after the processing deadline.

b. Hourly or student employee time reports received after the processing deadline.

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

d. Graduate assistant was not registered for the current term.

2. Once the required information and processing are completed, a petty cash check may be obtained per the guidelines below.

K. Payroll Petty Cash Checks (Hand-Drawn Checks)

1. Petty Cash Checks - Employees failing to receive a check on the expected paydate may obtain a petty cash check for wages earned. An appointment form, approved personnel information, or authorized time report must be on file in the Payroll Department before a petty cash check can be issued. Departments will be charged a $25.00 processing fee for all petty

cash checks. Because of required processing time, a petty cash check generally is available to an employee 24 hours after the request is received by the Payroll Department.

L. Final Payments to Terminated Employees

1. Academic Employees

   a. When an employee terminates employment prior to the ending date of his/her appointment, the employing department must process the required documents for termination through the Office of Planning and Budgets. The Payroll Department is notified of terminations for academic employees by the Office of Planning and Budgets. To avoid an overpayment to the employee, the termination notification should be submitted in sufficient time to allow processing by the Office of Planning and Budgets and the Payroll Department.

   b. Sailing Permits - All nonresident alien employees leaving the United States, except students on an "F" visa, must present a certificate of compliance ("sailing permit") at the place of departure from the United States. A letter from the chairperson of the employing department should be sent to the Payroll Department, stating that the employee is leaving the country, the date through which the employee is to be paid, and when the final paycheck is to be released. The Payroll Department will then prepare the final paycheck and sailing permit for pick-up by the employee or a representative from the employing department.

2. Nonacademic Employees

   a. The employing department must submit a Personnel Action Notice (PAN) form to the Nonacademic Personnel Office when an employee terminates employment. Information to be submitted with the PAN form includes the last day worked, number of hours worked on the last day, effective date of termination, vacation balance, and any absences not reported on the most recent attendance report. The Payroll Department is notified of terminations by the Nonacademic Personnel Office. To avoid overpayment to the terminating employee, it is important that the PAN form be submitted in sufficient time to allow processing by the Nonacademic Personnel Office and the Payroll Department.

   b. Nonacademic Personnel should be notified by the employing department when a terminating employee requests a final paycheck prior to the scheduled pay date. Nonacademic Personnel will then notify the Payroll Department that a final paycheck has been requested. Any final paychecks released prior to the scheduled pay date should be picked up in the Payroll Department by a representative from the terminated employee's department.

M. 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 12 level or above are treated as exempt employees. All other employees are nonexempt.

2. The "Time Record" (see sample, page 55.25) is an appropriate record for all hourly employees including students. Other departmental records are acceptable, as long as they record hours worked on a daily basis.

   To meet the requirements of the Fair Labor Standards Act, departments must maintain time records of hours worked per day. To meet other federal and state requirements, these daily records must be retained for seven years. The time reports sent to the Payroll Department do not contain daily time records.

III. FICA WITHHOLDING INFORMATION

A. Graduate assistantship stipends are not subject to FICA taxes.

B. Student employees generally are not subject to FICA taxes. However, student employees who work during summer term and are not enrolled will have FICA taxes withheld from their wages.

IV. CHANGES IN NAME AND/OR ADDRESS AND CORRECTION OF SOCIAL SECURITY NUMBER ERRORS

A. Change of Name

1. Nonacademic Employees

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

   b. Name changes must be processed through Personnel by the employee's department on the Personnel Action Notice (PAN). Name changes cannot be made on payroll records (including changes of name on preprinted time reports) until a copy of the changed social security card has been submitted to Personnel to change the employee's records.

2. Academic - Academic personnel must communicate changes in name by an Address Information Notice (AIN) to the Academic Personnel Records Office. The AIN should be accompanied by three copies of the employee's social security card. The Academic Personnel Records Office will forward one copy of the social security card to the Payroll Department and one copy to the Office of Planning and Budgets to change the employee's name in these areas.

3. Students - Students must make name changes at the Registrar's Office, 150 Administration Building. In addition, a copy of the social security card with the corrected name <u>must</u> be sent to the Payroll Department.

4. Graduate Assistants - Graduate assistants must make name changes at the Registrar's Office, 150 Administration Building. In addition, a copy of the social security card with the corrected name <u>must</u> be sent to the Payroll Department.

5. Changing Forms W-4 - Every employee who changes his/her name also <u>must</u> submit a new Form W-4, Employee's Withholding Allowance Certificate (see sample, page 55.18) and, if applicable, a Form CW-4, City Income Tax Withholding Certificate (see sample, page 55.19) to the Payroll Department.

B. Change of Payroll Address

1. Current Employees - Faculty and staff addresses are entered into the payroll system from the faculty/staff address system. The change should be made through the employee's department. The Personnel Action Notice (PAN) for nonacademic employees or the Address Information Notice (AIN) for academic employees should be used. Graduate assistant and student address changes should be made at the Registrar's Office, as they are entered into the payroll system from the Registrar's address system.

2. Terminated Employees - Terminated employees who wish to have their Form W-2 sent to an address other than the one on file at the time of termination should contact the Payroll Department to change the address to which the Form W-2 is to be sent.

C. Correcting Errors in Social Security Number - If an error in a social security number is found on any earnings information from the University, the employee should take or send a copy of the social security card to the appropriate personnel office to have the number corrected. The employee also should send a copy to the

Payroll Department so correction of the employee's earnings records can be made with the Social Security Administration.

V. COMPENSATION FOR NONREGULAR ASSIGNMENTS OR DUTIES

A. Overtime

1. Definition

   a. The Fair Labor Standards Act stipulates that nonexempt employees must be appropriately compensated for overtime hours worked. "Nonexempt employees" are all employees except faculty, specialists, executive management, and professional and supervisory staff at the 12 level or above.

      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.

   b. Hours worked in excess of a standard work day or week by a nonexempt employee should be approved in advance of the work being performed by completing Form CO-pa-25a, Approval for Overtime Hours for Non-exempt Employees (Stores stock order #140-2604; see sample, page 55.26).

2. Compensation

   a. Time Off

      1) As a general policy, overtime hours are to be compensated by time off, if the equivalent time off can be mutually agreed on and the time off can be scheduled within the pay period.

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

   b. Payment for Overtime Hours

      1) Nonexempt employees (all employees except faculty, specialists, executive managers, and professional and supervisory staff at the 12 level or above) who work in excess of 40 hours in a week must be compensated for overtime if time off is not scheduled within the pay period when the overtime was worked. For

hourly, clerical-technical, and nonexempt salaried employees, overtime must be submitted on a blue labor payroll time report. (See page 55.22 for sample of Labor Payroll Time Report.) Hours reported on the Labor Payroll Time Reports must be actual hours worked and must be rounded to the nearest tenth of an hour. Do not increase by 50% the overtime hours worked by employees; the system automatically calculates a time-and-one-half payment.

For student employees, overtime must be submitted on a green Student Payroll Time Report (see sample, page 55.24) using the STO earnings type and actual hours worked.

2) All Labor Payroll Time Reports and Student Payroll Time Reports should be submitted per the schedule outlined in item II.,G., Deadline for Submitting Payroll Information and Changes.

3) All blue and green Payroll Time Reports should be submitted to the Payroll Department on Wednesday of student pay week.

4) Labor Payroll Time Reports and Student Payroll Time Reports may be obtained from the Payroll Department.

c. Rate of Payment

1) Hourly employees should be paid their regular rate.

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

3) Approval of the Personnel Department is necessary when overtime is submitted for A-P employees classified at the 12 level or above.

B. Compensation for Services Apart from Regular Work Assignments

1. Academic Employees - Every department paying individuals appointed in the academic personnel system for part-time work involving teaching or service activities in excess of load needs prior approval of the dean of the college. Deans should forward a yellow "Additional Payments" form (see sample, page 55.27) to pay overload to the Office of Planning and Budgets for processing. For details, consult 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.

2. Nonacademic Employees

   a. Michigan State University employees performing services apart from their regular work assignments are considered University employees in such capacity. They may not be processed as independent contractors.

   b. The employee is at liberty to accept or reject without prejudice any work offered in excess of regular work assignments.

   c. To pay the employee for these services, a white "Special Payment Authorization" form (see sample, page 55.28) must be submitted to Nonacademic Personnel for approval.

   d. If approved by Nonacademic Personnel, services apart from regular work assignments may be compensated at a rate different from the employee's regular rate. However, nonexempt employees must be appropriately compensated when total hours worked are in excess of 40 hours in a standard work week.

C. Military Pay

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

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

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

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

c. Hourly - a copy of the military pay voucher should be forwarded to the Payroll Department along with a blue Labor Payroll Time Report showing the military pay and using the earnings type, "MIL." The system will automatically deduct the amount of military pay from the employee's gross pay.

D. Jury Duty

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

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

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

VI. SPECIAL HANDLING

A late fee charge of $25.00 will be charged to departments when notices of personnel action result in the need for a hand-drawn check to pay employees on a timely basis. Notices of personnel action, for purposes of this policy, which could result in the late fee charge if received too late to meet payroll processing deadlines are defined as: academic or non-academic appointment forms; academic or non-academic forms which increase the employee's gross pay; time reports for student and labor payrolls.

FORM W-4 (MSU)

Employee's Withholding Allowance Certificate

▶ For Privacy Act and Paperwork Reduction Act Notice, see instructions.

See IRS 1990 W-4 instructions | 1990

1. Type or print your name: Last, First, Middle

2a. Your social security number

2b. If Student, your student number

Home address

3a. PAYROLL TYPE: ☐ SALARY ☐ CT/LABOR ☐ SUMMER SCHOOL ☐ GRAD. ASST. ☐ STUDENT

City, State, and Zip Code

3b. Marital Status: ☐ Married ☐ Married, but withhold at higher Single rate ☐ Single

NOTE: If married, but legally separated, or spouse is a nonresident alien, check the Single box.

			FEDERAL	STATE
4. Total number of allowances you are claiming (from the Federal Form W-4 Worksheet)	NOTE: See instructions for claiming STATE exemptions when completing lines 4, 5, and 6.	4		
5. Additional amount, if any, you want deducted from each pay		5	$	$
6. I claim exemption from withholding and I certify that I meet ALL of the following conditions for exemption: ● Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND ● This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability; AND ● This year if my income exceeds $500 and includes nonwage income, another person cannot claim me as a dependent. If you meet all of the above conditions, enter the year effective and "EXEMPT" here NOTE: See State of Michigan instructions for claiming STATE "EXEMPT" status.	▶ 19	6		
7. Are you a full-time student? (Note: Full-time students are not automatically exempt.)		7	☐ Yes	☐ No

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or, if claiming exemption from withholding, that I am entitled to claim the exempt status.

EMPLOYEE'S SIGNATURE ________________ DATE ________

MICHIGAN STATE UNIVERSITY
PAYROLL DEPARTMENT
350 ADMINISTRATION BLDG.
EAST LANSING, MI. 48824-1046
FED. TAX ID# 38-6005984W
STATE TAX ID# 369-0350502

1694-77C MSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

MSU 658 (01/90)

CW-4 (MSU) **EMPLOYEE'S WITHHOLDING CERTIFICATE FOR CITY INCOME TAX**

1. Please type or print your name: Last, First, Middle	2. Taxing City	**PAYROLL USE ONLY** Tax Code
Your Home Address	3. Social Security Number	Student Number
City, State and Zip Code	4. PAYROLL TYPE	☐ Salary ☐ Grad Asst ☐ Other ☐ CT/Labor ☐ Student
EXEMPTIONS: The number of exemption allowances you claim for state tax withholding will be used to determine the amount of city tax withheld.		

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

5. Employee's Signature ____________________

Date ____________________

MSU is an Affirmative Action/Equal Opportunity Employer

O-17994

MICHIGAN STATE UNIVERSITY
PAYROLL DEPARTMENT
350 Administration Building
East Lansing, MI 48824-1046

Fed. Tax ID# 38-6005984W
State Tax ID# S69-0350502

PLEASE PRINT

DIRECT DEPOSIT AUTHORIZATION

CO-PA-42

"EFFECTIVE ____________"

Soc. Sec. No. ___ - __ - ____ Check One: ☐ Salary ☐ Bi-weekly ☐ Summer School

Stu. No. 0 0 _ - ___ - ____ ☐ Graduate Assistant

Name ______________ (Last / First / M.I.) Is this a change in Financial Institution? ☐ Yes ☐ No

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

Name of Financial Institution ______ City ______ Account Number Including Dashes ______

Attach a Deposit Ticket to this Direct Deposit Authorization

☐ Checking ☐ Savings

X ______________ Employee Signature ______ Date

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

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

Account Number Including Dashes ______ ☐ Checking ☐ Savings

X ______________ Employee Signature ______ Date

O-18068

PLACE AN 'X' NEXT
TO ALL EMP[illegible]ES
TO BE PAID

AGRIC ENGINEERING
216 FARRALL AGR E[illegible] HALL
E LANSING MI

BIWEEKLY LABOR PAYROLL
HOURLY
POSITIVE REPORTI[illegible] QUIRED

MICHIGAN STATE UNIVERSIT[illegible]
PAYROLL TI[illegible] REPO[illegible]

PAGE NO. 00004

PAY END DATE 09/03/89

SCHED. NO. 091

	X		EMPLOYEE NAME/ID NO.	TRAN CODE	EARN TYPE	NO. OF HOURS	EARN TYPE	NO. OF HOURS	EARN TYPE	NO. OF HOURS	RATE OF PAY	JOB NO.	JOB CLASS	ACCT NO.	DEPT NO.	COMMENTS
1.	X	A	Beach,Sandy 444-44-4444	TX	REG	40.0					7.360		115000	713187	57038	
2.	X	B	Fir,Douglas 909-90-9090	TX	REG	80.0	OTP	10.0			4.000		115100	712270	57038	
3.	X	C	Shell,Celia 303-30-3030	TX	REG	8.0					6.50		115000	713489	57634	
4.	X	D	Rose,Red 505-50-5050	TX	REG	42.0					11.280		113000	713187	57038	
	X	E	ROSE, Red 505-50-5050	TX	REG	38.0					11.95		115000	712246	57038	
5.	X	F	SCHMIDT, Susan 616-61-6161	TX	REG	20.0					6.750		115000	*** 713349	57038	
	X	G	SCHMIDT Susan 616-61-6161	TX	REG	20.0					6.250		115000	*** 713054	57410	9.
	X	H	SCHMIDT Susan 616-61-6161	TX	REG	20.0					6.250		115000	*** 712813	02038	
6. 7.	X	I	Pine,Peter 202-02-2020	TX	REG	40.0					4.00 [illegible] ~~3.450~~		115100	71-3187 ~~712813~~	57038 ~~02038~~	
8.		J	~~Honey,Delia 123-45-6789~~	~~TX~~	~~REG~~						~~11.280~~		~~115000~~	~~713401~~	~~57038~~	
	**	**	********************	***	*****	******	****	******	****	******	**********	****	**********	**********	********	********************
	**	**	********************	***	*****	******	****	******	****	******	**********	****	**********	**********	********	********************

10. COLUMN TOTALS P 308.0 Q 10.0 R S 64.34

TOTAL NO. OF HOURS (add boxes P, Q, and R) 318.0

TOTAL RATE OF PAY (from box S) 64.34

NO. OF 'X' LINES THIS PAGE 9

INSTRUCTIONS: Review each entry printed above. Only preprinted TX (Positive Time) entries are allowed. Type or print in ink.

1. If correct as printed: enter an 'X' in the X column and enter number of hours worked.
2. If a one-time change is required: enter an 'X' in the X column, enter number of hours worked, cross out incorrect data and write correct data above. Initial all changes.
3. If a permanent change is required: adjust employee's PAN Form (Regular) OR complete a Student Employment Change of Status Form (Student). Enter an 'X' in the X column, enter number of hours worked, cross out incorrect data and write correct data above. Initial all changes.
4. If an employee should not be paid DO NOT enter an 'X' in the X column. Cross out employee name and rate of pay. Employee will not receive payment for this entry. If employee has terminated, process a PAN Form (Regular) or complete the termination section of the Student Employment Application Form (Student) to delete name from future Payroll Time Reports.
5. DO NOT use this form to report number of hours worked on an additional account. Complete a handwritten entry on a blank Time Report for the hours charged to the additional account.
6. Add column and page totals. Do not include rates that have been crossed out. Obtain authorized signature and deliver to Payroll Division, 350 Administration Bldg., in a SEALED envelope.

ALLOWABLE EARNINGS TYPES FOR STUDENT EMPLOYEES:

STU - student hourly earnings
PRO - student project pay (do not enter hours; enter amount in Rate of Pay)
STO - student hourly overtime (enter no. of hours worked; do not change Rate of Pay)

ALLOWABLE EARNINGS TYPES FOR LABOR EMPLOYEES:

REG - regular hourly earnings
OTP - regular hourly overtime (enter no. of hours worked, do not change Rate of Pay)

I certify that the time reported above represents a true statement. If the employee is a student employed under the Work Study program, I also certify that the work was performed satisfactorily.

X .11 D. M. Authorized 9/1/89 5-1855

AUTHORIZED SIGNATURE DATE PHONE #

(BLUE - LABOR)

Page: 55.21
Date: 3-31-90

MICHIGAN STATE UNIVERSITY
LABOR PAYROLL TIME REPORT

Payroll Use Only

PAGE NO.	SCHED. NO.

DEPT. NAME	
ROOM NO.	BLDG.

EMPLOYEE NAME/SOC. SEC. NO.	TRAN CODE	PAY END DATE	EARN TYPE	NO. OF HOURS	EARN TYPE	NO. OF HOURS	RATE OF PAY	JOB CLASS	ACCT NO.	DEPT NO.	COMMENTS
		COLUMN TOTALS	Q		R		S				

TOTAL NO. OF HOURS (add boxes Q and R)

TOTAL RATE OF PAY (from box S)

NO. OF COMPLETED LINES THIS PAGE

USE THIS FORM TO:

A. Report number of hours worked by an employee not included on the preprinted Time Report. (Use Tran Code TX for current pay period hours.)

B. Charge an additional account number(s) during this pay period. (Use Tran Code TX.) If change is to be permanent, adjust employee's PAN Form and submit to Personnel Resource Systems.

C. Report hours worked but not reported in a prior pay period. (Use Tran Code LX for Late Pay.)

D. Report the number of hours worked and the DIFFERENCE between the rate paid and the rate that should have been paid in a prior pay period. (Use Tran Code TX.)

INSTRUCTIONS: Type or print in ink.

1. Enter department name and address.
2. Complete an entry line for each employee using social security number as I.D. Two earnings types may be used on one line if both have the same Tran Code and Rate of Pay. If an employee is to be paid from more than one account, complete an entry line showing hours to be charged to each account. For an LX transaction, enter the Pay End Date for the pay period in which the work was performed.
3. Cross out all unused lines.
4. Add column and page totals and obtain authorized signature. Enclose this time report with preprinted Time Reports in a SEALED envelope and deliver to the Payroll Division, 350 Administration Bldg.

ALLOWABLE EARNINGS TYPES:

REG - regular hourly earnings
OTP - regular hourly overtime (enter no. of hours worked and normal hourly rate of pay)
TSE - theatrical stage employees' earnings
TSO - theatrical stage overtime (enter no. of hours worked and normal hourly rate of pay)
CTO - CT overtime (enter no. of hours worked and normal hourly rate of pay)
SOT - salary overtime (enter no. of hours worked and normal hourly rate of pay)
RTH - retroactive pay increase (enter no. of hours worked and amount of increase in Rate of Pay)
SHD - shift differential (enter amount of differential/hr. in Rate of Pay)

I CERTIFY THAT THE TIME REPORTED ABOVE REPRESENTS A TRUE STATEMENT.

X

AUTHORIZED SIGNATURE — DATE — PHONE #

(BLUE)

Page: 55.22
Date: 3-31-90

PLACE AN 'X' NEXT
TO ALL EMPLOYEES
TO BE PAID

CONTROLLER
305 ADMINISTRATION BUILDING
E LANSING MI 48824

BIWEEKLY STUDENT PAYROLL
HOURLY
POSITIVE REPORTING REQUIRED

MICHIGAN STATE UNIVERSITY
PAYROLL TIME REPORT

PAGE NO. 00063

PAY END DATE 02/26/89

SCHED. NO. 220

X		EMPLOYEE NAME/ID NO.	TRAN CODE	EARN TYPE	NO. OF HOURS	EARN TYPE	NO. OF HOURS	EARN TYPE	NO. OF HOURS	RATE OF PAY	JOB NO.	JOB CLASS	ACCT NO.	DEPT NO.	COMMENTS
	A	ADVANCE, CASH 363507992	TX	STU						4.000		239000	112532	76200	
	B	AUDIT, AUDREY 369643317	TX	PRO								239000	112532	76200	
	C	BANKS, ROBIN 372708721	TX	STU						5.000		239000	112532	76200	
	D	BANKS, ROBIN 372708721	TX	STU								239000	112532	76200	
	E	KNOW, IDA 363923253	TX	STU						5.000		239000	112532	76200	
	F	KNOW, IDA 363923253	TX	STU						5.000		239000	212948	76200	

COLUMN TOTALS P | Q | R | S

TOTAL NO. OF HOURS
(add boxes P, Q, and R)

TOTAL RATE OF PAY
(from box S)

NO. OF 'X' LINES THIS PAGE

INSTRUCTIONS: Review each entry printed above. Only preprinted TX (Positive Time) entries are allowed. Type or print in ink.

1. If correct as printed: enter an 'X' in the X column and enter number of hours worked.
2. If a one-time change is required: enter an 'X' in the X column, enter number of hours worked, cross out incorrect data and write correct data above. Initial all changes.
3. If a permanent change is required: adjust employee's PAN Form (Regular) OR complete a Student Employment Change of Status Form (Student). Enter an 'X' in the X column, enter number of hours worked, cross out incorrect data and write correct data above. Initial all changes.
4. If an employee should not be paid: DO NOT enter an 'X' in the X column. Cross out employee name and rate of pay. Employee will not receive payment for this entry. If employee has terminated, process a PAN Form (Regular) or complete the termination section of the Student Employment Application Form (Student) to delete name from future Payroll Time Reports.
5. Do not use this form to report number of hours worked on an additional account. Complete a handwritten entry on a blank Time Report for the hours charged to the additional account.
6. Add column and page totals. Do not include rates that have been crossed out. Obtain authorized signature and deliver to Payroll Division, 350 Administration Bldg., in a SEALED envelope.

ALLOWABLE EARNINGS TYPES FOR STUDENT EMPLOYEES

STU - student hourly earnings
PRO - student project pay (do not enter hours; enter amount in Rate of Pay)
STO - student hourly overtime (enter no. of hours worked; do not change Rate of Pay)

ALLOWABLE EARNINGS TYPES FOR LABOR EMPLOYEES:

REG - regular hourly earnings
OTP - regular hourly overtime (enter no. of hours worked; do not change Rate of Pay)

I certify that the time reported above represents a true statement. If the employee is a student employed under the Work Study program, I also certify that the work was performed satisfactorily.

X

(GREEN - STUDENT)

Page: 55.23
Date: 3-31-90

MIC[illegible]AN STATE U[illegible]ERSIT
STUDENT PAYROLL TIME REPORT

ROOM NO.	BLDG.

Payroll Use Only

PAGE NO.	SCHED. NO.

EMPLOYEE NAME/SOC. SEC. NO.	TRAN CODE	PAY END DATE	EARN TYPE	NO. OF HOURS	EARN TYPE	NO. OF HOURS	RATE OF PAY	JOB CLASS	ACCT NO.	DEPT NO.	STUDENT NO.
								239000			
								239000			
								239000			
								239000			
								239000			
								239000			
								239000			
								239000			
								239000			
								239000			
								239000			
								239000			
		COLUMN TOTALS	Q		R		S				

TOTAL NO. OF HOURS (add boxes Q and R)

TOTAL RATE OF PAY (from box S)

NO. OF COMPLETED LINES THIS PAGE

USE THIS FORM TO:

A. Report number of hours worked by a student employee not included on the preprinted Time Report. (Use Tran Code TX for current pay period hours.) Include student number in last column.

B. Charge an additional account number(s) during this pay period. (Use Tran Code TX.) In addition, process a Student Employment Change of Status Form.

C. Report hours worked but not reported in a prior pay period. (Use Tran Code LX for Late Pay.)

D. Report the number of hours worked and the DIFFERENCE between the rate paid and the rate that should have been paid in a prior pay period. (Use Tran Code TX.)

INSTRUCTIONS: Type or print in ink.

1. Enter department name and address.
2. Complete an entry line for each employee using social security number as I.D. Enter student number in the last column. Two earnings types may be used on one line if both have the same Tran Code and Rate of Pay. If an employee is to be paid from more than one account, complete an entry line showing hours to be charged to each account. For an LX transaction, enter the Pay End Date for the pay period in which the work was performed.
3. Cross out all unused lines.
4. Add column and page totals and obtain authorized signature. Enclose this time report with preprinted Payroll Time Reports in a SEALED envelope and deliver to the Payroll Division, 350 Administration Bldg.

ALLOWABLE EARNINGS TYPES:

STU - student hourly earnings
PRO - student project pay (do not enter hours; enter amount in Rate of Pay)
STO - student hourly overtime (enter no. of hours worked and normal hourly rate of pay)
RET - retroactive pay increase (enter no. of hours worked and amount of increase in Rate of Pay)

I certify that the time reported above represents a true statement. If the employee is a student employed under the Work Study program, I also certify that the work was performed satisfactorily.

X

AUTHORIZED SIGNATURE   DATE   PHONE #

N193 8/88

(GREEN)

Page: 55.24
Date: 3-31-90

TIME RECORD

MICHIGAN ST. UNIVERSITY

Department ______________________ Timekeeper ______________________

Account No. ______________________ Time Certified by ______________________
Department Head or Foreman

Pay Period From ______________________, 19____ to ______________________, 19____, inclusive

MAN OR STUDENT NUMBER	NAME OF EMPLOYEE (last) (first) (initial)	FIRST WEEK							SECOND WEEK							TOTAL TIME	RATE	AMOUNT
		Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.			

MSU is an Affirmative Action/Equal Opportunity Institution

O-12526

Page: 55.25
Date: 3-31-90

Stock Order # 140-2730

APPROVAL FOR OVERTIME HOURS FOR NON-EXEMPT EMPLOYEES

Michigan State University

Name of Employee ______________________________

Social Security No. ______________

Date(s) overtime will be incurred ______________________________

Estimated number of overtime hours ______________

Compensation for overtime
☐ Pay
☐ Time off

Reason for overtime ______________________________

Signature ______________________________ ______________
Unit Administrator or Supervisor — Date

Signature ______________________________ ______________
Employee — Date

Record of Overtime

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

Compensation

Time off (indicate dates and hours) ______________________________

Pay (indicate date paid and hours) ______________________________

INSTRUCTIONS:

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

PAGE NO. of	PAYROLL USE ONLY SCHEDULE NO.	DEPT. NAME	
		ROOM NO.	BLDG.

MICHIGAN STATE UNIVERSITY ADDITIONAL PAYMENTS FORM

EMPLOYEE NAME/ SOC. SEC. NO.	PAY END DATE	EARN TYPE	NO. OF HOURS	RATE OF PAY	JOB CLASS	ACCT. NO.	DEPT. NO.	COMMENTS/APPROVALS
	Column Totals							

(YELLOW)

Use this form to report additional types of payments not reported on Time Reports.

Total No. of Hours

Total Rate of Pay

No. of Payments This Page

INSTRUCTIONS:

1. Enter Department Name and Address.
2. Complete an entry line for each payment. In the PAY END DATE column, enter the pay period end date to which the payment applies. Enter an EARN TYPE from the list at the right. It is not necessary to enter time for these earnings types. Enter the amount to be paid in the RATE OF PAY column.
3. Cross out all unused lines.
4. Add Column and page totals. Obtain authorized signature. Send to appropriate offices for additional approval **if necessary.** Form will be forwarded to the Payroll Division, 350 Admin. Bldg.

ALLOWABLE EARNINGS TYPES:

MIS — Miscellaneous
MOV— Moving Expense Reimb.
OLD — Faculty Overload
OVA — Overseas Living Allow.
OVI — Overseas Increment
PAR — Prizes and Awards
SHF — Shift Differ.—Salary

Authorized Signature	Date	Phone #

0-18259

MICHIGAN STATE UNIVERSITY

SPECIAL PAYMENT AUTHORIZATION FORM

Payroll Use Only
Sched _____ Pay Cycle _____
Batch _____
Pay Period End Date _______

EMPLOYEE NAME:________________________________ EMPLOYEE ID NO.: [ ]
E..LOYING DEPARTMENT:________________________________
..ARTMENT FOR WHICH SERVICE WAS PERFORMED:________________________________
DEPARTMENT ACCOUNT TO BE CHARGED:____ - ________ COMMON UNIT CODE:__________
DATE(S) WORK WAS PERFORMED:__________ __________ __________ __________

AMOUNT TO BE PAID (Show calculation):

Lump Sum Payment: $_______________

Hourly Payment: No. of Hours* ______ X Hourly Rate $______ = Total Gross $__________
* Enter number of actual hours worked over 40 hours per week.

TYPE OF SPECIAL PAYMENT:

	Earn Type	Description		Earn Type	Description
____	SPP	Special Project Pay	____	APO	AP 12 and Above Overtime (straight time)
____	VPO	Vacation Payoff	____	MIS	Miscellaneous
____	HRP	Higher-Rated Job Pay	____	SOT	Salary Overtime (time and a half)

REASON FOR PAYMENT: ____
____
____
____

TRANSACTION INPUT 008:

PAY END DATE	EARN TYPE	NUMBER OF HOURS	RATE OF PAY	Payroll Use Only JOB CLASS	ACCOUNT NUMBER	DEPARTMENT NUMBER

1. Complete the entry line using the end date of the pay period in which the payment is to be made. Enter the appropriate earnings type from the list above.
2. Enter the number of hours worked and the actual rate of pay. Do not adjust rate for overtime payments. If the payment is a lump sum amount, leave NUMBER OF HOURS blank and enter the amount in RATE OF PAY.
3. Enter the account number to be charged and the corresponding five digit department number.
4. Obtain DEPARTMENTAL AUTHORIZATION and forward to Personnel Resource Systems, 140 Nisbet Building.

..PARTMENTAL AUTHORIZATION: ________________________________ DATE: __________

PERSONNEL USE ONLY

..PLOYEE RATE/SALARY:__________ TITLE:________________ LEVEL:__________
..CENT EMPLOYED:______ TERMINATION DATE:__________ RETIREMENT DATE:__________

PERSONNEL APPROVAL:________________________________ DATE:__________

TRAVEL REGULATIONS

TABLE OF CONTENTS

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 operations. 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. Each traveler must have a separate authorization.

2. The administrator responsible for the funds must sign the authorization part of the Travel Voucher in advance of the travel.

3. Foreign travel authorizations must be approved by the Office of Contract and Grant Administration if the travel is funded by a grant or contract under account numbers 61-0000 through 61-9999 and 71-0000 through 71-5999.

4. Exceptions to the travel regulations must be authorized by the Office of Planning and Budgets in consultation with the Controller's Office.

5. 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.

6. Reimbursement is generally limited to actual cost of business related expenses, except for mileage and per diem meals.

7. Sabbatical leave travel can be approved if a travel plan related to the sabbatical leave assignment is submitted.

8. University employees are responsible for travel costs for both domestic and foreign travel and must request reimbursement via

the Travel Voucher using original receipts. Airfare for non-University personnel may be prepaid on a Direct Payment Voucher.

9. Conference fees should be paid in advance where possible on a Direct Payment Voucher. The conference application and payment form should accompany the voucher.

D. University Travel Office

The MSU Travel Program is designed to provide improved service to faculty and staff who travel on University business while simultaneously reducing costs. The travel office coordinates the Corporate Card program and works closely with the Preferred Travel Agency. MSU travelers are encouraged to contact the office, located in 390 Administration Building, 353-4882, with questions or concerns about the program.

Travelers with questions about travel expense documentation or reimbursement should contact Accounts Payable at 355-0343.

E. American Express Corporate Card

Faculty and Administrative Professionals who are expected to travel at least once per year on behalf of the University and earn a minimum annual salary of $15,000, are eligible to apply for a Corporate Card. Clerical-Technical employees who have traveled at least twice during the past fiscal year on behalf of the University and would be expected to travel at least twice per year in the future, are eligible to apply for a Corporate Card. Applications are available in the University Travel Office, 390 Administration Building.

F. Preferred Travel Agency

Spartan Travel, Inc., has been selected as the Preferred Travel Agency for Michigan State University. While not mandatory, the units are encouraged to use this single agency which can guarantee the lowest available airfare will be offered the traveler. Air Travel Reports are available monthly to assist the University and unit administrators in managing their travel dollars. The MSU Corporate "pod" is located at 3032 Lake Lansing Road, East Lansing, 353-9898.

II. DOMESTIC TRAVEL

A. General Information

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

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

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

4. Conference fees should be paid in advance where possible on a direct payment voucher. The conference application and payment form should accompany the voucher.

B. Authorization

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

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

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

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

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

4. Non-University personnel invited to the University or asked to travel for the University need to have this part of the Travel Voucher filled out before reimbursement is requested. These individuals are not covered by the University Travel Accident Insurance policy (see page 70.V.9 for details).

C. Transportation

1. Common Carrier

a. When choosing a common carrier, time enroute should be a factor.

b. Plane fare must be at economy, coach, or tourist class rates unless the traveler certifies on the Travel Voucher that such classes were not available.

c. Taxi or limousine services incurred in connection with authorized travel by common carrier are reimbursable. Taxi expenses are allowable for travel related to business. For example, taxis between hotel and airport are allowable; taxis from hotel to a restaurant to eat a meal, or taxis for sight-seeing trips are not allowable.

d. When travel is by ship or rail, the fare may not exceed the cost of the lowest available airfare. Sleeping car accommodations are limited to berth or roomette.

2. Preferred Travel Agency Air Policies

a. Travelers will be provided the lowest fare within two (2) hours of the requested arrival or departure time. If arrivals within this two hour "window" are not available, an alternative schedule will be offered to provide maximum cost savings with minimum time inconvenience for the traveler.

b. Lowest airfare for travel is defined as travel in coach, economy, or tourist class, unless the preferred agency certifies that such classes were not available. 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 coach/economy/tourist, may be selected for continuing flights, exceeding five (5) hours, to destinations outside the contiguous United States.

c. Travelers not accepting the lowest airfare will have such refusals coded according to their "reasons" for such refusal (see Discount Refusal Codes listed below). The agency will document all lowest airfare offers and refusals in the passenger name record (PNR) for inclusion in the monthly Air Travel Report for the University.

d. Employees are not required to accept 100% nonrefundable airfares as a condition for meeting the lowest fares and refusals to accept flights on which the lowest fares are completely nonrefundable will not be considered as coded refusals for management reporting purposes.

e. University travelers will be offered the lowest airfare on departures from Lansing, Detroit, and Grand Rapids (or any major commercial airports within 100 miles of their primary office or residence). Refusals to accept flights from other than the nearest airport will not be considered as coded refusals for management control. However, the lower fare will be separately reported to provide information that may be helpful for other planning.

f. If the lowest airfare is capacity controlled and not available at the time of reservation, the travel manager will waitlist the traveler for the flight and will note this waitlist on the invoice/itinerary. The agency will contact the carrier to see if the waitlist has cleared prior to departure, and will advise the traveler.

g. To maintain eligibility for travel advances, reservations may be ticketed no more than 45 days prior to departure, unless recommended by the preferred agency to obtain the lowest fare. The University Travel Office will be notified by the preferred agency of all recommendations.

h. Travelers may travel on weekends, utilizing excursion fares, if the cost savings for the fare exceeds the additional lodging and per diem costs. This must be documented on the Travel Voucher.

i. When changes in travel plans require either cancellation or revision of airline tickets, the preferred travel agency is to be notified immediately so that alternate arrangements can be made. Changes to flight reservations while en route, which do not require airfare changes, may be made directly with the participating airline. If a fare change is required, however, the University traveler <u>must</u> use the agency-provided toll-free telephone reservations number (printed on the traveler's itinerary) for either domestic or international travel in order to ensure complete travel management reporting.

j. Unused tickets or flight coupons (partial use of an itinerary) should be returned immediately to the travel agency for refund to be processed. The traveler should retain the Passenger Receipt Card for documentation of the unused ticket and the refund process. The Passenger Receipt Card should then be attached to the travel reimbursement voucher.

k. When prepaid tickets for non-MSU employees are not picked up at the airport counter, the sponsoring University employee should notify the preferred travel agency within forty-eight (48) hours. The preferred travel agency will then request authority to refund the prepared ticket advice (PTA) from the issuing airline and process the refund. Prepaid ticket service charges are NOT refundable from the airline.

l. MSU departments may establish an account with the preferred travel agency for non-MSU persons traveling on behalf of the University. This will enable the department to make the travel arrangements for the traveler and have the tickets delivered to the MSU department office. The department can FEDERAL EXPRESS the tickets directly to the non-MSU person by using the MSU Federal Express number and save substantial dollars for the unit budget.

m. University employees are responsible for travel costs for both domestic and foreign travel and must request reimbursement via the travel reimbursement voucher using original receipts. Airfare for non-University personnel may be prepaid on a Direct Payment Voucher.

n. Monthly Air Travel Reports from the preferred travel agency are forwarded to unit administrators to analyze travel costs for their unit. Discount Refusal Codes are listed on these reports as information for the unit administrator to analyze lost savings and as information to the Travel Office in determining needs of the travelers. These codes are as follows:

<u>DISCOUNT REFUSAL CODES</u>

A. AIRLINE PREFERENCE
B. FLIGHT TIMES INCONVENIENT TO SCHEDULE
C. DIRECT FLIGHT PREFERRED TO USING CONNECTING FLIGHTS
D. FREQUENT FLIER CARRIER PREFERENCE
E. CONTRACT FARE REFUSED
F. USING CERTIFICATE TO UPGRADE SEATING
G. TRAVELER REQUESTS SEATING UPGRADE (NO CERTIFICATE)
H. CANCELLATION/CHANGE PENALTIES ARE RESTRICTIVE
I. ADVANCE PURCHASE REQUIREMENTS ARE RESTRICTIVE
J. TICKET EXCHANGE (may result in overstated savings/understated lost savings)
(<u>Lower fare is applicable, but restrictions may apply</u>)
K. U.S. FLAG CARRIER REQUIRED BY CONTRACT
L. ROUTING REQUIRED FOR LOWER FARE WOULD RESULT IN EXCESSIVE DELAYS
(<u>Lower fare is applicable, but flights are capacity controlled</u>)
M. TRAVELER CONFIRMED ON ALTERNATE FLIGHT BUT WAITLISTED FOR LOWER FARE
N. CARRIER WILL NOT ACCEPT WAITLIST ON FLIGHT
(<u>Lower fare is applicable for travel from alternate gateway city</u>)
O. COST DIFFERENCE BETWEEN CITY WITH THE LOWEST APPLICABLE FARE AND THE PASSENGER'S CHOSEN DEPARTURE GATEWAY IS $50 OR LESS
P. PASSENGER DECLINED THE OPTION TO DESTINATION ALTERNATE/SECONDARY AIRPORT

<u>INFORMATION REPORTING CODES</u>

Q. CONVENTION RATE/CONTRACT FARE/SENIOR CITIZEN FARE/OR FARE BROKEN AT INTERMEDIATE STOP (LOWER FARE THAN LOWEST PUBLISHED THROUGH FARE - WILL RESULT IN OVERSTATED SAVINGS/UNDERSTATED LOST SAVINGS)
(Lowest fare city - to be used when reporting codes "O" or "P")
R. DETROIT/WAYNE METROPOLITAN AIRPORT
T. GRAND RAPIDS KENT COUNTY AIRPORT
U. LANSING CAPITAL CITY AIRPORT
(Business and personal travel is mixed on itinerary)
V. FOR BUSINESS-ONLY ITINERARY, FARE WOULD HAVE BEEN GREATER
W. FOR BUSINESS-ONLY ITINERARY, FARE WOULD HAVE BEEN LOWER
X. AMERICAN EXPRESS CORPORATE CARD USED FOR TRAVEL PURCHASE
Y. LOWEST FARE ACCEPTED
Z. TRAVEL PURCHASE CHARGED TO DEPARTMENTAL ACCOUNT - NON-MSU ONLY

3. <u>Private Car</u>

a. Reimbursement for transportation by private car is generally authorized only:

1) When common carrier services are not available without undue loss of time.

2) When two or more persons are eligible for similar authorized travel and their riding together would mean a savings to the University. Employees should be encouraged to drive together on authorized travel.

3) When use of a car will permit the traveler to perform his/her duties more effectively.

4) When it will cost the University no more than common carrier.

5) When the use of a private vehicle will not require the traveler to be away from his/her duties for a substantially longer period than travel by common carrier.

b. Expenses for gasoline, repairs, towing, etc. are included in the mileage allowance. Expenses for parking, storage, tolls and ferries are separately reimbursable. See Reimbursement Chart (page 70.VI.1) for mileage.

4. <u>Rented Vehicles</u>

a. Under certain circumstances, the use of a rental car may be necessary. Many rental car agencies will give a discount or offer "specials" to employees for either personal or business travel upon presentation of University identification. Rental cars should be economy class whenever they are available.

b. The Collision Damage Waiver (CDW) or Loss Damage Waiver (LDW) is not reimbursable by the University. Employees have two options for coverage while driving rental automobiles. Their personal automobile insurance policy may include CDW or LDW coverage when renting automobiles or they may utilize the rental agencies under contract with the Big Ten which include this coverage in their rate. Refer to the latest memorandum to Deans, Directors, Chairpersons, referring to the Big Ten contract for rental vehicles for details. While visitors who are reimbursed for automobile rentals should be encouraged to use the available options, they are excluded from this policy.

5. <u>Preferred Travel Agency Car Rental Policies</u>

a. Travelers will be offered car rental reservations at discounted corporate or specially-negotiated rates.

b. Rental cars should be economy class, when available.

c. Rental cars will be confirmed through the preferred travel agency reservation system and confirmation information will be printed on the travel itinerary. The preferred agency will provide the traveler with the name of the rental agency, pick-up date, pick-up city, and confirmation number for the rental.

d. When traveling by rental car, car rental costs and time constraints should be considered.

6. <u>University-owned Vehicles</u>

a. Travel over 500 miles one way must be approved in advance by the Office of Planning and Budgets. Within the limits of availability and the time limits outlined above, University-owned vehicles may be used for any authorized travel. University-owned vehicles may not be used by student clubs, student organizations, non-University groups, or by employees engaged in private consulting.

b. Procedures

1) If the vehicle is a departmental vehicle and the trip is local or is short enough so that no request will be made for subsistence, approval for travel may be handled by "signing out" and "signing in" in a record book in the department office. If a request for subsistence will be made, the Travel Voucher form should be completed.

2) If a Motor Pool vehicle is requested, the completed authorization part of the Travel Voucher serves as a vehicle request as well as authorization for the trip. It does not, however, guarantee that a vehicle will be available. Priority decisions with respect to vehicle requests will be made by the Manager of Automotive Services.

c. For further information on Motor Pool policies, see Section 245 of the Manual of Business Procedures.

7. Charter Air Service

Charter air service may be authorized when it reduces travel costs and travel time. This must be documented on the Travel Voucher.

8. Private Plane

Reimbursement will be made on the basis of personal car mileage or commercial airfare; whichever is less.

D. Lodging

1. General Information

a. Lodging rooms should be single rate with hotel or motel original receipt.

b. If two or more MSU travelers share a room, request individual room receipts, if available. If not, submit the reimbursement vouchers together for processing.

c. If the other occupant(s) who shares a room is not an employee, request the single rate be noted on the receipt.

2. Preferred Travel Agency Hotel Policies

a. Travelers will be offered the lowest rack rates for all lodging reservations. In addition, the preferred travel agency will use corporate, consortium, or University-negotiated discounts, where appropriate, in order to obtain any available lower rate for a standard room at a requested property.

b. Travelers not requesting a specific lodging property and travelers who may request a specific property which is not available for their desired travel dates will be offered at least two (2) choices of hotels, by either comparative cost or by requested location (e.g. near airport, convention center, downtown, etc.).

c. When obtaining lodging reservations for the University traveler, the preferred travel agency will provide the traveler with the hotel address, telephone number, per diem rate, and reservation confirmation number.

d. University travelers will be offered VIP Traveler Profile Forms in order to notify the preferred travel agency of travel preferences. The preferred travel agency will then be required to maintain all information, including travelers' hotel preferences, in a computer-stored personal account record (PAR).

e. Room guarantees and deposits, not required by hotel policy, will only be made at the request of the University traveler and will be the responsibility of the traveler. The University will not be liable for any financial arrangements made for individual travelers.

f. Cancellations for lodging reservations will be the responsibility of the traveler. For their own protection when cancelling guaranteed reservations, the traveler should make note of the name of the person through whom the cancellation was made.

E. <u>Reimbursement</u>

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 reimbursement of 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 except as noted on page 70.VI.1 (Reimbursement Chart).

4. <u>The following persons are eligible for reimbursement</u>:

   a. <u>Employees</u> of the University.

   b. <u>Persons who are invited to the University</u> (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. <u>Graduate students</u>. University general funds may not be used for travel to collect data primarily for theses and/or dissertations.

   d. <u>Undergraduate students</u> 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 (page 70.VI.1) for rates of reimbursement and listing of receipts required. The unit administrator may authorize an amount less than full reimbursement.

6. Reimbursement for Nonrefundable Air Tickets

a. If an employee is unable to travel because of illness on the dates originally ticketed, the airlines will usually refund the cost of the ticket upon request when accompanied with a written statement from a physician.

b. If an employee had an illness within his/her immediate family (spouse or children) on the dates originally ticketed, the employee is eligible for departmental reimbursement.

c. If an employee had a death in his/her family on the dates originally ticketed, MSU will follow the Personnel Policies and Procedures Manual Funeral Policy, Page F-21, to determine whether the employee is eligible for departmental reimbursement.

d. If the Unit Administrator requests the employee to be performing other duties on the dates originally ticketed, the employee is eligible for departmental reimbursement.

III. LOCAL TRAVEL

A. General Information

Local travel is travel within the home community of the traveler's residence or place of employment exclusive of on-campus travel.

B. Authorization

1. If University business requires an employee or University representative to travel extensively and repeatedly in the local area, and if no University vehicle is available for such travel, reimbursement for expenses related to transportation may be authorized. A letter outlining the reasons for and the extent of such authorization should be filed with Accounts Payable. Local travel letters are approved by the dean or vice president and must be renewed each fiscal year.

2. An authorization form or recording of the trip should be completed and kept on file in the departmental office before departure to ensure that the traveler is on University business. In departments to which a vehicle has been assigned, the most common procedure is for the traveler to "sign out" and "sign in" in a record book in the departmental office.

C. Reimbursement

1. On-campus travel is not reimbursable.

2. Local travel is not normally reimbursable. Exceptions are:

   a. Meals. Reimbursement will not be made for meals taken in the local area, except when attendance at a meal is necessary for participation in a conference or meeting. Reasons for the exception must be stated when requesting reimbursement. Receipts are required in all instances.

   b. Lodging. No reimbursement will be made for lodging in the local area. However, employees whose home offices are elsewhere in the state are eligible for reimbursement for meals and lodging in the East Lansing area. It is expected that they will use on-campus facilities when available.

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. University employees are responsible for travel costs for both domestic and foreign travel and must request reimbursement via the Travel Voucher using original receipts. Airfare for non-University personnel may be prepaid on a Direct Payment Voucher.

4. Conference fees should be paid in advance where possible on a Direct Payment Voucher. The conference application and payment form should accompany the voucher.

B. Authorization

Authorization forms and policies for foreign travel are the same as in Domestic Travel. In addition, foreign travel authorization forms must be approved by the Dean or Vice President. Any foreign travel to be charged to contracts or grants under account numbers 61-0000 through 61-9999 and 71-0000 through 71-5999 must be approved by the Office of Contract and Grant Administration.

C. Transportation

1. Grants and contracts supported by the U.S. Government require that travel be on American Flag carriers by the most direct and expeditious route and at less than first class rates. For all other funding sources, 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 (5) 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 the lowest available airfare as authorized by the most direct and expeditious 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.

2. The per diem allowance in lieu of actual expenses includes all charges for meals, lodging, personal use of room during daytime, baths, all fees and tips to wait staff, porters, baggage handlers, bell staff, hotel maids, dining room stewards and others on vessels, telegrams and

telephone calls reserving hotel accommodations, laundry, cleaning and pressing of clothing, fans and fires in rooms, and transportation between places of lodging or business and places where meals are taken. The term "lodging" does not include accommodations on airplanes, trains, or steamers, and these expenses are not subsistence expenses. Per diem is the maximum daily allowance.

3. Receipts for lodging must be secured to verify lodging expenditures.

4. Per diem is computed on a daily basis with the day divided into four quarters. They are: midnight to 6:00 a.m., 6:00 a.m. to noon, noon to 6:00 p.m., and 6:00 p.m. to midnight.

5. The per diem allowance is considered to be one-half for "lodging" and one-half for "non-lodging" costs. Per diem will be authorized on a "flat-rate" basis. Times of departure and arrival must be listed in order to compute the allowable amount of per diem.

6. The international rate is used for the time enroute to foreign destinations. It is also used for travel between foreign locations when the total time enroute exceeds a full quarter. This rate is $6.00 per day. Foreign countries are assigned a daily rate by the U.S. Department of State, subject to review and change every month. This information is available in the Office of Contract and Grant Administration.

7. When a staff member leaves his home on a foreign assignment, the international per diem rate is effective as of the beginning of the quarter of the day on which he leaves. This rate continues through the end of the quarter of a day in which he arrives at a location where he will remain for at least the next full quarter.

8. The rate in effect at the beginning of a quarter applies through the end of the quarter in which a change takes place.

9. When either meals or lodging are furnished without charge, the per diem claim should be reduced by 50 percent. This applies to "in-country" not "international" per diem.

10. If a staff member travels by an indirect route for personal reasons, per diem will normally be paid only for the time it would take to travel by the most direct route.

E. <u>Travel Vouchers</u>

1. A sample Travel Voucher for foreign travel is included in the Appendix, pages 70.VI.8 and 70.VI.9. Please note, if more than one account number is to be charged, the various costs claimed should be marked, e.g. using an asterisk, to indicate the appropriate account.

2. In case of indirect routing for personal reasons, the extra transportation costs will be at the traveler's expense and the additional time should be charged as vacation.

3. All original airline ticket stubs must be attached to the reimbursement voucher. Ticket stubs are necessary to provide audit documentation. Itemized original receipts for lodging should also be attached to the Travel Voucher, along with any documentation available for verifying expenses. Any foreign currency exchange rate used should be noted.

4. Taxi expenses are allowable for travel related to business. For example, taxis between hotel and airport are allowable; taxis from hotel to a restaurant to eat a meal, or taxis for sight-seeing trips are not allowable.

5. Dates and times of departure and arrival should be listed across from the amount claimed for per diem. This is necessary to establish the correct quarter-day allocation.

F. Source of Funds for Foreign Travel

1. Travel related to overseas projects of the University. Such travel is authorized, arranged and supported through the Office of International Studies and Programs.

2. Travel by faculty members to participate as officers in international organizations. Applications for support from this fund should be addressed to the Dean of International Studies and Programs.

3. Travel supported by the International Centers and Institutes. The International Centers and Institutes may support a limited amount of foreign travel if it is essential to their operation.

4. Travel to participate in international meetings or to do research in foreign areas. Applications for support from this fund should be addressed to the Dean of International Studies and Programs.

5. Travel supported by contracts, gifts or grants from outside agencies. Reimbursement may be made for necessary foreign travel from contract, gift or grant funds provided that the agreements by which the University has accepted the funds cover such travel and that such travel does not interfere with the performance of the normal duties of the traveler.

6. Travel supported by All-University Research grants. Foreign travel may be supported by an All-University Research project to the extent that foreign travel was included in the project application and approved by the All-University Research Committee.

7. Travel supported by cost-of-education allowances. With justification, the cost-of-education allowance which has been allocated to a college or department may be used to support foreign travel by faculty or graduate students. Cost-of-education allowances are usually designated for underwriting costs and improving the quality of graduate education rather than for the benefit of an individual. They should not be used for foreign travel unless the unit has sufficient funds to meet other more urgent needs related to graduate programs.

8. <u>Travel related to teaching courses in foreign areas</u>. Such courses are normally in one of the following categories:

   a. Courses supported by outside agencies. Travel related to such courses is essentially the same as travel supported by gifts, grants or contracts.

   b. Courses taught through the Lifelong Education Programs:

      1) If the revenues from off-campus credit courses in foreign areas are credited to the general fund, the corresponding expenditures for travel and teaching may be charged to the general fund.

      2) If the revenues from off-campus courses in foreign areas are credited to a revolving fund, as is normally the case for non-credit offerings, the corresponding expenditures must be carried by the revolving fund.

      3) "Courses abroad" taught by MSU faculty primarily for MSU students. If the students, or an outside agency, underwrite the cost of transporting the course to a foreign area and providing the necessary physical facilities, the regular salary of the instructor may be paid from the general fund. In addition, the University may provide operational funds to the extent that such funds would have been required had the course been taught on campus. The net cost to the University should not be greater than if the course were taught on campus.

9. <u>Travel by persons invited to the University</u> or asked to travel for the University may be supported by the general fund or other appropriate funds. Meals and lodging furnished to such guests while in the local area and charged to University accounts must be furnished by on-campus facilities if available.

G. <u>All-University Research Funds</u>

1. Funds made available under the All-University Research grants may be used to include foreign travel subject to the administration of such funds as indicated below.

2. Faculty wishing to use All-University Research funds to cover travel costs will be expected to apply, in addition, for such international funds as may be available from off-campus sources such as foundations and government agencies.

3. The application for international travel funds which is to be supported by an All-University Research grant should include information on points to which the individual will travel, and the research which will be conducted at each point. Reimbursement will be limited to round-trip tourist fare, for MSU faculty members only, and for most direct routing, unless exceptions are made by the dean. In many instances there will be insufficient funds under All-University Research grants to cover the total transportation cost. The balance,

additional travel costs, as well as other costs, are to be borne by the faculty member or other approved sources.

4. The All-University Research Project involving international travel is to be carefully screened by the respective unit administrator and the dean of the college before submission of the application to the Vice President for Research Development and Graduate Studies. With the approval of the Office of Research Development and Graduate Studies, the grant will be given a project number and an account number, which should be noted on the travel application request.

H. Officers in International Organizations

1. Policy

a. The review of applications for international travel for faculty members who are officers of international organizations will be primarily focused on professional benefits which are expected to accrue to the faculty member and to the prestige of the University as a result of participation in such organizations. Participation in such organizations is to be construed as an integral aspect of the career and work assignments of the faculty member.

b. Preference will be given to faculty members who hold officership in international organizations which are wholly or primarily academic in orientation and which are well established or have good prospects of being permanently established.

c. Reimbursement for the above purpose will be limited to part or all of the round-trip tourist fare for MSU faculty members only. All other costs are to be borne by the faculty member or the organization of which he/she is an officer. Approval of any one request for funds for international travel will not prejudice a request for additional trips during the tenure of office of a faculty member. It is assumed, however, that no more than one trip per year will be considered.

2. Procedure

a. Faculty members who apply for international travel funds under the above policy will be expected to supply the following information:

1) Information about the international organization such as name, purposes, date of establishment, membership, publications, sources of financial support of the organization and such other information as will provide understanding of the work of the organization.

2) Length of time the applicant has been a member of the organization, the nature of his/her participation before becoming an officer and the duties of the office which he/she holds.

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. <u>Special Foreign Travel Fund (SFTF)</u> (Effective June 1988)

1. Purposes - The SFTF is meant to:

a. Be a source of funds to assist faculty travel to international professional meetings and congresses;

b. Supplement departmental and/or college funds available to faculty; and

c. Serve to equalize MSU units' ability to support international travel by their faculty.

2. <u>Policies Governing the SFTF</u>

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 <u>international congresses</u> and meetings held outside the United States.

d. Normally, SFTF support may be used for air <u>transportation expenses from Lansing only</u>. It cannot be used for per diem and related meeting costs.

e. 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 departmental or college funds; NSF or NIH grant monies, other grant monies, foundations, and/or personal resources.

f. The SFTF is intended to be supplemental in nature. Normally, departments and colleges must <u>match</u> part or all of the SFTF grant made to a faculty member. Grant funds dedicated to travel costs can be used for matching SFTF grants. Only funds allocated to offset <u>travel costs</u> will be considered as being matching monies - that is, funds allocated for conference fees and subsistence costs <u>cannot be used to match</u> SFTF grants.

g. SFTF support may not be sought for retroactive reimbursement of travel expenses.

h. 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.

i. 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 the decision made by the last day of each of these applicable months.

j. A SFTF review committee will review 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.

k. 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.

l. 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.

m. 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. These should indicate the financial commitment the units will make to match part or all of the potential SFTF award.

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.

d. Applications are reviewed three times each year. The three deadlines for submitting applications are: 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.

V. OTHER INFORMATION

A. Travel Advances

1. General Information

Regular Faculty, Academic staff and Administrative Professionals of Michigan State University who are expected to travel annually on behalf of the University and earn a salary of more than $15,000 are eligible to be considered for an American Express Corporate Card. Clerical-Technical employees who earn a minimum annual salary of $15,000, have traveled at least twice during the past fiscal year on behalf of the University and would be expected to travel at least twice per year in the future are eligible to apply for a corporate card. Use of this corporate card by the employee will eliminate the need for most travel advances. Information on how to obtain a card may be received from the Travel Office, 390 Administration Building, 353-4882.

Travel advances cannot be obtained by one person to cover multiple individuals' expenses.

2. Graduate Students and Employees Not Eligible for a Corporate Card

a. Graduate students and all employees not eligible for the American Express Corporate Card are eligible for a travel advance.

b. The minimum amount allowed for a travel advance for eligible travelers is $350. A lesser amount can be obtained ONLY if reimbursable expenses on the Travel Voucher will be $350 or more. If the travel authorization section of the Travel Voucher limits reimbursement on expenditures to less than $350, the traveler is not eligible for a travel advance. Accounts are monitored for misuse of the $350 minimum. Misuse can result in loss of the privilege of obtaining travel advances. The minimum amount for a graduate student is $50.

c. No advance (domestic or international) will be issued to a traveler more than 35 days prior to the departure date on the Travel Voucher. In cases where transportation reservations are made through the "preferred travel agency" and payment is required more than 35 days in advance of the trip to insure that the reservations are at the lowest possible fare, an exception to the 35-day limit will be granted with prior approval of the Travel Office.

d. The amount of each advance is to be determined by the unit administrator. The advance is to cover reimbursable travel costs and should not exceed estimated expenditures. Any limitations on the reimbursement amount must be set by the unit prior to issuance of an advance.

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

f. When a trip is cancelled for any reason, the travel advance must be repaid immediately. If the trip is rescheduled, a new Travel Voucher and advance must be issued.

g. NO ADVANCE WILL BE ISSUED TO A TRAVELER HAVING AN EXISTING PAST DUE ADVANCE. FURTHERMORE, ANY TRAVELER WHO HAS HAD THEIR AMERICAN EXPRESS CORPORATE CARD REVOKED WILL NOT BE ELIGIBLE FOR AN ADVANCE.

3. Undergraduate Students and Non-MSU Personnel Eligibility

a. Undergraduate students on approved travel are not eligible for travel advances. An exception is made when a faculty or staff member is willing to be responsible for the advance. The faculty or staff member must accompany the student to the Cashier's Office and request the exception. For more information see item 5.,d. below.

b. Non-Michigan State University personnel (visiting professors, visiting research associates, community volunteers, etc.) on approved travel are eligible for advances when reimbursable travel expenses are expected to exceed $350 and the request is for at least $350. The nonemployee must pick up the advance in person. When the person is not available to pick up the advance, a faculty or staff member may request an advance in their name for the nonemployee. The faculty or staff member will be held responsible for the repayment of the advance.

In all cases in which an advance is not repaid and becomes uncollectable, the unit administrator's signature guarantees repayment from departmental funds. Delinquent advances may be reported to a credit bureau and assigned to an external agency for collection.

c. Independent contractors conducting business with Michigan State University are not eligible for travel advances.

d. No advance will be issued to cover conference registration fees when the registration fees are the only reimbursable expenditure. Conference fees may be paid by Direct Payment Voucher (see page 70.I.2, item I.,C.,9.).

e. Advances will not be issued for stipends, honorariums or consulting fees.

4. Employees Who are Eligible for a Corporate Card

a. Travel advances will be issued to employees who are eligible for the American Express Corporate Card to cover airfare only, when it exceeds $350, under the following two conditions:

1) If an airline reservation is made 45 days or less prior to the departure date of the trip and the resultant charge for the airfare to the employee's corporate card requires repayment

prior to reimbursement, then the traveler may request a travel advance.

2) If the "preferred travel agency" acknowledges a need to make an airline reservation more than 45 days prior to the departure date of the trip and the resultant charge for the airfare to the employee's corporate card requires repayment prior to reimbursement, then the traveler may request a travel advance.

Under both conditions, the traveler is required to bring a copy of the Travel Voucher and the American Express Corporate Card statement to the Travel Office for approval. No advance will be made more than 20 days after the traveler's return date. For travelers who receive a corporate card statement under these conditions prior to making the trip, advances will be given to avoid delinquency.

b. If the authorized travel is international and it can reasonably be assumed that dependence on the American Express Corporate Card will not meet the traveler's needs, then a request for a travel advance may be made. MSU travelers on extended foreign travel who do not expect to return home before the American Express Corporate bill is received will be eligible for a travel advance. A travel advance may be obtained no more than 7 days prior to departure. The minimum advance, based on estimated reimbursable nontransportation expenses, is $350.

c. If the employee is eligible and has applied for the American Express Corporate Card and the card has not yet been received, a minimum advance of $350 may be requested and will be treated as described under item V.,A.,2.,b above.

5. Obtaining an Advance

a. Travel advances may be obtained by presenting the signed original (white) and goldenrod copies of the University Travel Voucher with the authorization section completed to the Travel Advance Section of the Cashier's Office, 110 Administration Building. Office hours are 8:15 a.m. to 4:15 p.m. Monday through Friday, phone 355-5025. Graduate assistants also need to present appointment papers. The social security number or student number of the traveler is required on the authorization part of the Travel Voucher.

b. Faculty, staff or graduate students requesting an advance must do so in person. No third-party advances will be issued unless the traveler is away from the East Lansing area through the departure date. In this case, the advance will be issued as a check made payable to the traveler only and will require their endorsement prior to deposit.

c. A non-interest bearing promissory note will be issued for each advance by the Travel Advance Section. This note specifies the repayment date. When the traveler is away from the East Lansing area and requests an additional advance, the original authorization must be presented again to the Travel Advance Section and signed for the employee by the unit administrator.

d. If an advance is requested for approved undergraduate student travel, the authorization part of the Travel Voucher must be prepared in the name of the student(s) and a faculty or staff member responsible for the student(s). The promissory note will be issued to the faculty or staff member who may then cash it and distribute it to the student(s). The faculty or staff member will be held responsible for the repayment of the advance.

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

1) Cash - the promissory note may be exchanged for cash in the Cashier's Office. If exchange of the note is done by a person other than the traveler, it will be issued by check only.

2) Check - the promissory note for any amount over $200 may be exchanged for a cashier's check in the Cashier's Office. This check may be made co-payable to a third party when, for example, it is to be delivered to a travel agency.

6. Repayment of an Advance

a. All travel advances are due no later than 30 days after the date the trip is completed (return date). Due dates may be extended for an additional 30 days upon approval of a written request submitted to the Travel Advance Office prior to the original due date.

b. If a travel advance is not paid by the due date, the amount will be deducted from the employee's payroll or stipend check. If payroll or stipend deductions become excessive for a traveler, loss of the travel advance privilege may result.

c. The unit administrator's signature guarantees repayment of a travel advance from departmental funds if the appropriate vouchers are not submitted. The advance will remain as an obligation of the traveler until the completed Travel Voucher is submitted.

d. All payments must be made to the Travel Advance Section. If made in person, the traveler will receive a validated receipt.

7. Graduate Fellow Advance

a. A Graduate Fellow advance is available for graduate students going overseas to collect data for their doctoral dissertations under grants and contracts administered by MSU. In general, the period of travel is usually six months to one year. The advance will provide operating funds for such items as travel expenses, data collection expenses, assistant fees, clerical assistance, etc., whose costs are reimbursable under grants or contracts. The amount of the advance will normally be equal to three months estimated reimbursable expenditures where it is possible to mail replenishment vouchers back to MSU campus. The repayment date of the advance will be 30 days after the return to campus. In cases where a Fellow extends his/her travel en route to campus, the advance will be due 45 days from the departure date from the research location.

b. Requests for the advance should be in letter form addressed to the Director of Contract and Grant Administration. The letter should contain the following information:

1) Name and social security number of the Graduate Fellow
2) Dates of departure and return
3) Research location
4) Grant or contract account, account name, account number
5) Amount of estimated expenditures per month by type of expenditure
6) Amount of advance requested
7) Requested payment date
8) Signature of unit administrator

c. After approval, the advance may be obtained from the Cashier's Office by the Graduate Fellow.

B. <u>Travel Vouchers</u>

1. <u>Voucher Forms</u>

a. If reimbursement is requested, travel expense claims should be itemized in the expense reimbursement section of the Travel Voucher form obtainable from General Stores, stock number 140-2786.

b. Each traveler must submit a separate Travel Voucher for his/her own expenses unless the travel is team travel.

c. A pocket guideline of University travel policies and procedures, containing a memorandum space, is found on pages 70.VI.10 & 70.VI.11 to assist the traveler in keeping records. This form is available from the Travel Coordinator or may be copied from pages 70.VI.10 & 70.VI.11.

d. Travel Vouchers must be typed and all copies submitted according to instructions printed on the reverse side of the pink copy of the Travel Voucher form. The complete name and address of the payee must be included. If the payee is on campus, the address must conform to requirements established by the Campus Mail Service.

2. <u>Preparation of Vouchers</u>

a. Travel Vouchers for reimbursement are to be submitted at the earliest practicable date after return from a trip.

b. If more than one account number is to be charged, the various costs claimed should be marked, e.g. using an asterisk, to indicate the appropriate account.

c. The expense reimbursement section of the Travel Voucher must show detailed itemization of the travel and the type and cost of the accommodations used. If claiming expenses for business guests, give name(s) of person(s), position(s) and specific business purpose.

d. Cost of individual meals should be itemized if away for less than a day. In case the traveler is away for a full day, the claim should be lumped together for the three meals.

e. Tips for taxi or limousine service (not to exceed 10% of cost) should be listed on the left side of the voucher with other transportation expenses and labeled accordingly (e.g. Tips -- taxi). Each payment of a taxi/limousine tip should be listed adjacent to the expense for the taxi/limousine transportation. Other permissible tips should be listed on the right side of the voucher with other subsistence and miscellaneous expenditures.

f. Original ticket stubs and original receipts are to be stapled to the original Travel Voucher.

g. Refer to the Reimbursement Chart on page 70.VI.1 for reimbursement rates.

h. If the traveler's reimbursable expenses were limited to an amount less than actual, this limit amount should be clearly noted in the travel authorization section and below the "Total Claim" space of the voucher and labeled as "Limit."

i. The final total and the signatures of the traveler and the persons approving the claim should be on the FIRST page of the Travel Voucher. If the traveler is not an employee of the University, write "Non-MSU" in the signature block of the voucher.

j. Travel Vouchers and the applicable receipts are forwarded to Accounts Payable, 360 Administration Building, 355-0343.

k. Accounts Payable audits all Travel Vouchers. If a travel advance related to a Travel Voucher being processed has not yet been repaid, the Travel Advance Office will deduct the amount owed and refund the difference or bill for the balance due.

l. After audit, Accounts Payable forwards the voucher to Accounting for verification of authorized signatures and correctness of account numbers. Accounting prepares a check and inserts the check number on the voucher.

m. The Travel Voucher is distributed as follows:

White	- Accounting
Goldenrod	- Retained by the Travel Advance Office when a travel advance is issued.
Yellow	- After audit, this copy is sent to the Office of Planning and Budgets.
Pink	- Retained by the originating department for their records.
Blue	- Sent to payee with check.

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

o. Weekly Voucher Check Summary Report. Each week the Accounting Department mails a Weekly Voucher Check Summary Report which summarizes, by account number, all checks written for that week. For each check, the summary report indicates the payee name, check number, pay date, type of voucher, account number and object code charged and the amount. (See sample on page 75.13 of this Manual.)

C. Report of Out-of-State Travel

1. General Policy

a. Employees returning from foreign or out-of-state travel, either with or without reimbursement, are required to complete this section of the Travel Voucher.

2. Purpose

The Report on Out-of-State Travel serves several purposes:

a. It provides the permanent travel records for the Office of Planning and Budgets and the University Archives.

b. It provides the basic data from which the Office of Planning and Budgets compiles the annual report of out-of-state and foreign travel.

c. Each traveler is asked to indicate on the travel report the major purpose for which the trip was undertaken, as follows:

1) Travel in support of professional improvement.
This includes attendance at meetings of professional Societies, institutes, workshops, training courses, etc. (The traveler may present a paper, or serve on a committee at a national meeting, but the basic purpose of the meetings is professional improvement.) Travel in this category also includes visits to other institutions for the purpose of "keeping up to date" on methods, materials, procedures, policies, etc.

2) Travel in support of instructional programs. This includes travel to plan, coordinate, recruit faculty or secure resources for, or conduct programs of instruction for University students.

3) Travel in support of research. This includes travel to plan, coordinate, secure resources for, or conduct research programs. It also includes attendance at meetings or symposia in which the discussion involves a limited portion of the discipline, and is centered primarily around the research interests of the participants.

4) Travel in support of the public service programs of the University. This includes travel to serve as a resource person at meetings of industrial, governmental, educational, grower or lay groups. It includes serving on federal panels, site visits and accreditation visits, and it includes many of the programs of Lifelong Education Programs and the Cooperative Extension Service.

5) Travel in support of administration. This includes travel related primarily to the administrative or supportive functions of the University rather than to the disciplinary programs.

6) Travel in support of intercollegiate competition. This includes travel in support of or in connection with intercollegiate athletic contests, music or art competitions, debates, forensic programs, judging contests or other sanctioned University events.

7) Travel in support of international programs. Travel may be either foreign or domestic, but is concerned with programs designed to improve conditions in foreign countries or to improve relationships with foreign countries.

8) Miscellaneous. Travel not defined in other categories.

D. Insurance

1. Insurance on Vehicles

a. University-owned Vehicles. The University carries bodily injury and property damage insurance to cover the University's liability.

b. Private Vehicles. Drivers of privately-owned vehicles used on University travel are not protected by liability and property damage insurance carried by the University. For their own protection, employees driving private cars should carry insurance in an amount that will cover their legal responsibility. For rental vehicles, refer to page 70.II.5 in this section. Passengers who are employees on authorized travel are covered by the Travel Accident Insurance Policy described below.

2. Travel Accident Insurance

   a. The University carries a group Travel Accident Insurance Policy which provides for a flat coverage of $50,000 for accidental death or loss of any two members (hand, foot or eye) to anyone while traveling on authorized University business.

   b. Official University business and approved activities are defined as:

      1) Travel in the course of employment.

      2) Traveling to professional or technical conferences, seminars, or meetings which are necessary or required in the performance of duties. Travel for which reimbursement is authorized shall be covered; however, it is not necessary that reimbursement be authorized for coverage to apply.

      3) Traveling in connection with an activity of an organization of which the University is a member; and when such participation is of benefit to the University and the travel has been authorized by the University.

      4) Acting as a consultant, within University rules and regulations, for any Federal, state or local government, or any private organization, when services rendered are directly related to the employee's primary employment at the University. Private consulting pursuant to the Additional Work for Pay policy is not covered.

      5) Working as a part of his/her required duties for another organization at the direction of the University, whether or not his/her travel expense is paid directly by the University.

   c. Persons or circumstances excluded from coverage are:

      1) Employees commuting to and from work, on vacation travel, on sick, sabbatical, terminal leave or leave with or without pay. Sabbatical leave travel with approved travel plans related to sabbatical leave assignment will be covered.

      2) Persons who are traveling to the University for job interviews even though reimbursed by the University.

      3) Persons whose salaries are paid by other organizations.

      4) Employees acting as private consultants.

      5) Losses caused by or resulting from a) suicide or intentionally self-inflicted injuries, b) war or losses sustained while in the armed services, c) piloting or serving as a member of the crew of any aircraft.

d. Beneficiaries

Beneficiaries for Travel Accident coverage are identical to the first of the following University programs in which an employee participates; Group Life Insurance; optional Accident Insurance Protection or TIAA-CREF. An employee may designate in writing and file with the Staff Benefits Division a separate beneficiary statement if desired. If the employee does not participate in any of the above programs or if there has been no beneficiary designated, payment for loss of life will be made to the employee's estate.

A detailed brochure describing the Travel Accident Insurance Policy is available from the Employee Compensation and Benefits Office, Staff Benefits Division.

3. Field Trip Insurance

The University carries bodily injury and property damage insurance that covers the University's liability if University-owned vehicles are used. Students traveling in privately-owned vehicles are protected only by the insurance carried by the owner of the car and their own personal insurance.

4. Worker's Compensation Insurance

Worker's Compensation benefits are in effect to all employees for disability or death as a result of personal injury sustained in the course of their employment for the University.

5. Reporting Accidents

a. Notification of immediate supervisor. In all cases of sickness, accident or emergency which occur while traveling for the University, the employee should notify his/her immediate supervisor by telephone or telegraph. If the supervisor cannot be reached, the employee should inform the on-duty University telephone operator (517-355-1855) and have the message forwarded. The University switchboard is open at all times.

b. Notification of Police. The driver of an MSU vehicle involved in an accident must immediately report the accident to the Police Department in the enforcement jurisdiction.

c. Notification of the Office of Risk Management. The driver of the MSU vehicle or an authorized representative of the department must fill out form No. Z43D0080, "Michigan State University Automobile Accident or Loss Notice Report." See Section 35 of this Manual. This form may be found in the glove compartment of each MSU vehicle or obtained from the Office of Risk Management, 372 Administration Building, 355-5022. The Automobile Accident or Loss Notice Report form must be delivered to the Office of Risk Management on the day of the accident or as soon as practicable. Drivers of MSU vehicles involved in accidents should make every effort to obtain the name, address and telephone number of insurance companies or agents covering the other vehicles involved.

d. Accidents involving injuries must be reported at once by telephone to the Office of Risk Management, 355-5022 Monday through Friday or the Department of Public Safety, 355-2221 at all other times. Accidents involving injuries to employees should also be reported to the Worker's Compensation Office, 353-5394.

6. Refer to Section 35 of this Manual for further information on insurance.

E. <u>Travel under Contract, Gift and Grant Funds</u>

1. When travel is funded under contract, gift or grant funds, all requests for authorization and reimbursement must be in accordance with the regulations of the University, or research grant or contract, whichever is the most restrictive.

2. Travel must be restricted to those who are closely associated with the contract, gift or grant. Unit administrators and deans must make sure that travel authorizations and Travel Vouchers clearly state the relationship of the travel to the contract, gift or grant. Expenditures disallowed for failure to conform to contract gift or grant regulations are charged against departmental or college budgets.

REIMBURSEMENT CHART

Type of Expenditure	Reimbursement Rate		Original Receipts Required
Lodging			
Room	At actual cost (single rate)		Itemized receipt from hotel or motel (single occupancy)
Suite or Conference Room	At actual cost		Itemized receipt and statement of its use
Tips	Only once each occupancy not to exceed $2.00		None
Meals-not included in conference fees. Includes tips.			
	Standard	**Federal Key Cities (7)**	
Full Day	$25.00 maximum	$33.00 maximum	None
Breakfast	4.50 maximum	6.00 maximum	None
Lunch	6.50 maximum	8.00 maximum	None
Dinner	14.00 maximum	19.00 maximum	None
Guest (1, 2)	Full Reimbursement	Full Reimbursement	Specific business purpose, name of guest(s) and his/her affiliation. Receipts if more than maximum for one individual.
Transportation			
Personal car-miles (3)	25.5 cents per mile		None
Mileage-vicinity travel	25.5 cents per mile		Itemized separate from enroute miles.
Bridge and toll road	Full reimbursement		None
Driving extra car	Split of single car reimbursement		None
Lansing airport (4)	25.5 cents per mile		None
Commercial Carrier - Plane, train, bus, ship	Lowest round trip fare		Commercial carrier's original receipt (ticket stubs for airfares)
Taxi	Lowest possible cost		None
Limousine	Lowest possible cost		Receipt required
Taxi/Limo tips	10% of actual fare		None
University vehicle	Gas, repairs and towing (no mileage)		Receipt for payment made
Rental vehicle (5)	Economy class rate		Itemized receipt from rental agency
Private plane	Lowest of round trip air fare or car mileage		None
Parking - private or MSU car	Up to $3.00 per day		None
	Over $3.00 per day		Itemized receipts
Other			
Conference expenses (6)	Full reimbursement		Itemized receipts
Telephone and telegram	Actual cost		Date of call, name, business affiliation and location of person contacted
Travelers checks	Actual cost/Intl only		Receipt required
Miscellaneous	Up to $2.50 per day		Itemize
	Over $2.50 per day		Itemize and receipts
Limited Reimbursement	Determined prior to departure for an amount less than anticipated expense		Same as listed above

(1) MSU staff members who entertain guests may also receive reimbursement in excess of the maximum allowance if (a) entertainment of guests is a part of the approved purpose of the trip, (b) on-campus facilities are used if possible, (c) reimbursement excludes alcoholic beverages and (d) receipts, names and business affiliations of guests are provided.
(2) In cases involving grants and contracts, the Office of Contract and Grant Administration should be consulted in order to determine whether this expense is reimbursable.
(3) Personal car mileage is taken from the Rand McNally Standard Highway Mileage Guide which assumes that travel is to the center of the city to which you are going. 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.
(4) Reimbursement for two round trips to and from the Lansing airport. Taxi fare limited to the fare amount to and from campus.
(5) CDW/LDW and Liability Waiver costs are not reimbursable.
(6) Conference registration fees may be paid on a Direct Pay Voucher.
(7) Reimbursement at Federal Key City per diem rates is provided when the lodging purchased is located within the city limits of the key city.

FEDERAL KEY CITIES FOR
FOR $33.00 MEAL PER DIEM

ALASKA
- All locations

CALIFORNIA
- Death Valley
- Los Angeles
- Palm Springs
- Sacramento
- San Diego
- San Francisco
- San Jose
- San Mateo
- Santa Barbara
- Santa Cruz
- South Lake Tahoe
- Yosemite National Park

COLORADO
- Aspen
- Boulder
- Denver
- Keystone/Silverthorne
- Vail

CONNECTICUT
- Hartford
- Salisbury

DISTRICT OF COLUMBIA
- Washington, D.C.

FLORIDA
- Miami

GEORGIA
- Atlanta

HAWAII
- Island of Oahu

ILLINOIS
- Chicago

LOUISIANA
- New Orleans

MARYLAND
- Baltimore
- Columbia
- Ocean City

MASSACHUSETTS
- Andover
- Boston
- Martha's Vineyard

MICHIGAN
- Detroit

NEVADA
- Las Vegas

NEW JERSEY
- Atlantic City
- Eatontown
- Newark
- Ocean City/Cape May
- Princeton/Trenton

NEW MEXICO
- Cloudcroft
- Santa Fe

NEW YORK
- Monticello
- New York City
- Saratoga Springs
- White Plains

OHIO
- Cleveland

PENNSYLVANIA
- Philadelphia
- Valley Forge

RHODE ISLAND
- Newport

SOUTH CAROLINA
- Hilton Head

TEXAS
- Dallas/Fort Worth
- Houston

VIRGINIA
- Williamsburg

WASHINGTON
- Seattle

IN-STATE MILEAGE CHART

Adrian	73
Albion	40
Algonac	119
Allegan	87
Allendale	81
Alma	49
Alpena	211
Ann Arbor	63
Auburn Heights	80
Bad Axe	134
Baldwin	134
Bangor	102
Baraga	468
Battle Creek	49
Bay City	82
Belding	55
Bellaire	194
Benton Harbor	120
Berkley	78
Berrien Springs	132
Bessemer	534
Big Rapids	107
Birmingham	78
Blissfield	87
Bloomfield Hills	75
Boyne City	196
Brighton	45
Bronson	85
Buchanan	136
Cadillac	129
Calumet	510
Caro	98
Carrolton	69
Carson City	44
Cass City	113
Cassopolis	118
Cedar	196
Cedar Springs	85
Centreville	95
Charlevoix	206
Charlotte	23
Chatham	356
Cheboygan	216
Chelsea	61
Chesaning	50
Clare	80
Clarkston	77
Clawson	77
Clear Lake	60
Clinton	74
Clio	57
Coldwater	69
Comstock	71
Constantine	110
Coopersville	86
Corunna	35
Croswell	125
Crystal Falls	453
Davison	59
Decatur	102
DeTour	286
Detroit	85
Dowagiac	118
Drayton Plains	71
Dunbar Exp. Sta.	280
Dundee	88
Durand	35
E. Grand Rapids	62
East Jordan	196
Eaton Rapids	20
Edmore	73
Entrican	76
Escanaba	372
Essexville	86
Evart	106
Farmington	63
Fennville	106
Fenton	59
Ferndale	77
Flat Rock	95
Flint	50
Flushing	49
Fowlerville	25
Frankenmuth	71
Frankfort	177
Fremont	114
Galesburg	63
Gaylord	168
Gladstone	363
Gladwin	111
Graham Exp. Sta.	71
Grand Blanc	54
Grand Haven	96
Grand Ledge	15
Grand Rapids	66
Grandville	74
Grant	94
Grayling	143
Gull Lake	61
Greenville	65
Hancock	496
Harbor Beach	150
Harbor Springs	216
Harrison	96
Hart	136
Hartford	105
Hastings	50
Hidden Lake	64
Higgins Lake	130
Highland Park	80
Hillsdale	70
Holland	88
Holly	63
Holt	11
Homer	60
Houghton	504
Howard City	94
Howell	34
Hubbell	505
Hudson	71
Imlay City	84
Ionia	38
Iron Mountain	423
Iron River	469
Ironwood	535
Ishpeming	409
Ithaca	43
Jackson	32
Jonesville	72
Kalamazoo	75
Kalkaska	172
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Kellogg Forest	66
Kettunen Ct.	130
Kingsford	430
L'Anse	457
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Lake Linden	508
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Marcellus	110
Marine City	123
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Marshall	45
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Menominee	426
Middleville	61
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Milford	59

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Mohawk	517
Monroe	101
Montague	120
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Morrice	23
Mt. Clements	94
Mt. Pleasant	65
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Nashville	39
Negaunee	407
New Baltimore	105
New Buffalo	148
Newaygo	103
Newberry	298
Niles	128
Northport	199
Northville	64
Norway	416
Olivet	34
Onaway	217
Ontonagon	505
Orchard Lake	71
Otsego	80
Ovid	26
Owosso	31
Oxford	85
Parma	46
Paw Paw	92
Perry	20
Petoskey	202
Pinconning	102
Pigeon	128
Plainwell	78
Plymouth	70
Pontiac	70
Port Austin	149
Port Huron	119
Port Sanilac	134
Portland	25
Quincy	77
Ramsay	535
Reed City	119
Reese	82
Richmond	115
Rochester	80
Rockford	78
Rogers City	249
Roscommon	141
Russ Forest	112
Saginaw	70
Sandusky	122
Saranac	48
Slt. Ste. Marie	278
Scottville	158
Sebewaing	111
Shelby	134
Shouthfield	71
South Haven	110
South Lyon	58
Sparta	85
Spring Arbor	45
Spring Lake	96
Springport	36
St. Charles	52
St. Clair	130
St. Ignace	231
St. Johns	21
St. Joseph	120
St. Louis	51
St. Mary's Lake	48
Stambaugh	471
Standish	114
Stanton	61
Sturgis	91
Sylvan Lake	65
Tawas City	146
Tecumseh	78
Three Oaks	145
Three Rivers	102
Traverse City	172
Troy	86
Tustin	147
Union City	76
Utica	85
Vassar	85
Vicksburg	77
Wakefield	530
Walden Woods	45
Walled Lake	58
Warren	85
Watervliet	105
Wayland	87
Webberville	19
West Branch	126
White Pigeon	111
Whitehall	121
Williamston	14
Wyandotte	96
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St. Lawrence	7
MDPH	8
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ALABAMA	
Birmingham	706
Huntsville	610
Mobile	945
Montgomery	797
Tuscaloosa	754
ARIZONA	
Phoenix	1891
Tucson	1869
ARKANSAS	
Little Rock	805
CALIFORNIA	
Los Angeles	2219
Sacramento	2243
San Diego	2240
San Francisco	2336
COLORADO	
Boulder	1201
Colorado Springs	1222
Denver	1196
CONNECTICUT	
Hartford	763
New Haven	735
Stanford	696
DELAWARE	
Dores	635
Wilmington	604
DISTRICT OF COLUMBIA	
Washington, D.C.	551
FLORIDA	
Ft. Lauderdale	1325
Miami	1348
Orlando	1142
Tampa	1160
GEORGIA	
Atlanta	790
Augusta	774
Savannah	892
IDAHO	
Boise	1884
ILLINOIS	
Champaign	326
Argonne	266
Chicago	216
Chicago (O'Hare)	233
Peoria	241
Springfield	375
INDIANA	
Evansville	415
Fort Wayne	132
Gary	184
Indianapolis	248
South Bend	134
IOWA	
Cedar Rapids	426
Des Moines	529
KANSAS	
Kansas City	688
Topeka	747
Wichita	872
KENTUCKY	
Bowling Green	460
Lexington	351
Louisville	356
LOUSIANA	
Baton Rouge	1043
New Orleans	1030
MAINE	
Augusta	967
Caribou	1196
MARYLAND	
Annapolis	573
Baltimore	548
MASSACHUSETTS	
Boston	843
MINNESOTA	
Duluth	647
Minneapolis	611
St. Paul	601
MISSISSIPPI	
Columbus	560
Jackson	893
MISSOURI	
Columbia	560
Kansas City	683
Springfield	682
St. Louis	470
MONTANA	
Helena	1631
NEBRASKA	
Hastings	814
Lincoln	713
Omaha	656
NEVADA	
Carson City	2124
Las Vegas	1969
Reno	2110
NEW HAMPSHIRE	
Concord	835
Manchester	844
NEW JERSEY	
Atlantic City	679
Newark	661
Trenton	641
NEW MEXICO	
Albuquerque	1465
Santa Fe	1433
NEW YORK	
Albany	680
Buffalo	402
New York City	682
Syracuse	545
NORTH CAROLINA	
Charlotte	687
Greensboro	650
Raleigh	726
Winston-Salem	624
NORTH DAKOTA	
Bismark	1037
Fargo	844

OHIO

Cincinnati	271
Cleveland	215
Columbus	244
Dayton	228

OKLAHOMA

Oklahoma City	970
Tulsa	866

OREGON

Eugene	2322
Portland	2289
Salem	2327

PENNSYLVANIA

Harrisburg	519
Philadelphia	618
Pittsburgh	332

RHODE ISLAND

Newport	836
Providence	832

SOUTH CAROLINA

Charleston	874
Columbia	766

SOUTH DAKOTA

Pierre	969
Sioux Falls	753

TENNESSEE

Chattanooga	610
Knoxville	524
Memphis	682
Nashville	513

TEXAS

Austin	1284
Dallas	1100
El Paso	1614
Fort Worth	1124
Houston	1234
San Antonio	1361

UTAH

Provo	1610
Salt Lake City	1587

VERMONT

Burlington	776
Montpelier	811

VIRGINIA

Norfolk	711
Richmond	628
Roanoke	579

WASHINGTON

Olympia	2259
Seattle	2219

WEST VIRGINIA

Charleston	399
Huntington	371
Parkersburg	337

WISCONSIN

Green Bay	403
Madison	354
Milwaukee	293

WYOMING

Casper	1235
Cheyenne	1151

CANADA

Montreal	634
Quebec	795
Toronto	298

COLLEGES & UNIVERSITIES

Indiana University	298
Northwestern Univ.	236
Notre Dame	134
Ohio State Univ.	244
Purdue University	235
Univ. of Chicago	216
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Univ. of Minnesota	611
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MICHIGAN STATE UNIVERSITY

TRAVEL VOUCHER

TRAVEL AUTHORIZATION

This section must be completed prior to departure. See back of pink copy for complete instructions.

Name ______________________________
(Last) (First) (Soc. Sec. or Student #)

Department ______________________ Unit Code ________

Room/Building ______________________

Che[illegible]: ☐ Faculty ☐ Staff ☐ Graduate Student ☐ Undergraduate ☐ Other

Date of Departure ______________ Date of Return ______________

Destination(s): ______________________
City State Country (if foreign travel)

Travel Reimbursed by: MSU Funds______ Non-MSU Funds______ Travel Advance $______ None______

Reimbursement Limited to: ______________________

Appr[illegible] for use of Motor Pool Vehicle: Yes_____ No_____

Appr[illegible] or Overseas Travel-Dean or Vice President ______________________

PURPOSE OF TRIP:

ACCOUNT TO BE CHARGED

Page: 70.VI.7
Date: 3-31-90

DEPARTMENT ______________________

ADDRESS ______________________

ACCOUNT NUMBER	OBJECT CLASS	AMOUNT

Administrative Approvals (Signature(s))

Unit Administrator ______________ Date ______

Unit Administrator ______________ Date ______

Contract and Grant | Cashier's | Planning and Budgets

EXPENSE REIMBURSEMENT

DATE	STARTING POINT	DESTINATION	Manner of Travel MILEAGE	RATE	AMOUNT
				Travel Sub-Total	$

SUBSISTENCE AND MISCELLANEOUS

Br - Breakfast LU - Lunch DI - Dinner
Lo - Lodging M - Miscellaneous

DATE		AMOUNT
	Subsistence and Misc-Sub-Total	$

I certify that the expenses claimed herein were necesssary and reasonable in carrying out my Univ[illegible]ity responsibilities and are reimbursable under University policy.

Reviewed and Verified:

Traveller's Signature ______ Date ______ Unit Administrator Designate ______ Date ______

Contracts and Grants	Travel Sub-Total	$
	Total Claim	$
Accounts Payable	Limit	$
Accounting		
	Check number	Date

Re[illegible] on Out-of-State Travel

This section should be completed if travel took place outside of the State of Michigan.

Majo[illegible]ose of trip. (check one only)

1. ☐ Travel in support of professional improvement
2. ☐ Travel in support of instructional program
3. ☐ Travel in support of research program
4. ☐ Travel in support of public service program
5. ☐ Travel in support of administrative function
6. ☐ Travel in support of intercollegiate competition
7. ☐ Travel in support of international programs
8. ☐ Miscellaneous travel not covered above

#140-2786

MICHIGAN STATE UNIVERSITY — TRAVEL VOUCHER

TRAVEL AUTHORIZATION

This section must be completed prior to departure. See back of pink copy for complete instructions.

Name: Smith (Last) John (First) 123-44-5678 (Soc. Sec. or Student #)

Department: International Programs Unit Code: 12345

Room/Building: 207 International Center

Check One: X Faculty ☐ Staff ☐ Graduate Student ☐ Undergraduate ☐ Other

Date of Departure: 6/1/87 Date of Return: 6/8/87

Destination(s): Brasilia & Rio de Jan., Brazil, S.A. (City / State / Country (If foreign travel))

Travel Reimbursed by: MSU Funds X Non-MSU Funds ____ Travel Advance $____ None X

Reimbursement Limited to: ____

Approval for use of Motor Pool Vehicle: Yes ____ No X

Approval for Overseas Travel-Dean or Vice President: I. M. Dean

PURPOSE OF TRIP: Review progress under the contract

ACCOUNT TO BE CHARGED

Page: 70.VI.8
Date: 3-31-90

DEPARTMENT: International Programs

ADDRESS: 207 International Center

ACCOUNT NUMBER	OBJECT CLASS	AMOUNT
71-XXXX	026	1,734.60
71-XXX1	026	589.00*

Administrative Approvals (Signature(s))

Sally Spartan 5/1/87
Unit Administrator — Date

Unit Administrator — Date

Contract and Grant — Cashier's — Planning and Budgets

EXPENSE REIMBURSEMENT

DATE	STARTING POINT	DESTINATION	Manner of Travel MILEAGE	RATE	AMOUNT
6/1	MSU	Lansing Airport	10 mi.	.20	2.00
	LV Lansing 1:30 PM		Air		589.00 *
6/2		ARR Rio de Janeiro 9:00 AM			
6/2	Rio de Janeiro Airport	Hotel	Taxi		7.50
6/3	Rio de Janeiro Hotel	Airport	Taxi		7.50
6/3	LV Rio de Janeiro 12:30 PM		Air		300.00
6/3		ARR Brasilia 3:00 PM			
6/3	Brasilia Airport	Hotel	Taxi		5.25
6/4	Hotel	Embassy	Taxi		25.00
	Embassy	AID	Taxi		10.00
6/4	AID	Hotel	Taxi		12.50
				Travel Sub-Total	$

SUBSISTENCE AND MISCELLANEOUS

Br - Breakfast LU - Lunch Di - Dinner Lo - Lodging M - Miscellaneous

DATE		AMOUNT
6/1	Int'l P/D 2/4 @ 6.00	3.00
6/2	Int'l P/D 2/4 @ 6.00	3.00
6/2	Rio de Janeiro P/D 2/4 @ 95.00	47.50
6/2	Rio de Janeiro Airport Tax	2.25
6/3	Rio de Janeiro P/D 3/4 @ 95.00	71.25
6/3	Brasilia P/D 1/4 @ 86.00	21.50
6/4	Brasilia P/D 4/4 @ 86.00	86.00
	Subsistence and Misc-Sub-Total	$ 559.10

I certify that the expenses claimed herein were necesssary and reasonable in carrying out my University responsibilities and are reimbursable under University policy.

John Smith 6-8-87
Traveler's Signature — Date

Reviewed and Verified: Rose Bowl 6/9/87
Unit Administrator Designate — Date

Contracts and Grants	Travel Sub-Total	$ 1764.50
	Total Claim	$ 2323.60
Accounts Payable	Limit	$
Accounting	Check number	Date

Report on Out-of-State Travel

This section should be completed if travel took place outside of the State of Michigan.

Major purpose of trip. (check one only)

1. ☐ Travel in support of professional improvement
2. ☐ Travel in support of instructional program
3. X Travel in support of research program
4. ☐ Travel in support of public service program
5. ☐ Travel in support of administrative function
6. ☐ Travel in support of intercollegiate competition
7. ☐ Travel in support of international programs
8. ☐ Miscellaneous travel not covered above

MICHIGAN STATE UNIVERSITY TRAVEL VOUCHER

TRAVEL AUTHORIZATION

This section must be completed prior to departure. See back of pink copy for complete instructions.

Name Smith (Last) John (First) 123-44-5678 (Soc. Sec. or Student #)

Depar[tment] International Programs Unit Code 12345

Room/Building 207 International Center

[Che]ck One: ☐ Faculty ☐ Staff ☐ Graduate Student ☐ Undergraduate ☐ Other

Date of Departure ______ Date of Return ______

Destination(s): Brasilia & Rio de Jan., Brazil, S.A. (City / State / Country (if foreign travel))

Travel Reimbursed by: MSU Funds____ Non-MSU Funds____ Travel Advance $____ None____

Reimbursement Limited to: ______

[Ap]proval for use of Motor Pool Vehicle: Yes____ No____

[Appro]val [O]verseas Travel-Dean or Vice President ______

PURPOSE OF TRIP: Review progress under the contract.

ACCOUNT TO BE CHARGED

Page: 70.VI.9
Date: 3-31-90

DEPARTMENT International Programs

ADDRESS 207 International Center

ACCOUNT NUMBER	OBJECT CLASS	AMOUNT
71-XXXX	026	

Administrative Approvals (Signature(s))

Unit Administrator ______ Date ______

Unit Administrator ______ Date ______

Contract and Grant | Cashier's | Planning and Budgets

EXPENSE REIMBURSEMENT

DATE	STARTING POINT	DESTINATION	Manner of Travel MILEAGE	RATE	AMOUNT
6/5	Brasilia Hotel	Airport	Taxi		5.25
6/5	LV Brasilia 10:30 AM		Air		200.00
		ARR Belo Horizonte 11:30 AM			
6/5	Belo Airport	Hotel	Taxi		4.75
6/7	Belo Hotel	Airport	Taxi		4.75
6/7	LV Belo 10:00 PM		Air		589.00
		ARR Lansing 6:00 PM			
6/8	Lansing Airport	MSU	10 mi.	.20	2.00
				Travel Sub-Total	$

SUBSISTENCE AND MISCELLANEOUS

Br - Breakfast LU - Lunch DI - Dinner Lo - Lodging M - Miscellaneous

DATE		AMOUNT
6/5	Brasilia P/D 2/4 @ 86 .00	43.00
6/5	Belo Horizonte P/D 2/4 @ 105.00	52.50
6/6-		
6/7	Belo P/D 2 Days @ 105.00	210.00
6/7	Belo Airport Tax	2.10
6/8	Int'l P/D 3/4 @ 6.00	4.50
6/8	Airport Parking	12.50
	Subsistence and Misc-Sub-Total	$

I certify that the expenses claimed herein were necesssary and reasonable in carrying out my University responsibilities and are reimbursable under University policy.

Reviewed and Verified:

Traveller's Signature ______ Date ______ Unit Administrator Designate ______ Date ______

Contracts and Grants | Travel Sub-Total $

Total Claim $

Accounts Payable | Limit $

Accounting

Check number ______ Date ______

Report on Out-of-State Travel

This section should be completed if travel took place outside of the State of Michigan.

Major [purpo]se of trip. (check one only)

1. ☐ [Travel] in support of professional improvement
2. ☐ Travel in support of instructional program
3. ☐ Travel in support of research program
4. ☐ Travel in support of public service program
5. ☐ Travel in support of administrative function
6. ☐ Travel in support of intercollegiate competition
7. ☐ Travel in support of international programs
8. ☐ Miscellaneous travel not covered above

STOCK #140-2786

Type of Expenditure	Reimbursement Rate		Original Receipts Required
Lodging			
Room	At actual cost (single rate)		Itemized receipt from hotel or motel (single occupancy)
Suite or Conference Room	At actual cost		Itemized receipt and statement of its use
Tips	Only once each occupancy not to exceed $2.00		None
Meals-not included in conference fees. Includes tips.			
	Standard	**Federal Key Cities (7)**	
Full Day	$25.00 maximum	$33.00 maximum	None
Breakfast	4.50 maximum	6.00 maximum	None
Lunch	6.50 maximum	8.00 maximum	None
Dinner	14.00 maximum	19.00 maximum	None
Guest (1, 2)	Full Reimbursement	Full Reimbursement	Specific business purpose, name of guest(s) and his/her affiliation. Receipts if more than maximum for one individual.
Transportation			
Personal car-miles (3)	25.5 cents per mile		None
Mileage-vicinity travel	25.5 cents per mile		Itemized separate from enroute miles.
Bridge and toll road	Full reimbursement		None
Driving extra car	Split of single car reimbursement		None
Lansing airport (4)	25.5 cents per mile		None
Commercial Carrier -			
Plane, train, bus, ship	Lowest round trip fare		Commercial carrier's original receipt (ticket stubs for airfares)
Taxi	Lowest possible cost		None
Limousine	Lowest possible cost		Receipt required
Taxi/Limo tips	10% of actual fare		None
University vehicle	Gas, repairs and towing (no mileage)		Receipt for payment made
Rental vehicle (5)	Economy class rate		Itemized receipt from rental agency
Private plane	Lowest of round trip air fare or car mileage		None
Parking - private or MSU car	Up to $3.00 per day		None
	Over $3.00 per day		Itemized receipts
Other			
Conference expenses (6)	Full reimbursement		Itemized receipts
Telephone and telegram	Actual cost		Date of call, name, business affiliation and location of person contacted
Travelers checks	Actual cost/Intl only		Receipt required
Miscellaneous	Up to $2.50 per day		Itemize
	Over $2.50 per day		Itemize and receipts
Limited Reimbursement	Determined prior to departure for an amount less than anticipated expense		Same as listed above

(1) MSU staff members who entertain guests may also receive reimbursement in excess of the maximum allowance if (a) entertainment of guests is a part of the approved purpose of the trip, (b) on-campus facilities are used if possible, (c) reimbursement excludes alcoholic beverages and (d) receipts, names and business affiliations of guests are provided.
(2) In cases involving grants and contracts, the Office of Contract and Grant Administration should be consulted in order to determine whether this expense is reimbursable.
(3) Personal car mileage is taken from the Rand McNally Standard Highway Mileage Guide which assumes that travel is to the center of the city to which you are going. 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.
(4) Reimbursement for two round trips to and from the Lansing airport. Taxi fare limited to the fare amount to and from campus.
(5) CDW/LDW and Liability Waiver costs are not reimbursable.
(6) Conference registration fees may be paid on a Direct Pay Voucher.
(7) Reimbursement at Federal Key City per diem rates is provided when the lodging purchased is located within the city lim[illegible] the ke[illegible]

MICHIGAN STATE UNIVERSITY

SELECTED

TRAVEL POLICIES

AND

PROCEDURES

MICHIGAN STATE UNIVERSITY
FOUNDED 1855

MARCH 1990

Travel policies and procedures are set forth in detail in the Manual of Business Procedures, Section 70. A brief summary of travel policies and a memorandum space are given here. See chart on the back for reimbursable expenses and receipts required.

Authorization

Local Travel - Local travel is authorized by the Dean of your college sending an authorization letter to Accounts Payable, 360 Administration. If reimbursement is requested, a trip log must be kept. **Instate, Out-of-State and Foreign Travel** are authorized on the Travel Voucher, General Stores Stock #140-2786.

Private Vehicles

Gas, repairs, towing etc. are included in the mileage. Parking, tolls, etc. are separately reimbursable. For purposes of reimbursement, personal car mileage is taken from the most recent version of the Rand McNally **Standard Highway Mileage Guide.** This reference 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.

University-owned Vehicles

If a vehicle has been assigned to a department, sign out and sign in on departmental records. If a Motor Pool vehicle is requested, present the signed Travel Voucher, General Stores Stock #140-2786. An Insurance card for the vehicle is in the glove box of the Motor Pool car and gasoline credit cards are in the key holder.

Rental Vehicles

Economy class when available. Request MSU Corporate rate or any lower advertised specials. See **"Travel Regulations,"** Manual of Business Procedures, Section 70, for reimbursement policy.

Plane Fare

Must be at economy, coach or tourist class rates unless the traveler certifies on the Travel Voucher that such classes were not available. For Foreign travel, see Manual of Business Procedures, Section 70.

Deductible Expenses

In many instances, the expenses that you incur in excess of the amounts reimbursable under the University Travel Regulations may be a deductible expense for income tax purposes. Please consult with your tax preparer.

Travel Advances

Advances are limited to graduate students, employees who are not eligible for a Corporate Card and enroute foreign travel expenses.

Obtaining an Advance

Present authorization form (graduate assistants-appointment papers also) to Cashier's Office, 110 Administration Building 8:15 a.m. to 4:15 p.m. If a trip is cancelled, the advance is due immediately.

Repayment of an Advance

Advances are due 30 days from the trip completion date. Prepare a Travel Voucher for reimbursement and submit it with original receipts to Accounts Payable. The voucher should be made out to "MSU for the account of **traveler's name.**" The Travel Advance Office will deduct the amount owed and refund the difference or bill for the balance due.

Insurance

For personal injury, report circumstances to immediate supervisor, University Office of Risk Management (355-5022) and Workers Compensation Office (353-5394) as soon as possible. For further explanation of insurance coverage, refer to the Manual of Business Procedures, Section 35.

List of Travel Expenses

Day	Meals	Hotel	Transport.	Tips/Misc.

INVOICE PROCESSING SYSTEM

I. **GENERAL** - The invoice processing system is used to process payments for all items obtained by purchase order (excluding purchase order drafts).

II. **PROCEDURES**

A. Upon receipt of a vendor invoice, Accounts Payable will audit the invoice and schedule it for payment according to the terms of the purchase order and the invoice. A copy of the invoice and Form CO-IA-19C, Vendor Invoice Confirmation (see sample, page 74.3) will be forwarded to the ordering department, indicating the date scheduled for payment.

B. If the invoice received by the Accounts Payable Department has "net" payment terms (in conformance to the purchase order terms) or offers a prompt payment discount, the usual vendor invoice confirmation procedures may not be feasible due to the limited time available to make the payment. In these cases, special invoice payment notification procedures are followed.

1. If the invoice total is $1,000 or less, Accounts Payable will audit the invoice and schedule it for payment according to the terms of the purchase order and the invoice. A copy of the invoice, along with a Vendor Invoice Payment Notice (see sample, page 74.4), will be forwarded to the ordering department indicating the date scheduled for payment.

2. If the invoice total is greater than $1,000, Accounts Payable will audit the invoice, then telephone the ordering department to verify delivery of the material or receipt of the service. If the material or service has been provided according to the terms of the purchase order, Accounts Payable will schedule the invoice for payment according to the terms of the purchase order and the invoice. A copy of the invoice, along with a Vendor Invoice Confirmation, will be forwarded to the ordering department indicating the date scheduled for payment.

C. The ordering department should verify receipt of materials or services covered by the vendor invoice.

1. If the materials or services have been satisfactorily received, the department should retain the invoice copy for their records. No further action is required. The invoice will be paid on the date indicated.

2. If payment should not be made (damaged goods, incomplete shipment, etc.), the department should make a copy of the invoice for its files and return the invoice and the Vendor Invoice Confirmation form (or Vendor Invoice Payment Notice form if applicable) to Accounts Payable indicating the reason for withholding payment. If the vendor has not been paid, Accounts Payable will withhold payment or pay that portion of the invoice approved for payment. The department

must follow through with the Purchasing Department to obtain the necessary corrections from the vendor.

D. Applicable credits and discounts, if any, will be deducted by Accounts Payable prior to processing for payment.

E. Weekly, the Accounting Department will distribute a Departmental Invoice Summary (see sample, page 74.5) to the departments. This summary lists the invoices paid from departmental accounts during the week. If large numbers of vendor invoices are received at one time and paid on one check against one purchase order, the invoice number reference on the Departmental Invoice Summary will be listed as "VARIOUS." For these payments, an Invoice Data Sheet (see sample, page 74.6) will accompany the summary report which will provide the detail invoice numbers and invoice amounts. These reports are provided to notify departments of payments made and as an aid in reconciling monthly ledgers to departmental records.

F. Any questions concerning this procedure should be directed to Accounts Payable at 353-2011.

Dept. Name ______________________

Address ______________________

P.O No. ______________________

Auditor ______________________

IMPORTANT

VENDOR INVOICE CONFIRMATION

1. Please examine the attached invoice for correctness. **If the invoice is CORRECT, no response is required.** The Purchasing Department obtains the best payment terms from vendors and the Controller's Office pays vendors based on those terms. Accordingly, the attached invoice is due and will be paid on ______________unless you advise us not to make payment. Please retain the invoice for your records.

2. **If the invoice is INCORRECT, please return it IMMEDIATELY to Invoice Audit with this notice.** Indicate below the reason(s) why payment should be withheld or which portion of the invoice is proper to pay.

3. If payment date is within three (3) working days please call immediately if payment is to be withheld.

4. Reason for not paying invoice:

Accounts Payable
366 Administration Bldg.
Phone: 353-2011

____

Department Signature Date

____

Dept. Phone

CO-1A-19C 0-13939

Michigan State University Printing

Dept. Name ____________________

Address ______________________

P.O. No. _____________________

Auditor ______________________

I M P O R T A N T

VENDOR INVOICE PAYMENT NOTICE

1. The attached invoice is due to be paid on ________. As the payment terms on the purchase order are "Net" or a prompt payment discount is offered, AND the invoice total is $1,000.00 or less, payment must be made immediately. Please retain the invoice copy for your records.

2. If the invoice is incorrect, please contact the auditor whose initials appear above by either telephone or memo. Explain fully all problems regarding this invoice.

Accounts Payable
360 J. Hannah Administration Building
Phone: 353-2011

ACCOUNT MAIL CODE 01720 MICHIGAN STATE UNIVERSITY PAGE 209
DEPT NAME W K KELLOGG BIO STATION A5706 - DEPARTMENTAL INVOICE SUMMARY
ACCT NAME KELLOGG FARM
ADMN RESP COLLEGE OF NATURAL SCIENCE INVOICE PERIOD 03-19-90 THRU 03-23-90 RUN DATE: 03-22-90

PAYMENT DATE	OBJ CLS	DESCRIPTION	PURCHASE ORDER	CHECK NUMBER	VENDOR REFERENCE	PROJECT CODE	GROSS AMOUNT	DISCOUNT	NET AMOUNT
03-19-90	082	CENTRAL DAIRY	006264	209514	112954		356.15		356.15
03-19-90	082	CENTRAL DAIRY	006264	209514	112953		109.18		109.18
03-20-90	082	RICHLAND HOME	006475	209678	56531		2.26		2.26
03-20-90	082	RICHLAND HOME	006475	209678	56894		6.64		6.64
03-20-90	082	BURNIPS EQUIP. CO.	025682	209743	CT14375		68.11		68.11
03-20-90	082	BURNIPS EQUIP. CO.	006269	209743	CT14584		29.47		29.47
03-20-90	082	BURNIPS EQUIP. CO.	006269	209743	CT14737		17.43		17.43
03-20-90	082	RITTER DAIRY EQUIP.	006263	209812	6934		179.25		179.25
03-20-90	082	VAN STRIEN SALES	006265	209820	30536		12.00		12.00
03-20-90	082	BRINK'S INC.	023973	209825	388849330		22.00		22.00
03-21-90	082	PLAINWELL ELEVATOR	005481	209909	139408		336.70		336.70
03-21-90	082	M.C.BUILDING SPL.	006483	209944	M36128		73.92		73.92
03-21-90	082	M.C.BUILDING SPL.	006483	209944	M36140		221.17		221.17
							1,434.28		1,434.28

Page: 74.5
Date: 3-31-90

INVOICE DATA SHEET

VENDOR ______________________

PO ______________________

ACCT. # ______________________

$ AMT. ______________________

CK # ______________________

PAY DATE ______________________

DOC # ______________________

MAIL CODE ______________________

0-17977
Michigan State University Printing

White—Original **Yellow—Vendor Copy** **Green—Department Copy** **Pink—Accounts Payable**

VOUCHERS

I. DIRECT PAYMENT VOUCHER

A. Purpose

1. This voucher was designed to simplify payment when a requisition and purchase order are impractical because of the nature of the payment.

2. Permissible payments without dollar limitation would include:

   a. Training seminars provided either on campus or off campus by outside vendors unless the training was included as a part of the negotiated purchase of equipment or software, etc.

   b. Lecturers, speakers or noncredit course instructors (teaching five or less sessions during one term). For further discussion of these payments see Section 76.

   c. Entertainers.

   d. Purchase of <u>reprinted</u> articles when the vendor does not require a University purchase order.

   e. Magazine subscriptions not available through Ebsco Subscription Services.

   f. Display advertising. <u>However</u>, advertising for the purpose of hiring personnel must be processed on a purchase requisition and University purchase order.

   g. Conference registration fees.

   h. Payment of conference costs (facility, food service, etc.) where the University is the conference sponsor. This does not include conference expenses for faculty and staff who attend the conference.

   i. Memberships in professional organizations and associations in accordance with University policies outlined in Section 47.

   j. Refunds. (NOTE: Refunds of $2.00 or less will not be issued.)

   k. Utility payments for University installations (telephone, gas, electricity).

   l. Shipping such as Federal Express, etc. Shipping which relates to a purchase order transaction must be coordinated with General Stores.

   m. Consultants (exclusive of engineers and architects).

n. Honoraria.

o. Prepayment of airfare for non-University travelers (see Section 70).

p. Repairs to machinery and equipment not under a purchase order contract.

q. Payment of off-campus lodging expenses for University guests.

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

B. Form

Direct Payment Voucher forms (see sample, page 75.9) may be obtained from Stores, stock order #140-2478.

C. Preparation

1. The voucher must be typed by the initiating department, giving the complete name and address of the payee, the department name, account number(s), object code(s) and amount(s) to be charged.

2. If the payment represents rents, royalties, prizes, awards or compensation for services rendered by a non-employee (including payment for related parts or materials) or reimbursement of undocumented travel expenses of a non-employee (individual, sole proprietorship or partnership) the payment must be reported to the Internal Revenue Service on IRS Form 1099 MISC. (See the following paragraph for special case of payments for medical services.) In these instances, the payee's home or business address and social security number or federal employer identification number (FEIN) must be shown on the Direct Payment Voucher.

   For a sole proprietor or individual, the name of the individual (owner) and their social security number <u>must</u> be given. For reportable payments to partnerships, the FEIN is the appropriate tax identification number. For all payees, the business entity classification must also be clearly stated on the voucher (individual, sole proprietor, partnership or corporation). The University generally does not have to report these payments made to corporations.

   Payment for medical services must be reported on IRS Form 1099 MISC for all payees including corporations. For these payments, the payee's FEIN must be provided.

   If the payee is a nonprofit organization, none of the above-listed payments must be reported. If the payee is a nonprofit organization, this disclosure must be made on the Direct Payment Voucher. Documentation of this status can be obtained by having the payee complete an IRS Form W-9, Request for Taxpayer Identification Number and Certification to be submitted with the Direct Payment Voucher. An example of this form is provided on page 75.10 which may be copied for departmental use.

3. A Direct Payment Voucher of $10,000 or more must be cosigned by someone administratively higher unless the voucher is initiated and signed by a dean or an officer of the University.

4. Only one person or company can be paid on a single voucher unless the check is to be made jointly payable.

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

6. Special handling instructions need to be indicated and highlighted in the body of the voucher.

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

8. Any detail, including invoices or contracts explaining the reason for the payment, should be stapled to the white copy.

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

10. The voucher must be signed by an authorized signer for the account(s) being charged.

D. Restrictions

1. Direct Payment Vouchers cannot be used to pay compensation or honoraria unless the payee meets the criteria of an independent contractor (see Section 76).

2. Direct Payment Vouchers cannot be used to award scholarships or grants to currently-enrolled students. These payments must be channeled through the scholarship authorization process in the Office of Financial Aids. Questions concerning this process should be directed to the Office of Financial Aids at 3-5991.

3. Additional payments which are prohibited include:

   a. General Stores stock items.

   b. Physical plant supplies including paint, plumbing, electrical, heating, ventilating and air conditioning or other building supplies where federal, state, local or University building codes apply.

c. Purchase of hazardous materials including cleaning solvents, controlled substances, radioactive materials, weapons and ammunition.

d. Recurring payments, such as equipment rentals or leases and standing open orders.

e. Reimbursements to University employees, including reimbursement of local meals at off-campus facilities. Reimbursement Vouchers should be used in such instances.

f. Advertising for the purpose of hiring personnel.

g. Maintenance and repairs to machinery and equipment under a Purchase Order contract.

h. Prepayment of airfare for University employees.

4. Questions concerning the propriety of using Direct Payment Vouchers should be addressed to Accounts Payable, 360 Administration Building, telephone 355-0331.

E. Routing

1. Departments should retain the pink copy and forward the other copies to Accounts Payable for verification and approval.

2. A Direct Payment Voucher charged to a research grant account (account numbers in the range 61-0000 through 61-9999 and 71-0100 through 71-5999) should be forwarded to the Office of Contract and Grant Administration, 302 Administration Building, for approval. Contract and Grant Administration will forward the voucher to Accounts Payable.

3. A Direct Payment Voucher charged to a general fund salary account should be forwarded to the Office of Planning and Budgets, 321 Administration Building, for approval.

4. After audit, Accounts Payable will forward the voucher to Accounting for payment.

5. Accounting compares the signature on the Direct Payment Voucher to the signature on authorized signature forms.

6. Accounting will assign a voucher check number and prepare the check.

7. The check is mailed directly to the payee with the blue copy.

8. The paid voucher is distributed as follows:
White - Accounting Department
Blue - Payee

II. MULTIPLE CHECK VOUCHER

A. Purpose

This voucher facilitates payments of a common nature to more than one payee (e.g., fee refunds, payments to conference participants, etc.), and eliminates the need to prepare separate vouchers for each payee. (Note: Refunds of $2.00 or less will not be issued.)

B. Form

Multiple Check Voucher forms (see sample, page 75.11) may be obtained from Stores, stock order #140-2570.

C. Preparation

1. The form must be typed by the initiating department giving the complete name and address of each payee, the department name, account number and object code to be charged. If the payee is on campus, the address must conform to requirements established by the Campus Mail Service. If the payments represent compensation to individuals for services performed as independent contractors, the social security number and home address of each payee must be included on the form in order to comply with IRS regulations. See Section 76 for the criteria for independent contractor status.

2. If more than one page is necessary, separate Multiple Check Vouchers must be prepared, with the total indicated on each multiple check voucher submitted.

3. Multiple Check Vouchers may only be charged to one account and one object code.

4. Receipts, where applicable (conference receipts, etc.), must be attached to the voucher.

5. The Multiple Check Voucher must be signed by an authorized signer.

D. Routing

1. The original and the blue copy should be forwarded to Accounts Payable (see item D.2 below for Contract and Grant Accounts). The initiating department should retain the pink copy for their files.

2. Multiple Check Vouchers with charges to research grant accounts (account numbers in the range 61-0000 through 61-9999 and 71-0100 through 71-5999) should be forwarded to the Office of Contract and Grant Administration, 302 Administration Building, for approval. Contract and Grant Administration will forward the voucher to Accounts Payable.

3. After approval, Accounts Payable forwards the voucher to Accounting for payment.

4. Accounting compares the signature on the multiple check voucher to the signature on authorized signature forms.

5. Accounting assigns voucher check numbers and prepares a check for each payee listed.

6. The checks are mailed directly to the payees.

7. The paid voucher is retained in the Accounting Department.

III. REIMBURSEMENT VOUCHER

A. Purposes

1. To reimburse a petty cash fund.

2. To reimburse individuals 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).

3. 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.

4. Purchases made by individuals from their own funds have a limited reimbursement of $100 for any one item, receipt or invoice.

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.

7. Items which individuals cannot purchase directly and then seek reimbursement for include:

   a. General Stores stock items.

   b. Physical plant supplies including paint, plumbing, electrical, heating, ventilating and air conditioning or other building supplies where federal, state, local or University building codes apply.

   c. Purchase of hazardous materials including cleaning solvents, controlled substances, radioactive materials, weapons and ammunition.

d. Conference registration fees, or professional membership dues. These payments should be made directly by using a direct payment voucher.

B. Form

The three-part Reimbursement Voucher forms (see sample, page 75.12) 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, the department name, account number(s) and object code(s) to be charged. If the payee is on campus, the address must conform to requirements established by the Campus Mail Service. THE PURPOSE OF THE EXPENDITURE MUST BE NOTED ON THE VOUCHER.

2. Several purchases may be listed on one voucher. A Reimbursement Voucher should not be prepared until the total to be reimbursed exceeds $2.00.

3. An original receipt, 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 and the amount is less than $10.00 (e.g., parking meters, phone calls made on a pay phone) the purchaser's signature is required in the signature column. If no receipt is available for an expenditure greater than $10.00, a memo explaining the purchase and the reason why a receipt is not available must accompany the voucher. This memo must be signed by the purchaser and approved by the chairperson or director of the department.

   In the event that a personal check was used for a payment, 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 generally not appropriate for the payee to also authorize their own reimbursement. However, deans and vice presidents may authorize their own reimbursement.

D. Routing

1. Departments should retain the pink copy and forward the other copies to Accounts Payable, 360 Administration Building, for verification and approval.

2. A Reimbursement Voucher with charges to research grant accounts (account numbers in the range 61-0000 through 61-9999 and 71-0100 through 71-5999) should be forwarded to the Office of Contract and Grant Administration, 302 Administration Building, for

approval. Contract and Grant Administration will forward the voucher to Accounts Payable.

3. After approval, Accounts Payable will forward the voucher to Accounting for payment.

4. Accounting compares the signature on the reimbursement voucher to the signature on authorized signature forms.

5. Accounting assigns a voucher check number and prepares the check.

6. Checks are mailed directly to the persons to be reimbursed.

7. The paid voucher is distributed as follows:
   White - Accounting Department
   Blue - Payee

IV. TRAVEL VOUCHER

Travel regulations in general are written in Section 70. These regulations include procedures for use and preparation of Travel Vouchers.

V. WEEKLY VOUCHER CHECK SUMMARY

Each week the Accounting Department mails a report which summarizes, by account number, all checks written for that week. For each check, the summary report indicates the payee name, check number, paydate, type of voucher, account number and object code charged and the amount (see sample on page 75.13).

VI. SPECIAL HANDLING

Departments requesting special handling of their voucher checks are assessed a processing fee of $10 per voucher. (Multiple check vouchers are charged $10 for the first check and $2 for each additional check.) Special handling situations subject to the fee include checks requiring expedited handling (e.g. "in-by-ten, out-by-four"), "call when ready" and pick up.

VII. NONRESIDENT ALIEN PAYEES

Payments to nonresident alien payees of rents, royalties, prizes, awards, allowances, compensation and reimbursement of undocumented travel expenses are subject to special Internal Revenue Service rules. See page 76.4 for guidance.

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 P--able, Room 360, Administration ---ing.

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		
.ESS	ADDRESS Date: 3-31-90		
	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

OVED ______ UNIT ADMINISTRATOR ______ DATE

TOTAL PAYMENT

BUDGET APPROVAL ______ DATE

AUDIT

CHECK NUMBER AND DATE

'40-2478 (REV 8-83)

Form **W-9**
(Rev. December 1987)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give this form to the requester. Do NOT send to IRS.

Please print or type

Name (If joint names, list first and circle the name of the person or entity whose number you enter in Part I below. **See instructions if your name has changed.**)

Address

City, state, and ZIP code

List account number(s) here (optional) ▶

Part I Taxpayer Identification Number

Enter your taxpayer identification number in the appropriate box. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. If you do not have a number, see *How To Obtain a TIN,* below.

Social security number

OR

Employer identification number

Note: *If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.*

Part II For Payees Exempt From Backup Withholding (See Instructions)

Requester's name and address (optional)

Certification.—Under penalties of perjury, I certify that:

(1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**

(2) I am not subject to backup withholding either because I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the IRS has notified me that I am no longer subject to backup withholding (does not apply to real estate transactions, mortgage interest paid, the acquisition or abandonment of secured property, contributions to an individual retirement arrangement (IRA), and payments other than interest and dividends).

Certification Instructions.—You must cross out item (2) above if you have been notified by IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return. (Also see *Signing the Certification* under *Specific Instructions*, later.)

Please Sign Here **Signature ▶** **Date ▶**

Instructions

(Section references are to the Internal Revenue Code.)

Purpose of Form.—A person who is required to file an information return with IRS must obtain your correct taxpayer identification number (TIN) to report income paid to you, real estate transactions, mortgage interest you paid, the acquisition or abandonment of secured property, or contributions you made to an individual retirement arrangement (IRA). Use Form W-9 to furnish your correct TIN to the requester (the person asking you to furnish your TIN), and, when applicable, (1) to certify that the TIN you are furnishing is correct, (2) to certify that you are not subject to backup withholding, and (3) to claim exemption from backup withholding if you are an exempt payee. Furnishing your correct TIN and making the appropriate certifications will prevent certain payments from being subject to the 20% backup withholding.

Note: *If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form.*

How To Obtain a TIN.—If you do not have a TIN, you should apply for one immediately. To apply for the number, obtain **Form SS-5,** Application for a Social Security Number Card (for individuals), or **Form SS-4,** Application for Employer Identification Number (for businesses and all other entities), at your local office of the Social Security Administration or the Internal Revenue Service. Complete and file the appropriate form according to its instructions.

To complete Form W-9 if you do not have a TIN, write "Applied For" in the space for the TIN in Part I, sign and date the form, and give it to the requester. For payments that could be subject to backup withholding, you will then have 60 days to obtain a TIN and furnish it to the requester. During the 60-day period, the payments you receive will not be subject to the 20% backup withholding, unless you make a withdrawal. However, if the requester does not receive your TIN from you within 60 days, backup withholding, if applicable, will begin and continue until you furnish your TIN to the requester.

Note: *Writing "Applied For" on the form means that you have already applied for a TIN **OR** that you intend to apply for one in the near future.*

As soon as you receive your TIN, complete another Form W-9, include your new TIN, sign and date the form, and give it to the requester.

What Is Backup Withholding?—Persons making certain payments to you are required to withhold and pay to IRS 20% of such payments under certain conditions. This is called "backup withholding." Payments that could be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee compensation, and certain payments from fishing boat operators, but do not include real estate transactions.

If you give the requester your correct TIN, make the appropriate certifications, and report all your taxable interest and dividends on your tax return, your payments will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

(1) You do not furnish your TIN to the requester, or

(2) IRS notifies the requester that you furnished an incorrect TIN, or

(3) You are notified by IRS that you are subject to backup withholding because you failed to report all your interest and dividends on your tax return (for interest and dividend accounts only), or

(4) You fail to certify to the requester that you are not subject to backup withholding under (3) above (for interest and dividend accounts opened after 1983 only), or

(5) You fail to certify your TIN. This applies only to interest, dividend, broker, or barter exchange accounts opened after 1983, or broker accounts considered inactive in 1983.

For other payments, you are subject to backup withholding only if (1) or (2) above applies.

Certain payees and payments are exempt from backup withholding and information reporting. See *Payees and Payments Exempt From Backup Withholding,* below, and *Exempt Payees and Payments* under *Specific Instructions,* on page 2, if you are an exempt payee.

Payees and Payments Exempt From Backup Withholding.—The following lists payees that are exempt from backup withholding and information reporting. For interest and dividends, all listed payees are exempt except item (9). For broker transactions, payees listed in (1) through (13), and a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker are exempt. Payments subject to reporting under sections 6041 and 6041A are generally exempt from backup withholding only if made to payees described in items (1) through (7), except that a corporation that provides medical and health care services or bills and collects payments for such services is not exempt from backup withholding or information reporting. Only payees described in items (2) through (6) are exempt from backup withholding for barter exchange transactions, patronage dividends, and payments by certain fishing boat operators.

(1) A corporation.

(2) An organization exempt from tax under section 501(a), or an individual retirement plan (IRA), or a custodial account under 403(b)(7).

(3) The United States or any agency or instrumentality thereof.

(4) A state, the District of Columbia, a possession of the United States, or any political subdivision or instrumentality thereof.

(5) A foreign government or a political subdivision, agency or instrumentality thereof.

(6) An international organization or any agency or instrumentality thereof.

(7) A foreign central bank of issue.

(8) A dealer in securities or commodities required to register in the U.S. or a possession of the U.S.

(9) A futures commission merchant registered with the Commodity Futures Trading Commission.

(10) A real estate investment trust.

(11) An entity registered at all times during the tax year under the Investment Company Act of 1940.

(12) A common trust fund operated by a bank under section 584(a).

(13) A financial institution.

(14) A middleman known in the investment community as a nominee or listed in the most recent publication of the American Society of Corporate Secretaries, Inc., Nominee List.

(15) A trust exempt from tax under section 664 or described in section 4947.

Payments of **dividends** and **patronage dividends** generally not subject to backup withholding also include the following:

- Payments to nonresident aliens subject to withholding under section 1441.
- Payments to partnerships not engaged in a trade or business in the U.S. and that have at least one nonresident partner.
- Payments of patronage dividends not paid in money.
- Payments made by certain foreign organizations.

Payments of **interest** generally not subject to backup withholding include the following:

- Payments of interest on obligations issued by individuals. **Note:** *You may be subject to backup withholding if this interest is $600 or more and is paid in the course of the payer's trade or business and you have not provided your correct TIN to the payer.*
- Payments of tax-exempt interest (including exempt-interest dividends under section 852).
- Payments described in section 6049(b)(5) to nonresident aliens.
- Payments on tax-free covenant bonds under section 1451.
- Payments made by certain foreign organizations.
- Mortgage interest paid by you.

Payments that are not subject to information reporting are also not subject to backup withholding. For details, see sections 6041, 6041A(a), 6042, 6044, 6045, 6049, 6050A, and 6050N, and the regulations under such sections.

Penalties

Failure To Furnish TIN.—If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Failure To Include Certain Items on Your Tax Return.—If you fail to properly include on your tax return certain items reported to IRS, such failure will be treated as being due to negligence, and you will be subject to a penalty of 5% on any part of an underpayment of tax attributable to that failure unless there is clear and convincing evidence to the contrary.

Civil Penalty for False Information With Respect to Withholding.—If you make a false statement with no reasonable basis that results in no imposition of backup withholding, you are subject to a penalty of $500.

Criminal Penalty for Falsifying Information.—Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Specific Instructions

Name.—If you are an individual, generally provide the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage, without informing the Social Security Administration of the name change, you may enter your first name and both the last name shown on your social security card and your new last name.

Signing the Certification.—

(1) Interest, Dividend, and Barter Exchange Accounts Opened Before 1984 and Broker Accounts That Were Considered Active During 1983.—You are not required to sign the certification; however, you may do so. You are required to provide your correct TIN.

(2) Interest, Dividend, Broker and Barter Exchange Accounts Opened After 1983 and Broker Accounts That Were Considered Inactive During 1983.—You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item (2) in the certification before signing the form.

(3) Real Estate Transactions.—You must sign the certification. You may cross out item (2) of the certification if you wish.

(4) Other Payments.—You are required to furnish your correct TIN, but you are not required to sign the certification unless you have been notified of an incorrect TIN. Other payments include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services, payments to a nonemployee for services (including attorney and accounting fees), and payments to certain fishing boat crew members.

(5) Mortgage Interest Paid by You, Acquisition or Abandonment of Secured Property, or IRA Contributions.—You are required to furnish your correct TIN, but you are not required to sign the certification.

(6) Exempt Payees and Payments.—If you are exempt from backup withholding, you should complete this form to avoid possible erroneous backup withholding. Enter your correct TIN in Part I, write "EXEMPT" in the block in Part II, cross out item (2) of the certification, sign and date the form. If you are a nonresident alien or foreign entity not subject to backup withholding, give the requester a completed **Form W-8,** Certificate of Foreign Status.

(7) TIN "Applied For."—Follow the instructions under *How To Obtain a TIN,* earlier, sign and date this form.

Signature.—For a joint account, only the person whose TIN is shown in Part I should sign the form.

Privacy Act Notice.—Section 6109 requires you to furnish your correct taxpayer identification number (TIN) to persons who must file information returns with IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, or contributions you made to an individual retirement arrangement (IRA). IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 20% of taxable interest, dividend, and certain other payments to a payee who does not furnish a TIN to a payer. Certain penalties may also apply.

What Name and Number To Give the Requester

For this type of account:	Give the name and SOCIAL SECURITY number of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor[2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
5. Sole proprietorship	The owner[3]

For this type of account:	Give the name and EMPLOYER IDENTIFICATION number of:
6. A valid trust, estate, or pension trust	Legal entity (Do not furnish the identification number of the personal representative or trustee unless the legal entity itself is not designated in the account title.)[4]
7. Corporate	The corporation
8. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
9. Partnership	The partnership
10. A broker or registered nominee	The broker or nominee
11. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

[1] List first and circle the name of the person whose number you furnish.

[2] Circle the minor's name and furnish the minor's social security number.

[3] Show the name of the owner.

[4] List first and circle the name of the legal trust, estate, or pension trust.

Note: *If no name is circled when there is more than one name, the number will be considered to be that of the first name listed.*

☆U. S. GOVERNMENT PRINTING OFFICE: 1987—205-416

MICHIGAN STATE UNIVERSITY
REIMBURSEMENT VOUCHER

INSTRUCTIONS:
1. Prepare with a typewriter.
2. Refer to Manual of Business Procedure Section 75.
3. Send white and blue copies to Accounts Payable, 360 Administration Building.

DISTRIBUTION
White—Controller's Office.
Blue—Mailed to payee with the check.
Pink—Department copy.

PAYEE

Name ______________________

Dept. ______________________

Room __________ Building ______________

Mailing Address ______________________
(if other than department)

Purpose:

ACCOUNT TO BE CHARGED

Department ______________________

Account Name ______________________

Account Number	Object Class	Amount

DATE	ITEM DESCRIPTION		TOTAL	SIGNATURE (Required when lacking receipt—items $10 or less)

I CERTIFY THAT THE ABOVE PAYMENT IS CORRECT AND JUST.

Signed ______________________
Payee's Signature | Date

Approved ______________________
Administrative Senior | Date

Audit

TOTAL CLAIM $

CHECK NUMBER and DATE

MSU is an Affirmative Action/Equal Opportunity Institution

INDEPENDENT CONTRACTORS

I. Determining Employment Status

A. Employee

1. Every individual performing services for the University and compensated by the University is presumed to be an employee unless she/he can meet the criteria of independent contractor status (discussed in item I.,B.). Generally, every individual who performs services that are subject to the will and control of the University as to both what must be done and how it must be done, is an employee. It does not matter that the University allows the employee considerable discretion and freedom of action, as long as the University has the legal right to control both the method and the result of the services.

2. University policy requires that the following workers be compensated as employees:

   a. Anyone teaching a course for credit.

   b. Anyone teaching a noncredit course of more than five sessions during one term. (A session can be any length of time up to and including a full day.)

   c. Anyone currently employed by the University who performs additional services outside his/her regular job description (discussed in section 55, item V.,B.).

   d. Anyone currently enrolled as a University student.

3. The status of any worker not falling into one of the above categories must be evaluated based on the Internal Revenue Service common law rules for distinguishing between employees and independent contractors.

B. Independent Contractors

1. The general rule of thumb is that an individual is an independent contractor if the University has the legal right to control or direct only the results of the work and not the means and methods of accomplishing the result. Generally, independent contractors hold themselves out in their own names as self-employed and make their services available to the public.

2. Examples of individuals who might meet the criteria for independent contractor status include:

   a. Guest performers or artists who otherwise are not affiliated with the University.

b. Guest speakers or guest lecturers brought to the University for very short durations because of their expertise.

c. Individuals providing professional services, such as attorneys, accountants and other consultants.

C. When the status of a worker cannot be determined from the above guidelines, contact the Accounts Payable Department (5-0331) or Payroll Department (5-5010) for guidance <u>in advance of the services being performed</u>.

II. Independent Contractor Professional Personal Services Contract

A. Form - The Professional Personal Services Contract with Independent Contractor form (see sample, pages 76.7 and 76.8) may be obtained from Stores, stock order # 140-2601.

B. Purpose

1. The contract formalizes and documents independent contractor relationships with the University.

2. The contract must be completed for all independent contractors who:

a. are being paid from Contract and Grant accounts (61-0000 through 61-9999 and 71-0000 through 71-5999), <u>or</u>

b. are teaching noncredit courses of five or fewer sessions during one term, <u>or</u>

c. are being paid $600.00 or more for the total contract (including honorarium payments).

3. Payments to research subjects or simulated patients do not require a contract.

4. The contract can be completed in other instances at the discretion of the department.

C. Restrictions

1. Payments to independent contractors cannot be made where a conflict of interest exists. For guidance, consult the Faculty Handbook or the Purchasing Department.

2. This contract form should not be used for any work-related alterations, renovations or construction of facilities. Engineering Services should be contacted for guidance in these matters.

3. General Fund salary and labor accounts may not be used for payments to independent contractors.

4. Partial payments totaling more than the original contract cannot be processed for payment. They will be returned to the originating department for completion of a new contract.

D. Preparation, Processing and Routing

1. The contract must be typed by the initiating department.

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

3. All applicable sections of the contract must be completed.

4. The contract must be routed for acceptance and signature to:

    a. The independent contractor.

    b. An authorized signer on the account being charged.

    c. Other persons as required by the college or MAU.

    d. Contract and Grant Administration, if charging accounts 61-0000 through 61-9999 and 71-0000 through 71-5999. Documentation on the bidding and selection process or sole source justification must accompany the contract when charging accounts 61-0000 through 61-9999 and 71-0000 71-5999.

    e. The Purchasing Department, for contracts greater than $2,500, except those for speakers, guest lecturers and guest performers or artists. The Purchasing Department will review information submitted and determine the appropriate bidding and selection procedures to follow.

5. When terms to this contract are to be modified, any modifications must be approved in advance by the Vice President for Finance and Operations or a designee.

6. When using General Fund accounts for payments to independent contractors, the costs should be charged to a supplies and services account, using object code 071 or 072, depending upon the service.

7. Copies of the completely-signed contract are distributed as follows:

    a. The yellow copy of the signed contract is given to the contractor.

    b. The pink copy of the signed contract remains in the originating department.

    c. At the completion of the services, the white original copy, along with a Direct Payment Voucher and the appropriate documentation, should be sent to Accounts Payable, 360

8. The Direct Payment Voucher must be completed and processed in accordance with instructions detailed in Section 75 of this Manual.

   a. The independent contractor's home or business address and social security or employer identification number must be shown on the Direct Payment Voucher. For a sole proprietor or individual, the social security number must be given. The Internal Revenue Service requires that the University report these payments at the end of each calendar year on Form 1099-MISC.

   b. Documentation on the Direct Payment Voucher should include a full description and the dates of the services rendered and/or products provided.

   c. Attachments to the Direct Payment Voucher should include the contractor's signed invoice, original receipts and tickets for travel expenses reimbursed, the original copy of the Professional Personal Services Contract, and documentation on the bidding and selection process or sole source justification, if applicable.

   d. Any portion of the payment to the independent contractor that is designated as reimbursement for travel expenses is not included in the amount reported to the Internal Revenue Service on Form 1099-MISC. These expenses must be documented as outlined above.

9. When partial payments to an individual contractor are being made, a copy of the Professional Personal Services Contract must be attached to the Direct Payment Voucher with each payment. The bottom section on the front side of the contract must be completed indicating the current payment, prior payment(s) and total payments.

III. Nonresident Alien Independent Contractors

A. Unless exempted by a current tax treaty with an individual independent contractor's country of citizenship, payments for services rendered by the independent contractor are subject to federal income tax withholding of 30% and state income tax withholding of 4.6%. Nonresident alien partnerships or corporations may be exempt if payments to them are attributable to their engaging in trade or business in the United States.

   Tax treaty information can be obtained from the Accounts Payable Department, 5-0331.

B. In order for an individual independent contractor to claim exemption from income tax withholding under a current tax treaty, the contractor must complete Internal Revenue Service Form 8233, Exemption from Withholding on Compensation for Independent Personal

Services of a Nonresident Alien Individual. See pages 76.9 and 76.10 for a sample of the form.

1. IRS Form 8233 can be obtained from the Accounts Payable Department, 360 Administration Bldg., 5-0331. Departments may also make copies of the sample on pages 76.9 and 76.10 for their use.

2. The contractor should complete IRS Form 8233 through item 3.b. and sign where indicated.

3. <u>The contractor must have applied for a social security number</u>. Proof of application from the Social Security Administration must be attached to IRS Form 8233.

4. IRS Form 8233 should accompany the Direct Payment Voucher and other required documentation and be forwarded to the Accounts Payable Department, 360 Administration Building.

5. The Accounts Payable Department will complete IRS Form 8233 and mail it to the Internal Revenue Service.

6. The exemption from withholding must be approved by the Internal Revenue Service before payment is made. It takes approximately 15 days for the IRS to respond to a request to exempt payment from withholding.

C. Foreign fiduciaries, partnerships or corporations engaged in trade or business in the United States may claim exemption from withholding by completing Internal Revenue Service Form 4224, Exemption From Withholding of Tax on Income Effectively Connected With the Conduct of a Trade or Business in the United States (sample on page 76.11). This exemption does not apply to compensation for personal services performed by an individual.

1. IRS Form 4224 can be obtained from the Accounts Payable Department, 360 Administration Building, 5-0331.

2. IRS Form 4224 must be completed in duplicate by the contractor and should accompany the Direct Payment Voucher and other required documentation and be forwarded to the Accounts Payable Department, 360 Administration.

3. <u>The contractor must have applied for an employer identification number (EIN)</u>. Proof of application from the Social Security Administration must be attached to IRS Form 4224.

D. If the payment is determined to be exempt from withholding, a check will be issued for the gross amount of the Direct Payment Voucher.

E. If the payment is determined <u>not</u> to be exempt from withholding, a check will be issued for the net amount of the Direct Payment Voucher after deducting taxes.

F. Departmental accounts will be charged for the federal and state income tax withheld using a Journal Voucher entry prepared by Accounts Payable.

G. IRS Form 1042S, Foreign Person's U.S. Source Income Subject to Withholding, is issued annually to each nonresident alien independent contractor, whether or not the individual has taxes withheld. Form 1042S, which is issued by the Payroll Department no later than March 15, reports all payments made during the previous calendar year. The Payroll Department also provides a letter of payments and state tax withholdings that can be used when filing the State of Michigan income tax return. Questions about Form 1042S should be addressed to the Payroll Department, 5-5010.

Contract No. ____________ (optional)

MICHIGAN STATE UNIVERSITY
PROFESSIONAL PERSONAL SERVICES CONTRACT WITH INDEPENDENT CONTRACTOR

Michigan State University (referred to in this Contract as University) enters into a binding agreement with:

Contractor: ______________________ Phone No.: ____________

Address: ______________________

City: ______________ State: ______________ Zip Code: ____________

U.S. Resident: Yes ___ No ___ If No, Country of Residence: ____________

Incorporated: Yes ___ No ___ If Yes, Profit ___ Nonprofit ___ If No, circle type of business (Partnership/Sole Proprietorship) and give name of Partner or Sole Proprietor, if different from Contractor above: ____________

Social Security Number or Federal Employer Identification Number (Required): ____________

Subject to backup withholding: Yes ___ No ___

NATURE OF SERVICES TO BE RENDERED: **PERFORMED AT (LOCATION):**

PERFORMANCE SCHEDULE:

Starting date: ____________ Ending date: ____________ Total hours: ____________

COURSE INFORMATION (If applicable): ☐ CEU Term: ________

Course number: ____________ Title: ____________

Meeting days: ____________ Meeting hours: ____________

COMPENSATION INFORMATION:

Account(s) to be charged: ____________ Payment terms: ____________

Rate of Pay ____________ (indicate hourly, daily, total project, etc.)

Services shall not exceed: $ ________ Expenses shall not exceed: $ ________

Nature of Expenses: ____________

DEPARTMENTAL CONTACT PERSON:

The Contractor should communicate with the following departmental representative regarding this contract:

Name: ____________ Phone No.: ____________

Address: ____________

The Department's responsibility for supporting the performance of services is limited to the following: ____________

CONTRACTOR ACCEPTANCE:

I agree to the terms above and on the reverse of this Contract. The amount of the charges for services under this Contract does not exceed my normal and customary rate. I certify that the above Social Security Number or Federal Employer Identification Number is correct and I am not subject to backup withholding unless otherwise noted. I am not a current University employee.

Signature: ____________ Date: ____________

MICHIGAN STATE UNIVERSITY ACCEPTANCE:

The services to be provided are essential and the service cannot now be provided by current University employees. The attached selection process has been employed to secure the most qualified contractor available for amounts greater than $2,500.

Signature: ____________ Date: ____________
Authorized signer for account to be charged (also responsible for attaching documentation of bidding procedures followed or sole source justification)

Signature: ____________ Date: ____________
(Optional) Dean's Office or other authorized signature, if required by College or MAU

Signature: ____________ Date: ____________
Contract and Grant approval, if charging accounts 61-0000 to 71-5999

Signature: ____________ Date: ____________
Purchasing Department for contracts greater than $2,500. (See section 76 of the Manual of Business Procedures for guidance)

SEE REVERSE FOR CONDITIONS AND ROUTING PROCEDURE.

Use this section when processing payments for partial performance of services

	Current Payment (A)	Prior Payment(s) (B)	Total Payments (A + B)
Personal Services	$	$	$
Expenses			
Total	$	$	$

FURTHER, in accordance with the laws of the State of Michigan and the policies of Michigan State University, the parties agree as follows:

1. **INDEPENDENT CONTRACTOR.** The Contractor will act as an independent contractor under this Contract, and neither the Contractor nor any employee or agent of the Contractor is an employee of the University due to this Contract. The Contractor will provide the services and achieve the results specified by the University free from the direction or control of the University as to means and methods of performance.
2. **ACCESS TO RECORDS.** The Contractor shall maintain reasonable records, including evidence that the services actually were performed and the identity of all individuals paid for such services, and shall allow access to those records by the University, any sponsor, the State of Michigan, or the Comptroller General of the United States or their authorized representatives.
3. **OWNERSHIP OF WORK PRODUCTS.** Any discovery, patent, copyright, invention, work papers, software, software applications, written materials, publications, data, information, by-product or end-product arising as a direct result of the performance of this Contract shall be the sole property of the University. The University hereby grants to Contractor a non-exclusive royalty-free right and license to use for the Contractor's internal non-commercial research and development activities all unpublished data, know-how, materials and unpatented inventions or discoveries arising from this contract, reserving a right to the University to use such subject matter for any non-commercial uses.
4. **TERMINATON.** Either the University or the Contractor may terminate its obligations under this Contract by giving the other party prior written notice of such termination, specifying the intended date of termination; provided, however, that upon request from the University, the Contractor shall continue performance until the University can find a replacement contractor or for an additional thirty (30) days after the specified termination date, whichever is the shorter time period. Upon termination, an equitable settlement shall be made for actual costs incurred by the Contractor up to the date of termination.
5. **UNIVERSITY EMPLOYEES.** The Contractor will not hire any employee of the University to perform any services covered by this agreement without prior written approval from the Office of the Provost for academic employees or from the Office of Personnel and Employee Relations for non-academic employees.
6. **CONFIDENTIAL INFORMATION.** The Contractor shall not publish or otherwise disclose, except to the University and except matters of public record, any information or data obtained in the course of performance of this Contract from private individuals, organizations, or public agencies, in a publication by which the information or data furnished by any particular person or establishment can be identified, except with the written consent of such person or establishment.
7. **ACKNOWLEDGMENT OF SPONSORSHIP.** The Contractor agrees that in any publication acknowledgment shall be made of sponsorship by the University and/or other sponsor by use of the following statement: "This work was performed under the sponsorship of THE BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY and (insert any other sponsor). This work does not necessarily represent the views of the University or the sponsoring agency." If the publication is copyrighted, the statement, "Reproduction of this article, with the customary credit to the source, is permitted." shall be added. With the exception of acknowledging sponsorship of research, the name of the University may not be used in publications, news releases, advertising, speeches, technical papers, photographs, and other releases of information regarding this Contract or data developed under this Contract without written approval of the University.
8. **CONFLICT OF INTEREST.** The Contractor affirms that to the best of his/her knowledge there exists no actual or potential conflict between Contractor's family, business, or financial interests and his/her services under this Contract, and in the event of change in either his/her private interests or service under this Contract, he/she will inform the University regarding possible conflict of interest which may arise as a result of such change.
9. **TOTAL AGREEMENT.** This Contract contains the entire agreement between the parties superseding any prior or concurrent agreements as to the services being provided, and no oral or written terms or conditions which are not contained in this Contract shall be binding. This Contract may not be changed except by mutual agreement of the parties reduced to writing and signed.
10. **ASSIGNMENT/TRANSFER/SUBCONTRACTING.** The Contractor shall not assign, transfer, subcontract, or otherwise give to or impose on any other party any obligation or right of the Contractor under this Contract, without the prior written consent of the University.
11. **INDEMNIFICATION.** The Contractor shall indemnify, defend and hold the University harmless from any charge, fine, penalty, or judgment arising out of, or in any way resulting from, the Contractor's performance under this Contract, and should the University be required to make payments or incur costs of defense (including reasonable attorney fees) for any such reason, the Contractor shall fully reimburse the University. The obligations of the Contractor under this paragraph 11 shall survive any termination of this Contract or completion of the Contractor's performance under this Contract.

Procedure for routing of Contract:

1. Originating department for Contractor's signature and authorized signer for account to be charged.
2. Appropriate Dean or other authorized signer, if required by college or MAU.
3. Contract and Grant Administration, if charging accounts 61-0000 to 71-5999.
4. Purchasing Department, if required (see section 76 of the University's Manual of Business Procedures for guidance).
5. Originating department, maintain until completion of services.
6. At completion of services (or for each partial payment), originating department acknowledges performance, forwards original contract with the Direct Payment Voucher (for partial payments send original contract with the first payment and copies thereafter), original travel receipts, Contractor's signed invoice and other documentation, to Accounts Payable in the Controller's Office for payment.

Copy Distribution:
White - Accounts Payable
Pink - Originating Department
Yellow - Contractor

Please refer to Sections 55.1 and 76 of the Manual of Business Procedures for specific procedures on determining employee versus independent contractor status and processing of payments. Contact the Accounts Payable Dept. (5-0331) to determine proper payment procedure of nonresident alien Contractors and available tax treaty provisions.

O-18581

Form **8233**
(Rev. October 1987)
Department of the Treasury
Internal Revenue Service

Exemption From Withholding on Compensation for Independent Personal Services of a Nonresident Alien Individual

OMB No. 1545-0795
Expires 8-31-90

This exemption is applicable for compensation for calendar year 19 ___, or other tax year beginning ____________, 19 ___, and ending ____________, 19 ___.

Part I Nonresident Alien Individual *(Students, teachers, and researchers: See Changes You Should Note below.)*

Name

Taxpayer identification number (see instructions) ____________

Address (number and street) in the United States

United States visa number (if any) ____________

City, state, and ZIP code

Citizens of Canada or Mexico complete either item 1 or item 2; all other filers complete items 1 and 2.

1a Country issuing passport ____________
b Passport number ____________

2 Permanent foreign address

3 Compensation for independent personal services
a Description ____________
b Amount (see instructions) $
c If compensation is exempt from withholding because of a U.S. tax treaty, provide:
(1) Tax treaty and provision under which you are claiming exemption from withholding ____________
(2) Your country of residence ____________
d Is your compensation otherwise exempt (or will it be otherwise exempt) from income tax during the tax year? ☐ Yes ☐ No
(If you checked "Yes," attach a statement explaining why.)
e Additional facts to justify the exemption from withholding ____________

4 Number of personal exemptions you are claiming: ______ (see instructions)

5 Number of days in the period during which independent personal services are to be performed in the United States:

Under penalties of perjury, I declare that I have examined this form and any accompanying statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I also declare, under penalties of perjury, that I am not a citizen or resident of the United States.

Signature of nonresident alien individual ▶ Date ▶

Part II Withholding Agent Certification

Name
Michigan State University Board of Trustees

Employer identification number
38-6005984

Address (number and street)
Controller's Office

City, state, and ZIP code
East Lansing, MI 48824-1046

Telephone number
(517)355-5010

Under penalties of perjury, I certify that I have examined this form and any accompanying statements, that I am satisfied that an exemption from withholding is warranted, and that I do not know or have reason to know that the nonresident alien individual's compensation is not entitled to the exemption or that the eligibility of the nonresident alien's compensation for the exemption cannot be readily determined.

Signature of withholding agent ▶ Date ▶

General Instructions

(Section references are to the Internal Revenue Code unless otherwise indicated.)

Paperwork Reduction Act Notice.—We ask for this information to carry out the Internal Revenue laws of the United States. We need it to ensure that taxpayers are complying with these laws and to allow us to figure and collect the right amount of tax. If you want to receive exemption from withholding on compensation for independent personal services, you are required to give us this information.

Changes You Should Note

- Withholding agents will now attach all Forms 8233 to the Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons, that they file with the IRS. Previously, Form 8233 was attached to Form 1042S, Foreign Person's U.S. Source Income Subject to Withholding.
- Form 8233 should be used by nonresident alien students, teachers, and researchers to claim exemption from withholding on compensation for services that is exempt from taxation under a U.S. tax treaty. Students must provide the information required by Revenue Procedure 87-8, 1987-2 I.R.B. 8. Teachers and researchers must provide the information required by Revenue Procedure 87-9, 1987-2 I.R.B. 10. All these individuals

must also provide the information required by Form 8233, disregarding references to *independent* personal services, and then submit the form to their withholding agent.

Purpose of Form.—In general, section 1441 requires that 30% of amounts paid to a nonresident alien individual as compensation for independent personal services (*i.e.*, services performed where there is no employer-employee relationship) be withheld by the person paying the amount (the withholding agent) to the individual. This form is used by nonresident alien individuals to claim exemption from withholding on compensation for independent personal services (under section 1441 and its regulations) if the exemption is based on a U.S. tax treaty or on the personal exemption amount. The form is completed by the nonresident alien individual claiming exemption and presented to the withholding agent for review. If the withholding agent accepts Form 8233, the withholding agent so certifies on the same form and forwards it to the Director, Office of Compliance, Assistant Commissioner (International), at the address shown on this page. An accepted Form 8233 is effective only for the tax year shown on the form. **Do not use Form 8233** if you have an office in the United States regularly available to you for performing personal services. If you have an office in the United States regularly available to you, contact the Director, Office of Compliance, Assistant Commissioner (International), for more information.

Definitions

Nonresident Alien Individual.—Any individual who is not a resident or citizen of the United States is a nonresident alien individual. The term also includes a nonresident alien fiduciary. An alien individual meeting either the "green card test" or the "substantial presence test" for the calendar year is a resident. Those not meeting either test are nonresident alien individuals. **Note:** *Nonresident alien individuals married to U.S. citizens or resident aliens may choose to be treated as resident aliens for income tax purposes (e.g., for purposes of filing a joint income tax return). However, these individuals are considered nonresidents for purposes of withholding taxes on nonresident aliens.* For further information on resident and nonresident alien status, the tests for residence, and the exceptions to them, see **Publication 519,** U.S. Tax Guide for Aliens, available from the IRS .

Nonresident Alien Fiduciary.—A nonresident alien fiduciary is a nonresident alien guardian, trustee, executor, administrator, receiver, conservator, or other person acting in any fiduciary capacity for any person. However, a nonresident alien fiduciary is not a nominee.

Compensation for Independent Personal Services.—Independent personal services are personal services performed in the United States by an independent nonresident alien contractor, rather than by a nonresident alien employee. Included in compensation are payments for professional services, such as fees of an attorney, physician, or accountant made directly to the person performing the services, consulting fees, and payments for performances by public entertainers, such as artists, actors, musicians, and athletes. For further information, see **Publication 515,** Withholding of Tax on Nonresident Aliens and Foreign Corporations, available from the IRS.

Withholding Agent.—Any person required to withhold tax on payments made to a nonresident alien individual is a withholding agent. Generally, the person who pays or conveys the item of U.S. source income to the nonresident alien individual (or to his or her agent) is liable for the tax and must withhold. The withholding agent may be an individual, corporation, partnership, trust, association, or any other entity. For further information, see Publication 515.

Specific Instructions

Part I

Taxpayer identification number.—Nonresident alien individuals (other than nonresident alien fiduciaries) must enter their social security number. If you have applied for one but have not yet received it, enter "Applied For" and the date you applied in the space provided. If you do not have a social security number, apply for one using **Form SS-5,** Application for a Social Security Number Card, and enter "Applied For" and the date you applied in the space provided. When the number is received, promptly give it to the withholding agent. If you are a nonresident alien fiduciary, enter your employer identification number.

Items 1 and 2.—All filers must complete items 1 and 2, except citizens of Canada or Mexico, who can complete either item 1 or item 2.

Item 3a.—Describe the independent personal services for which the compensation is being (or will be) received, and describe the manner of compensation (*e.g.*, lump sum, monthly payments, etc.).

Item 3b.—Enter the amount of compensation for independent personal services you will be receiving during the tax year to which this Form 8233 applies. Enter an estimated amount if the exact amount is not known.

Item 3d.—If the exemption from income tax withholding is (or will be) based on other than a U.S. tax treaty (*e.g.*, the personal exemption amount), explain this in an attached statement.

Item 4.—For determining the amount of compensation exempt from 30% withholding because of the personal exemption amount, one personal exemption is allowed a nonresident alien individual who is not a resident of Canada or Mexico, or is not a U.S. national during the tax year. However, a nonresident alien individual covered by a U.S. tax treaty with his or her country may be entitled to exemptions for a spouse and dependents under certain circumstances. See the applicable tax treaty for further information. A nonresident alien individual who is a resident of Canada or Mexico or is a U.S. national is generally allowed the same personal exemptions as a U.S. citizen or resident. (For further information, see Publication 519.) Each allowable exemption must be prorated according to the number of days in the period during which the personal services are to be performed in the United States (item 5 on Form 8233). To figure the daily proration amount for each allowable exemption, divide the personal exemption amount (for example, $1,950 if the individual's tax year begins in 1988) by 365 (366 for a leap year). Round off the result to the nearest cent. **Note:** *The personal exemption amount for any year can be obtained from the IRS.*

Signature.—The nonresident alien individual, or his or her legally authorized representative, must sign and date Form 8233 in the appropriate place.

Part II

Withholding Agent's Responsibilities Regarding Form 8233.—When you are presented Form 8233 by the nonresident alien individual, review it to see if you are satisfied that the exemption from withholding is warranted. If, based on the facts presented, you are satisfied, accept Form 8233 by making a certification, under penalties of perjury:

- That you have examined Form 8233 and any accompanying statements;
- That you are satisfied that an exemption from withholding is warranted; and
- That you do not know or have reason to know that the nonresident alien individual's compensation is not entitled to exemption or that the eligibility of the nonresident alien individual's compensation for the exemption cannot be readily determined.

Forward Form 8233 and any attachments within 5 days of your acceptance to:

Assistant Commissioner (International)
Director, Office of Compliance
IN:C:E62
Internal Revenue Service
950 L'Enfant Plaza South, S.W.
Washington, DC 20024

Give the nonresident alien individual a copy of Form 8233, and attach a copy of Form 8233 to the Form 1042 that you file with the IRS. Keep a copy of Form 8233 for your records.

Note: *The copies of Form 8233 must also include any attachments submitted by the nonresident alien individual originally.*

The exemption from withholding becomes effective for payments made at least 10 days after you have mailed Form 8233 to the IRS. (See the instructions for Part I, item 4, for information on amounts exempt from withholding because of the personal exemption amount.)

You must not accept Form 8233 if either of the following applies:

- If you know or have reason to know that any of the facts or statements on Form 8233 may be false; or
- You know or have reason to know that the eligibility of the nonresident alien individual's compensation for the exemption cannot be readily determined (*e.g.*, if you know or have reason to know that a nonresident alien individual has an office in the United States regularly available for performing personal services).

If you accept Form 8233 and subsequently find that either of the situations described immediately above applies, you must promptly notify the Director, Office of Compliance, Assistant Commissioner (International), in writing, and you must withhold on any amounts not yet paid. If you are notified by that office that the eligibility for the exemption of the nonresident alien individual's compensation is in doubt or that the compensation is ineligible for the exemption, you must withhold. See Regulations section 1.1441-4(b)(2)(iii) for examples illustrating these rules.

Signature.—The withholding agent, or a duly authorized agent of the withholding agent, must sign and date Form 8233 in the appropriate place. (See Regulations section 1.1441-7(b) for further information regarding duly authorized agents.)

☆ U.S. Government Printing Office: 1987—201-993/60114

(FRONT)

Form 4224
(Rev. September 1987)
Department of the Treasury
Internal Revenue Service

Exemption From Withholding of Tax on Income Effectively Connected With the Conduct of a Trade or Business in the United States

(For use by a nonresident alien individual or fiduciary, foreign partnership, or foreign corporation)

OMB No. 1545-0165
Expires 7-31-90

This exemption is applicable for calendar year 19 , or other tax year beginning , 19 , and ending , 19

Owner of income (*type or print name*)	**U.S. identifying number**	Withholding agent (*type or print name*)	**Employer identification number**
Foreign address (*including country*)		United States address (*including ZIP code*)	

Trade or business in the U.S. (*specify type and give name and address*)

Describe each item of income that is, or is expected to be, effectively connected with the owner's U.S. trade or business: ______

I certify to the best of my knowledge and belief that this income of the owner named above is, or is expected to be, effectively connected with the conduct of the owner's trade or business in the United States and is includible in gross income for the tax year.

Signature of owner, fiduciary, trustee, or agent	If an estate or trust, give name here
Address of fiduciary, trustee, or agent	Date

For Paperwork Reduction Act Notice, see back of form. **File in duplicate with your withholding agent.**

(BACK)

Instructions

(Section references are to the Internal Revenue Code.)

Paperwork Reduction Act Notice.— We ask for this information to carry out the Internal Revenue laws of the United States. We need it to ensure that taxpayers are complying with these laws and to allow us to figure and collect the right amount of tax. You are required to give us this information.

A Change To Note.—Withholding agents should now attach Form 4224 to **Form 1042**, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons, when that form is filed, instead of to **Form 1042S**, Foreign Person's U.S. Source Income Subject to Withholding. See *Withholding Agent* below.

Purpose of Form.—This form is used to obtain an exemption from withholding of tax on certain income for nonresident alien individuals and fiduciaries, foreign partnerships, and foreign corporations. See **Publication 519**, U.S. Tax Guide for Aliens, for details on alien status. The exemption from withholding applies only to eligible income paid after the withholding agent receives this form. It applies only for the tax year of the owner (the person entitled to the income) whose name appears on the form. See **Publication 515**, Withholding of Tax on Nonresident Aliens and Foreign Corporations, for further information.

Income Eligible for Exemption.—In general, to be exempt from withholding, the income must be effectively connected with the conduct of the owner's trade or business in the United States, and must be included in the owner's gross income under section 871(b)(2), 842, or 882(a)(2) for the tax year. The following items of income may be exempt from withholding if the two requirements above are met: interest, dividends, rent, royalties, salaries, wages, premiums, annuities, compensation, remuneration, emoluments, and other fixed or determinable annual or periodic gains, profits, and income; gains described in section 402(a)(2), 403(a)(2), or 631(b) or (c); amounts subject to tax under section 871(a)(1)(C) or 881(a)(3); gains subject to tax under section 871(a)(1)(D) or 881(a)(4); and gains on transfers described in section 1235 made by October 4, 1966.

If a nonresident alien individual or foreign corporation is a member of a domestic partnership, the exemption applies only to the income items that are included in the distributive share of that partnership's income

Income Not Eligible for Exemption.—The following are not eligible for exemption from withholding: Compensation for personal services by a nonresident alien individual (but see **Form 8233**, Exemption From Withholding on Compensation for Independent Personal Services of a Nonresident Alien Individual), compensation described in section 543(a)(7) received by a foreign corporation that is a personal holding company, and income resulting from a section 897 disposition of an investment in United States real property.

Filing Form 4224

(a) **Owner of Income:** File two copies of this form with your withholding agent to obtain exemption from withholding. (If you do not know the withholding agent's employer identification number, please get it from the withholding agent.) File Form 4224 before payment of any income to which it applies. When the income to which the form applies is no longer effectively connected with the conduct of a trade or business in the United States, promptly notify your agent by letter (send two copies).

(b) **Withholding Agent:** Attach the duplicate copy of Form 4224 to the Form 1042 required for the calendar year. Send it to the Internal Revenue Service Center, Philadelphia, PA 19255. Keep the original copy of Form 4224 for your records.

MANUAL OF BUSINESS PROCEDURES - VOLUME I

Michigan State University

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CONTROLLER'S OFFICE

MANUAL OF BUSINESS PROCEDURES - VOLUME I

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CONTROLLER'S OFFICE

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CONTROLLER'S OFFICE

Date: 3-31-90

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MANUAL OF BUSINESS PROCEDURES - VOLUME II

Michigan State University

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SERVICE AREAS

MANUAL OF BUSINESS PROCEDURES - VOLUME II

Michigan State University

Table of Contents - Continued

****

SERVICE AREAS - continued

****

MISCELLANEOUS

ALTERATIONS AND IMPROVEMENTS OF FACILITIES

I. POLICY

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

B. All interior alterations or improvements are under the initial jurisdiction of the Office of Facilities Planning and Space Management, 412 Olds Hall, Telephone No. 355-1842.

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

1. Obtain approval from Facilities Planning and Space Management concerning room use and design; and

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

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

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

II. INITIAL REQUEST

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

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

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

III. FINAL REQUEST - If the department wishes to proceed with the project, it will prepare in triplicate a second set of "Request for Interdepartment Material or Service" forms and forward it to Facilities Planning and Space Management, requesting that the project be undertaken in accordance with the estimate received. All accounts to be charged and corresponding amounts must be clearly specified on the form.

IV. AUTHORIZATION - Facilities Planning and Space Management will either approve and immediately forward the request to the Physical Plant Division or, depending on the total cost involved (over $15,000.), forward it to the Associate Provost for approval before sending it to the Physical Plant.

V. DOCUMENTS

A. After the alterations or improvements are authorized, the project is then designed and all construction documents are developed. Departments must allow adequate time for this phase of the project.

B. Some work will be performed by University service units, but frequently, competitive bids are solicited from outside contractors and once accepted, a contract or purchase order is issued to the successful bidder.

VI. OBLIGATIONS OF CONTRACTORS - SUPERVISION, INSPECTION AND PAYMENT

A. Contractors working on University property must:

1.) carry proper insurance coverage;
2.) satisfy equal employment opportunity requirements;
3.) provide necessary bonding;
4.) assure quality of materials, workmanship, and completion of the project.

B. The above matters, along with job supervision and inspection, are the responsibility of the Physical Plant Division.

(Alterations and Improvements of Facilities Continued)

C. Payment cannot be made to contractors until authorized by the Physical Plant Division.

See Section Title Interior Design, Section Number 223.1; see also Section Title Physical Plant Division, Section Number 260.1-260.4

MSU BOOK STORE

I. BOOK LISTS

A. General

1. The MSU Book Store, 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 Book Store 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 Book Store to insure that the required books and materials needed for specified courses are in stock before registration for the following term.
4. The MSU Book Store 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 Book Store photocopies all book lists and sends them to all area bookstores which subscribe for this information.

B. Request Form and Its Preparation

1. The "Textbook/Supply Request" form is a five-part form (see sample, page 205.6). Additional copies, if needed, are available at the MSU Book Store.
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 Book Store
   b. Pink - Instructor
   c. Gold - Dean
   d. Green - Retained by the MSU Book Store as a reference source
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

(MSU Book Store Continued)

A. The "Desk Copy Request Form" (see sample, page 205.7) is available at the departmental offices for requesting desk copies from the publishers. Additional forms may be requested from the MSU Book Store.

B. Publishers furnish desk copies directly to the department (do not have them sent to the MSU Book Store.)

C. Books obtained by departments from the MSU Book Store 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 original copy purchased from the MSU Book Store may be returned within 30 days for full credit. The book must be in new and saleable condition (no markings of any type within book.)

III. PURCHASING BOOKS - POLICY

A. Except as noted below, all book purchases are to be directed to the MSU Book Store 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.

C. In general, the MSU Book Store 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 discounts;
3. Other special offers by vendors (e.g. buying book A for $12.00 and getting book B [which usually retails for $9.95] for $2.00.)

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 Book Store.

IV. BOOKS AND SUPPLIES IN STOCK

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

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

V. BOOKS NOT IN STOCK

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

(MSU Book Store Continued)

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 Book Store. (MSU Book Store handling charge is 2% of the order or a $2.00 minimum.)

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

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 "Departmental Special Order" forms (see sample, page 205.8) which are available from the MSU Book Store. (Please do not use Purchasing Department Requests.)

C. The form should give a complete and unambiguous name and departmental address of the department ordering the material - 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 "Department."

D. Only one title per order should be submitted.

E. In the space marked "Deliver To Person," type or print the name and address of the individual who is ordering the material. Enter the telephone number of the individual ordering the material. The 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.

F. Special Orders are NON-RETURNABLE (Except for defective or incorrect material.)

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 205.9) which are available from the MSU Book Store.

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 $3.00

Special handling charges differ with method of shipment. Telephone and shipping charges are not refundable.

D. Special Orders are NON-RETURNABLE (except for defective or incorrect materials.)

VIII. SHIPMENT OFF CAMPUS

(MSU Book Store Continued)

A. The MSU Book Store will ship books and/or other merchandise to off-campus locations, either on a departmental account or credit card charged to an individual.

B. Off-campus shipping will have a shipping and handling charged assessed.

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 Book Store using Special Order forms. If the stock number or document number is known, it must be included on the order.

B. Subscriptions from these two sources should be clearly marked as such on the order form. The MSU Book Store 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.

X. MERCHANDISE RETURN POLICY

A. In-stock merchandise purchased from the MSU Book Store may be returned within 30 days from the date of purchase, together with the corresponding invoice (IDT), 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 Book Store may not be returned.

XI. RECEIPT TICKET (INTERDEPARTMENTAL CHARGE)

A. A prenumbered 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 six-part form distributed as follows:

1. White - Accounting Department, Office of the Controller, 360 Administration
2. Yellow - MSU Book Store Accounting
3. Pink - Department
4. Green - Department - Packing List for General Stores delivery
5. Blue - General Stores - Signature copy for delivery - Returned to the MSU Book Store
6. Onion Skin - Numerical book copy

C. Copies of Interdepartmental Charges

1. It is the responsibility of all university departments to keep track of their purchases from the MSU Book Store. All purchases from the MSU Book Store are receipted with at least one copy given to the department.

(MSU Book Store Continued)

2. If departments request the MSU Book Store to make copies of IDT'S, a $1.00 charge per copy will be assessed.

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 Book Store.

XIII. PUBLICATION OF MATERIALS FOR RESALE

A. The MSU Book Store will print course pack materials. All course pack materials will be shelved along side required textbooks. Desk copies will be furnished to faculty at no charge. Unsold copies will not be the responsibility of the individual faculty member or academic department.

B. Procedure for Obtaining Course Packs

1. Materials for publication must be brought to the MSU Book Store to the attention of the textbook buyer.
2. Permission to reproduce copyrighted materials must be submitted to the MSU Book Store by the faculty member requesting the course pack.
3. The MSU Book Store will have the materials printed in the most cost effective, efficient manner.

T E X T B O O K / S U P P L Y R E Q U E S T DUE DATE FALL
WINTER
T:____________________________TERM:________________ SPRING 01/05/90
SUMMER

COURSE NUMBER:____________SECTION NUMBER:_____________
EST ENROLLMENT________

TRUCTOR:______________________________PHONE:_________________

::::::::::::::::::::::::::GENERAL INFORMATION::::::::::::::::::::::::::::::::::::::

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_______

::::::::::::::::::::::FOR BOOKSTORE OFFICE USE ONLY::::::::::::::::::::::::::::::

INITIAL AND DATE: RESEARCHED____________COPIED____________ENTERED____________

T: CRS: SECT: PREV ENROLL: ESTIMATE ENROLL: ------
TERM : SPRING, 1990 SESN:A INSTRUCTOR :

ISBN#/PUBL	AUTHOR/TITLE	C/O	VL	ED	REQ/OPT

* 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
   DIST: WHITE/YELLOW/PINK - SEND BACK TO BOOKSTORE; GOLD - AREA DEAN

TRUCTOR'S SIGNATURE:_________________________________DATE:____________

DEPT. DEAN'S SIGNATURE:_________________________________DATE:____________

DESK COPY REQUEST FORM

(Rev. November 1972)

(See notes at bottom)

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

Date ______________

To: ____
(Publisher)

____
(Street)

____
(City, State, Zip Code)

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

____

Publishers Book Number ______________________

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

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

text was placed with ______________________________
(Name of Bookstore)

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

text.

Name ______________________________ Rank ______________

Department ______________________________

School ______________________________

Street Address ______________________________

City & State ______________________________

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

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

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

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

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

Printed in U.S.A.

DEPARTMENTAL SPECIAL ORDER **SPECIAL ORDER NUMBER** D 56369

MSU BOOK STORE
MICHIGAN STATE UNIVERSITY

DEPARTMENT ______________________

ACCOUNT NUMBER ______________________

DATE ______________________

DELIVER TO: ______________________
Person

____
Room Number And Bldg. Must Be Given

TELEPHONE NUMBER ______________________

TITLE ______________________ NUMBER OF COPIES ______________________

AUTHOR ______________________ PUBLISHER ______________________

ISBN # ______________________ HARDCOVER ______________________ PAPERBACK ______________________

INSTRUCTIONS
1. Special Orders Are NON-RETURNABLE
2. Only One Title Per Order
3. Retain White Copy For Your Files
4. Send Green And Yellow Copies To The Book Store
5. One Copy Will Be Returned With The Book

SIGNED ______________________
Authorized Representative

BOOK STORE USE ONLY

Signature ______________________

Purchase Order No. ______________________

Billed on IDC No. ______________________

Date Billed ______________________

MSU BOOK STORE • MICHIGAN STATE UNIVERSITY • East Lansing, Michigan 48824-1035 • Phone (517) 355-3450

SPECIAL ORDER Nº 10148 Date ______

Name *(Print)* ______

Address ______
Street

______
City State Zip Code

Phone Area Code ( )- ______

Quantity ______ Author ______

Title ______ ☐ Paper ☐ Cloth

Publisher ______

Bank Card:

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

Bookstore P.O. No. ______

Date Received ______

Date Picked Up ______

Picked Up By ______

PLEASE FILL IN BELOW FOR CHARGE ORDERS

ACCOUNT NO. (all digits please) from your credit card

CHECK ONE
☐ VISA
☐ MASTERCARD
☐ Check or money order enclosed

☐ EXPIRATION
☐ DATE OF CARD

1. You will be charged at the current retail price when you pick up the merchandise.
2. No refunds will be given on any order cancelled within one month from date of order. Full refunds may be given on orders cancelled after one month, if merchandise has not yet been delivered. Deposits for telephone charges, telex orders and special handling requests are not refundable.
3. We cannot guarantee delivery of any merchandise.
4. You will be notified in writing when your merchandise arrives.
5. Pick up your order at our customer service department.
6. Prices subject to change without notice
7. Special order merchandise is not returnable.
8. Inquiries on your order. Call 517-353-3745 Monday-Friday 8:00-4:30 p.m.

______ *Signature of Bookstore Employee Taking Order*

______ *Signature of Customer Placing Order*

O-15151

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DATE: 3-31-90

date. The client must fill out the request form with the client supplied setup information and deliver it to the Input/Output window of AIS located on the ground level, Room 47 Administration Building. Output from a job will be available at AIS on the morning following the run date.

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

"Standard Request Memos" for existing productional jobs (jobs not requiring programming support) should be obtained from AIS. A unique "Standard Request Memo" exists for each productional job run in AIS. Samples of Standard Request Memo for jobs D44ADLBL and D44FALBL, which produce address mailing labels, is found in the Manual of Business Procedures (section 240, Mail Distribution Labels, pages 240.2 and 240.3).

D. Network Access (Connection)

1. Administrative Information Network

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

a. State type of equipment and quantity to be connected. For AIS supplied equipment or client supplied equipment, see section E.1 (page 210.5) for acceptable device types.
b. Location at which equipment is to be installed.

a. State type of equipment and quantity to be connected. For AIS supplied equipment or client supplied equipment, see section E.2 (page 210.6) for acceptable device types.
b. Location at which equipment is to be installed.
c. Client department's common unit code.
d. Billable account number.
e. Name and telephone number of contact person.
f. Desired installation date.
g. Authorized department signature.

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

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

E. Equipment Considerations

1. Administrative Information Network

The following list indicates equipment available through AIS and acceptable client department equipment:

a. Local Attachment - Directly attached to the AIS IBM 3090/200J via coaxial cable.

1. AIS Equipment - SNA 3270 terminals (monochrome or

color display) and printers.

2. Client Department Equipment - SNA 3270 terminals and printers or SNA 3270 compatible terminals and printers attached to an AIS communication controller.

b. Remote Attachment - Attached to the AIS IBM 3090/200J host by modems over the broadband cable at speeds of 9600 - 19.2 BPS using SNA/SDLC communication protocol.

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

2. Administrative Office Automation Network

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

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

3. Remote Job Entry (RJE)

a. 2780 bisync device or emulator over dedicated telephone line at a speed of 2400 or 4800 BPS.

(Administrative Information Services Cont.)

B. Clients will be provided with a listing of long-term retention tapes listed in data set name order on a quarterly basis. The clients will be allowed to extend retention dates on long-term tapes through the use of the Request For Application Support Form (RAS), page 210.13, to AIS.

V. METHOD OF PAYMENT

Payments for AIS services are made through transfer of funds from accounts established by the Office of the Controller. Units without University account numbers are billed by Departmental Receivables, a division of the Office of the Controller. These payments may be mailed to Departmental Receivables, or made at the Cashier's Office, 110 Administration Building.

VI. BILLING AND MONTHLY STATEMENTS

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

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

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

STORES

I. General

A. Stores is located in the University Services Building, 133 Service Road, telephone number 355-1700.

B. Stores is open Monday through Friday, excluding University holidays from 8 a.m. to 5 p.m. with the following exceptions:
1. Receiving and Shipping, 7:30 a.m. to 4 p.m.
2. Stockroom Counter, 10 a.m. to 2 p.m.

II. Purpose

A. The responsibility for meeting the supply needs of the Michigan State University colleges and departments is handled either through the General Stores stockkeeping or Open Order non-stock purchasing functions.

B. Stores is responsible for expediting all incoming University shipments, central receiving, the filing of damages and claims, distribution of incoming shipments, internal distribution of packages and campus mail, and central shipping.

C. Stores offers a lease program, with purchase option, for all types of equipment and monthly rental of pagers, typewriters and other office machines and equipment.

D. Through the salvage operations, disposal of equipment and materials and access to Federal Surplus is controlled. Departments may also list surplus equipment and supplies in the Budget Booster, a monthly publication available to all departments. Short and long-term warehousing space is available on a rental basis through the Salvage Yard.

III. General Stores

A. General Stores publishes a catalog (stock #100-0000) for distribution to University departments. The catalog lists most of the standard items stocked. Updates which list additions and/or deletions to stock items, are distributed as necessary.

B. General Stores welcomes suggestions to stock new items. To propose the stocking of a new item, complete a "New Stock Consideration Request" form #140-2688 (see figure 1) available from General Stores at no charge. Your request will be considered by the Stores manager.

C. "Request for Supplies" Form

1. To order supplies carried in stock, the "Request for Supplies from Stores" form #140-2703 (see figure 2), available at Stores, must be typewritten or printed using a ball-point pen.

2. To expedite and ensure delivery of items, the individual completing the form must specify:

a) building and room number (the delivery address)
b) account number (one account number per order)
c) full name of the authorized individual ordering the supplies
d) date the requisition is submitted by the department
e) stock number, quantity ordered, unit of issue, and brief description (see catalog).

List only one item per line, and group items according to their catalog listing.

3. Separate requisitions must be used for cylinder gases and water softener salt.

4. Plan ahead by ordering at least a thirty day supply to reduce emergencies and unnecessary deliveries.

5. Orders can be sent through campus mail or dropped off at the Stores department. All orders will be delivered unless otherwise requested.

6. Distribution of order form
   a) keep the green copy for your records
   b) send the white, canary, and pink copies (without signature) to Stores
   c) when the supplies are delivered, the canary copy is to be signed and returned to Stores
   d) the pink copy is left with the order so that the department can verify that the order has been properly filled
   e) the white copy will be retained by Stores for billing purposes

7. If a department needs to contact Stores about their order, the department needs to be able to give the requisition number. The requisition number is assigned by Stores and can be found in the upper right hand corner of the order form.

8. If an unusually large quantity of an item is required, which would deplete General Stores entire inventory, a special shipping release against the annual contract will be issued to fill the department's order. Regular General Stores prices will apply to the order. If delivery is required before a specific date, Stores will make every effort to fulfill this need.

D. Counter, Call-In and Fax Service

1. The counter and call-in services are intended for quickly needed supplies, unexpected needs, or to provide enough supplies to see you through until your regular order can be filled and delivered. Orders are limited to seven lines.
   a) General Stores counter hours are 10 a.m. to 2 p.m.

   b) General Stores provides a call-in service between the hours of 8 a.m. and 5 p.m. The number to call for ordering is 5-1703. The order desk accepts call-in orders provided they meet the following requirements:
      1) 2 hours are needed to process an order
      2) orders are intended to be picked up

3) call-in orders will be delivered, if requested, and billed a delivery charge
4) orders not picked up by the end of the next business day will be returned to stock unless delivery is requested.

2. Stores offers a 24 hour fax number (5-8308) to receive General Stores orders. The "Request for Supplies from Stores--Fax Order" form #140-2701 (see figure 3) should be used to order supplies using fax service. Be sure to indicate on any fax order whether it is to be picked up or delivered. The 7 line limit for two hour pick-up applies. There are no limitations on orders for delivery.

E. Checking Supplies Received

1. Departments should check supplies received against the pink copy of the Stores order form which is left with each delivery.

2. If a stock item is temporarily out-of-stock, the department should wait 5 to 10 days before reordering.

3. Discrepancies must be reported to Stores within two working days, otherwise no adjustment can be made.

F. Returned Goods Policy

1. Merchandise that was originally ordered and received from General Stores can be returned provided it can be resold and is in the original factory carton. No obsolete or discontinued merchandise will be accepted for return.

2. Return of merchandise will not be accepted unless authorized by General Stores. To obtain authorization, contact General Stores at 5-1700. Please have the requisition number, exact quantities and descriptions of all items to be returned, and reason for the return. Stores will arrange for pickup.

3. Merchandise returned because of our error or manufacturer's defect will be credited at 100% if returned in undamaged condition. Stock merchandise returned for any reason other than error or manufacturer's defect will be credited subject to the following restocking charges:

Elapsed time after receipt	Restocking charge
Same day - 1 week	No Charge
1 week - 1 month	15%
1 month - 3 months	20%
3 months - 6 months	50%
Beyond 6 months	No returns

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

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

G. Special Stock Considerations

1. Electrical Supplies
   a) The sale of electrical wire and extension cords must be cleared by the Physical Plant. Call 3-9578 for approval.
   b) Multiple outlet strips (stock #110-2009 and 110-2011) have been approved by Physical Plant and may be ordered without prior approval.

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

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

4. Compressed Gases and Accessories
   a) Common gases are warehoused at Stores and delivered to departments when requisitioned. A cylinder rental charge is assessed from the day of delivery and continue to accrue until

the cylinder is returned to Stores. Cylinder rental will appear as a separate charge on the Stores monthly billing.

b) For ordering common gases listed in the General Stores catalog, use a separate "Request for Supplies from Stores" form.

c) For the return of empty cylinders:
   1) Send a request for pickup to Stores giving the following information: (approved format is available in the General Stores catalog)
      (a) The building and room number where the cylinders are located
      (2) The cylinder tag or label number
      (3) The General Stores stock number of the cylinder
      (4) The rental account number
      (5) A contact person's name and phone number
   2) Empty cylinders should be placed in a separately designated area at your delivery dock and secured by chains, as a safety precaution, pending pick-up.
   3) Return all empty cylinders as quickly as possible to eliminate excessive cylinder rental charges.

d) Stores is billed for all cylinders assigned to the University. Rental charges are rebilled to the appropriate University department.

e) Cylinders with suspected leaks should be reported immediately to General Stores. They will be picked up and returned to the company, and the department will receive credit for the cylinder gas charge. Departments should place an order for a replacement cylinder, if so desired.

f) A regulator is available for rental from Stores for use in filling balloons. Departments will be held liable for any damages to the regulator.

V. Open Purchase Orders

A. Open Orders are purchasing agreements negotiated by the Purchasing Department with specific vendors to supply the University with supplies and services at established terms of purchase when the vendor is provided with an open order release. The system is designed for use by all University departments to obtain small quantity, low value items. The objective is to get material quickly, keep the ordering process as simple as possible and minimize the cost of ordering.

B. Open order release

1. Material from Open Order Suppliers may be ordered using the "General Stores Non-Stock Order Form" form #140-2704 (see figure 4) available from General Stores. The non-stock order form is to be used for obtaining supplies and services through open orders. It is easy to use and is normally filled out in printing as opposed to typing. The non-stock order form is a combination requisition, open order release and receiving document. No other prepared document will be required. The requisitioner completes the department and delivery information, a company that supplies the items required, order quantity, part or catalog number, description of items and price. If ordering from the company catalog, be sure to indicate the page number and issue of the catalog.

2. Type of orders
   a) Department locates desired item, obtains price information, and part number. Department calls or stops at Stores to obtain shipping release authorization. Department picks up material.
   b) Department representative shops local suppliers, find items wanted, calls Stores for release number and picks up item.
   c) Department locates items in vendor catalog and sends in order form.
      1) Order forms can be faxed to Stores at 5-4484
      2) Dropped off at the Stores Service Counter
      3) or mailed through campus mail
   d) Department locates items in vendor catalog and calls Stores to prepare an order form. The department must specify a supplier as well as a catalog and page number. If any questions arise regarding the order, and no one in the department is available to answer them, the order cannot be placed. (This method of order placement should be used with caution. Stores order handlers are not familiar with terms related to a specific field. This may result in an incorrect item being ordered.)
   e) If the order was phoned in, no follow-up release form is required. Confirming paperwork could result in a duplicate order being placed.

3. Placement of orders
   a) Unless the company is local, placement of the order is to be handled by Stores
   b) Stores places orders using direct order entry (computer to computer) or fax or phones the order to the company or supplier representative

4. Delivery
   a) Incoming shipments are to be delivered to Stores Receiving and from there to the department by Stores truck.
   b) When the shipment is received in the department, the packing slip must be forwarded to Stores Open Orders.

C. Payment and billing of open order invoices and releases

1. Payment of vendor invoices is handled by Stores Open Orders. Invoices received in departments for open order releases must be forwarded to Stores Open Orders.

2. Open Orders will charge department accounts through the Stores billing system. Statements are prepared monthly and will be distributed through Campus Mail. Department accounts will be charged when:
   a) The invoice is received and proof of delivery is obtained as evidenced by a Stores delivery slip or a packing slip.
   b) or upon receiving a signed statement from an authorized department representative confirming receipt of merchandise.

D. Restrictions

1. No single release can exceed $500 or, for research chemicals, the maximum order is $700.

2. No rentals

3. Shoprite purchases are restricted to groceries. No foods for parties or break room supplies. The reason for purchase must be indicated on the release. Legitimate reasons may be for use as theatre props (no cigarettes, alcohol, etc for any reason,) Family and Child Study's food studies, or 4-H displays.

4. The following requires Physical Plant approval:
   a. Electrical items
   b. Multiple outlet strips
   c. Surge protectors

5. The following requires Purchasing Department approval:
   a. Coffee makers
   b. Major appliances e.g. ovens, stoves, refrigerators, freezers
   c. Computer software
   d. Large orders for lumber/plywood or anything that appears to be used for more than repair purposes.

6 The following requires approval from Safety Services:
   a. Fire extinguishers

7. The following requires Instructional Media Center's approval:
   a. Film processing
   b. Name plates

E. General Information

1. Vendor Listing
   a. A complete listing of vendors with which open order contracts have been established is available upon request.
   b. Most companies with open orders will provide catalogs directly to departments and the open order department maintains a catalog library for reviewing. Open Orders does not distribute company catalogs.

2. Damages and Claims
   a. Damaged shipments or shortages are to be reported immediately to Stores Damages and Claims (5-1700). The original shipping container must be kept until the claim is resolved otherwise no filing can be handled.

3. Returns or Exchanges
   a. If material is to be returned or exchanged, contact Open Orders for instructions as to how to proceed.
   b. The company must be contacted for return authorization and a "Material Return Slip and/or Shipping Permit" form #140-2562 (see figure 5), must be completed and sent to the Stores Open Order office before arrangement can be made for pick up.
   c. Local shipments with a value less than $25 can be handled by the department. Any credits received are to be forwarded to Stores Open Orders for processing.

4. Standing Orders
   a. Dry ice is handled as a standing order. It is available as a

55 lb. block, 55 lb. cut block, or 50 lb. bag of pellets.

b. For a department to use the open order, a non-stock order form must be prepared. Required information is:
   1) account number
   2) delivery location
   3) day(s) of the week for delivery (Monday, Thursday or both)
   4) quantity and unit of dry ice

c. Before deliveries start, the department must have available a dry ice storage container. These can be ordered through Purchasing on a purchase requisition.

d. Deliveries will be made as requested until the non-stock order form must be renewed (May 1, of each year) or until Open Orders receives a written cancellation request.

VI. Expediting

A. Expediting, located in Stores, is responsible for obtaining purchase order and purchase order draft delivery commitments. Department open orders must be expedited through the ordering department.

B. To obtain expediting or follow-up service:

1. Departments should call Expediting and be prepared to provide the purchase order or purchase order draft number, vendor name, expected arrival date, and the items that have not been received (unless the entire order is involved).

2. The expeditor will contact the vendor, gathering order information for the department and/or clarifying any incomplete information.

3. Once timely and relevant information is obtained, the expeditor will notify the department regarding the status.

4. Individual departments should not contact suppliers (unless Expediting is notified) once an expediting request has been submitted. If the supplier is contacted by the department, the expediting request will be considered canceled.

C. Expediting responsibility is limited to gathering information and correcting erroneous information. Cancellations, order changes, price changes, etc. must be processed by Purchasing through the change order procedure.

VII. Receiving

A. Delivery

1. Stores Receiving is the central receiving location for incoming shipments to campus departments. Stores receiving accepts authorized shipments for any department on campus. Incoming shipments include those received from:
   - United Parcel Service
   - Parcel Post
   - Common carriers
   - Air freight carriers
   - Vendor-owned delivery vehicles

2. The Receiving office will not accept shipments or packages for
   - student dormitory rooms
   - Kellogg Center guest rooms
   - organizations not affiliated with university academic or business operations

3. Stores responsibility is for the receiving and redelivery of shipments relating to University business only. Stores will not be responsible for non-business related shipments for individuals employed by the University.

B. Recording Incoming Shipments

1. Copies of P.O.'s, P.O.D.'s, and Open Order Releases are kept on file in the receiving area of Stores.

2. As packages are received the order is pulled, copied, and the following receiving information is recorded.
   a. The date the shipment was received at Stores Receiving
   b. The method of shipment
   c. If delivered by vendor truck, the packing slip will be pulled and the number recorded
   d. When delivered by freight either standard or air, the freight bill or air bill number is recorded.
      1) Standard freight shipments also have the weight recorded
      2) Shipments arriving collect will show the collect charge
   e. The number of pieces (each, bags, cartons, skids) received are recorded

3. Packages are tagged with copies of the "delivery receipt" and are delivered to the proper buildings.

C. Redelivery of shipments to departments

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

2. Shipments received by air express will be delivered by the next scheduled truck to the delivery location. If the next truck will not be departing until the following workday, a courtesy call will be made to notify the addressee of receipt of material.

3. A special delivery service can be provided on an actual cost basis (minimum of one hour)
   a. If planned delivery service is not acceptable to the addressee
   b. If a delivery person and vehicle are available

4. Upon receipt of the packages, departments sign the delivery receipt
   a. one copy is returned to Stores Receiving as proof of delivery
   b. another copy is retained by the department

D. Claims (receipt of damaged goods)

1. Reporting
   a. Material received in a damaged condition must be reported immediately to the damage and claims section of Stores.
   b. Time is very important because, in order to be considered, concealed damage must be reported to the freight carriers within 15 days of the delivery date.
   c. The package and contents must be preserved, including inner packaging, just as it was received. Nothing from that package can be removed until a determination is made for return or replacement.

2. Processing
   a. Damage valued at less than $25 cannot be processed.
   b. Disposition of damaged items will be processed on a Material Return form (MR), numbered for identification (see figure 5).
   c. Vendors will be contacted by the Stores Department, prior to disposition, to verify such information as:
      1) Whether disposition of the items is to be handled by MSU or by the supplier
      2) If returned to the vendor, the shipping address
      3) The type of transportation to be used, and who is responsible for the shipping expenses
      4) Whether the shipment requires additional insurance and at whose expense
      5) The exact dollar amount of the claim

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

E. Overages and Shortages

1. Any overage or shortage arriving on a P.O. or P.O.D. should be reported to the Receiving office. They will advise as to disposition (eg. pickup, redelivery, or Material Return).

VIII. SHIPPING

A. Stores Shipping is the central shipping office for all material being shipped from the University.

1. Shipping to companies
   a. Shipping material to a company or off-campus organization, requires a Material Return or Shipping Permit (MR), stock no. 140-2562, completed by the department.
   b. The completed MR is sent to Purchasing for approval.
      1) When the material that was received by purchase order or purchase order draft, Purchasing will contact the company to arrange the return, repair, or replacement and secure authorization from the company (RGA or RMA No.) to ship it.

2) If the material was not received by P.O. or P.O.D., it is the department's responsibility to obtain a correct shipping address and clear it with the company so that it is accepted when it is shipped.
3) Purchasing will forward the approved MR to Shipping.

c. The MR serves as a campus pick-up request. A Stores driver will pick up the material and deliver it to shipping.
d. If processing time is critical, the package and completed MR (approved by Purchasing) may be delivered to Stores Shipping by the department to expedite shipment.

2. Shipping of Documents or letters
   a. Shipping of documents or letters through the various air freight companies with guaranteed times of arrival can be processed using a Quick Ship (QS) form (see figure 6) which is available at Stores. Departments should bring the documents directly to Stores and complete the QS form.
   b. An alternate method of sending this type of material is through the U.S. Postal System. U.S. Mail Processing should be contacted to discuss their service options.

3. Stores retains the right to make final determination of method and terms of shipment.

B. Payment of Freight Bills

1. Procedure
   a. Stores Receiving is responsible for the payment of incoming collect and outgoing prepaid freight charges.
   b. Freight and air bills are processed, charges verified, and vouchers prepared and sent to Accounts Payable.
   c. Transportation charges are rebilled on the Stores monthly charge statement to the appropriate University department.

2. Individual departments shipping or receiving merchandise under special circumstances should send all freight bills to Stores Receiving for processing. Please indicate the University account number to be charged.

IX. Stores Distribution Services

A. Pick-up and Delivery

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

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

3. Signed delivery slips must be returned to the Stores driver at the time the merchandise is delivered. Signatures attest to the number of cartons or pieces, not contents.

4. Material to be picked up by Stores cannot exceed eight stackable boxes, each box no larger than the size of a copy paper box (approximately 17"x12"x15") or one hamper load of mail. A special handling fee (See rate chart, figure 6) will be assessed for:
   a) pickups exceeding 8 cartons or 1 hamper of mail
   b) uncrating, moving, setup, special equipment, extra men, excessive time, etc.
   c) special delivery or unscheduled pick-ups
   d) delivery to a point other than specified on the PO, POD, Open Order, or Stores requisition

   If a department wants a change in delivery point before delivery, these charges can be avoided by calling Receiving and notifying them of the change.

B. Contracted Services

1. Additional material handling or distribution services can be arranged on a contract basis for a service fee based on actual cost incurred. All vehicles will be operated by Stores personnel, and the cost of the driver is included. Charges for extra men, when necessary, will be based on regular and/or overtime rates.
   a. On-campus service includes furniture delivery, equipment moves, etc. either during the regular work day or after hours.
   b. Off-campus service includes pick up and delivery service for local trips to the Lansing and East Lansing area, and long distance trips within the lower peninsula.
   c. Outstate trips may be scheduled if sufficient lead time is provided.

2. Service is available by either delivery van or freight truck. Call Receiving to schedule this service or to obtain a estimated quote for a potential job.

3. Prior to shipping any material off-campus, departments must complete a MR (stock no. 140-2562) and obtain approval of Purchasing before any material can be picked up for shipment.

X. Campus Mail

A. Use and limitations

1. MSU Board of Trustees action and United States Postal Service Private Express Statutes limit campus mail service to the distribution on campus of official University communications and the collection of mail for off-campus mailing.
   a. Examples of communications that will be handled are:
      - notices of faculty meetings or other University department sponsored affairs or programs
      - notices of meetings of learned and professional societies
      - communications from one department of the University to another
      - memorandums from one individual to another when pertaining to

current University business

2. Section 310.3 (b) of the Private Express Statutes (Vol. 39, Federal Register pp. 33211-13) does not permit campus mail service to receive or carry letters which do not relate to the current business of the University.
   a. Those that cannot be distributed are:
      - personal letters of the University's offices and employees
      - letters exchanged between non-University agencies
      - letters exchanged between students
      - requests for contributions (except United Way)
      - sales or collections by campus organizations or individuals
      - church announcements, club announcements, notices of political or organizational meetings
      - anonymous mailings

B. Mail preparation

1. Campus Mail reusable envelopes are available for purchase from Stores stock in the following sizes:
   a. 10 1/4" x 4 1/2" (140-1806)
   b. 9" x 12" (140-1820)
   c. 10" x 13" (140-1825)

   Used envelopes are available at no cost on a limited, first come, first served basis. Complete a Stores Requisition for Supplies form, indicating the approximate quantity needed.
2. Payroll envelopes are to be used only for delivery from the Payroll Department to the department head.
   a) Departments forwarding payroll time reports or checks, should remove them from the payroll envelope and forward in a regular mail envelope.
   b) Payroll envelopes are not to be reused.

   This procedure was designed to protect employee pay sheets, employee checks and accountability by Payroll and Stores Campus Mail Service.

3. The following information outlines those activities that will assist Campus Mail in expediting the mail and maintaining a smooth flow for the total University:
   a. Departments planning a large mailing (greater than 500) on campus, should contact Campus Mail at 5-1700 a few days prior to the mailing date to schedule it.
      1) The mailing must be properly addressed
      2) Mailings should be sorted by building and bundled
   b. Large mailers must realize that their mail is merged into the mail flow as time is available. As a result, their mailings may be delivered over a period of several days.
   c. Mailings of a single page or several pages not in an envelope, should be folded and stapled.

C. Addressing Campus Mail

1. When addressing campus mail, the building name must be included. Mail is sorted and delivered according to building. The room number and building name should be the last line of the address. An example of the proper address for campus mail is as follows:

Sally Doe
Department of English
201 Morrill Hall

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

XI. Equipment Rental and Leasing

A. Equipment Rental

1. Office equipment (eg. typewriters, pagers, and dictating equipment) is available for rental from Stores by calling 5-1700.

2. The minimum rental period is one month.

3. Maintenance is the responsibility of the equipment rental program.

4. The renting department is responsible for:
   a) supplies needed for operation
   b) expenses incurred due to misuse, theft, or destruction of the equipment

5. Monthly rental will be billed through the Stores billing system and will appear on the departmental monthly charge statement.

B. Equipment Leasing with Purchase Option

1. Most types of equipment can be leased through the Stores Equipment Lease Program. The program requires a commitment to lease the equipment from one to sixty months in 12 month increments.

2. Stores retains ownership until the leasing department converts the lease to a purchase.
   a. Equipment can be purchased at any time during the contract period, by paying the equipment's depreciated balance.
   b. At the end of the contract period, the department may:
      1) Continue the lease despite the fact that no further purchase credits will accrue
      2) Submit a Purchase Requisition to Stores authorizing an account to charge the final buyout (10% of the original purchase price)

3) Contact Stores to arrange for replacement or disposal of the equipment

c. Equipment funds must be used when exercising the purchase option.

3. Throughout the lease, maintenance will be the responsibility of the leasing department unless special arrangements have been make with Stores.

4. Departments acquiring equipment using the Stores lease/purchase program must complete a purchasing requisition following the instructions on the reverse of the requisition form. The only differences are:
   a) The account number field should be completed with the account that is to be billed for the monthly lease charge.
   b) In the body of the requisition, the statement "to be leased with purchase option through Stores over ? years" must be included.
   c) The requisition, once approved, is sent to Stores Equipment Rental, University Services Building

5. Stores will record the information needed for their records, insert the appropriate Stores account number and forward the requisition to Purchasing.

6. The monthly lease charge will begin when the equipment is received.

XII. Budget Booster

A. Purpose and Uses of the Budget Booster.

1. The Budget Booster is a monthly publication offered as a free service to all campus departments from the University Services Division. The primary purpose of the Budget Booster is to promote the sale and use of items between University departments.

2. The monthly newsletter has listings for:
   a. The sale of unwanted or surplus equipment to another department on campus.
   b. The Budget Booster will also advertise an item a department needs through the "Wanted to Buy" column.
   c. Departments may also post items for trade or dispose of unwanted items by giving them away.

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

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

B. The procedure outlined in Section 300 of the Manual of Business Procedures should be followed when transferring equipment from one department to another for credit.

C. The Budget Booster is sent to every department on campus. An individualized mailing list is also available. To obtain a copy of the Budget Booster, contact Stores at 5-1700.

XI. Salvage Yard

A. Salvage, located in a separate building West of University Printing, at 1330 S. Harrison Road, is open from 7:30 a.m. to 4 p.m. The Salvage Yard's telephone number is 355-0364.

B. Salvage will pick up any unused or unwanted equipment from a University department which can be resold. Contact Salvage if you have a question regarding whether they will pick up certain materials.

1. For materials assigned a University inventory number, an "Equipment Transfer Notice" (ETN) stock #140-2492 (see figure 7) must be completed and sent to Stores Salvage. This will ensure that the materials are removed from the department's inventory listing. Be sure to indicate on the form the room in which the materials are located; if a key will be necessary to access this room, list separately the room where the key can be obtained.

2. Credit for equipment or materials declared salvage must be negotiated prior to the materials being sent to Salvage. An ETN must be completed and sent to Stores Salvage. Further instructions regarding the use of the ETN 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 materials not on the University's equipment inventory, 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.

4. Material deemed to have no sale value will not be picked up by the Salvage Yard. Departments will be notified so they can initiate disposal procedures.

C. Sale Procedures

1. Department representatives may buy materials any day during regular Salvage hours. Material must be purchased on University account for University department's use.

2. Sales to the public (including University faculty and staff) are limited to sale days. Public sale days are Tuesday and Friday unless there is a University Holiday in which case there will be no sale. Sale hours are from 7:30 a.m. to 3 p.m. Cash or check

written on a local bank are both accepted.

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.

5. Items of high value or demand, such as vehicles and power equipment, are sold using a sealed bid procedure. While the selling department may recommend a minimum bid, final determination of the minimum bid will be made by the Salvage Yard in conjunction with the Purchasing Department.

D. 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.

XII. Federal Surplus Policy

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 Warehouse. Departments interested in securing surplus property must request a signed pass from the Salvage Department which is valid only for the date issued. At the sole discretion of the Salvage Yard, a six month pass may be 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

B. Title

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

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

C. Restrictions

1. Federal surplus property acquired by the University must be used:
   a) solely for educational purposes, and
   b) on University premises only.

2. Cannibalization or disassembly for secondary utilization purposes or other disposal encumbrance for four (4) years (2 years in the case of motor vehicles), is prohibited without prior authorization from the Department of Health, Education and Welfare. Such permission can generally be obtained at the time of purchase.

3. Private or personal use of any Federal surplus is illegal.

4. Donated property having a unit acquisition cost of $2,500 or more, which is not placed in educational use within 12 months after donation, shall be reported by the University within 30 days.

D. Disposition of Property

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

MICHIGAN STATE UNIVERSITY

General Stores

NEW STOCK CONSIDERATION REQUEST

Date ____________________

Department ____________________ Telephone Number ____________________

Building Name ____________________ Room Number ____________________

Requested By ____________________
Name

* * * * * * * *

Item Description ____________________

____

If this item replaces an existing stock item, enter Stores stock number. __________

Reason for Requesting Change: ____________________

Supplier's Catalog Number ____________________

Manufacturer's Number if Different from Supplier ____________________

Packaging Description ____________________

Estimated Monthly Usage ____________________

If you discontinue using this item, please give Stores 90 days notice before doing so.

____
Department Manager, or Chairman Signature

Return To: GENERAL STORES, UNIVERSITY SERVICES BUILDING

* * * * * * * *

#140-2688

Figure 1

T.C.	PHYSICAL PLANT ONLY		
	OBJ. CLASS	BLDG. CODE	DIV. NO.

MICHIGAN STATE UNIVERSITY
Request for Supplies from Stores

REQUISITION NUMBER | DATE RECEIVED

DELIVER TO	BLDG. NO.	BUILDING NAME	ROOM NO.

DEPT. NAME	ACCOUNT NO.	OBJ. CLASS	JOB NO.	FILLED BY	DATE FILLED	NUMBER OF PIECES

DATE NEEDED:	ORDERED BY	PHONE NUMBER	DATE

(ORDERS WILL BE FILLED BY STOCK NUMBER — NO BACK ORDERS)

Item No.	STOCK NUMBER	QUANTITY		BRIEF DESCRIPTION	PRICE
		ORDERED	SHIPPED		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

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

DRIVER INITIAL

MSU is an Affirmative Action/Equal Opportunity Institution

TOTAL

RECEIVED BY (SIGN FULL NAME)

Stock # 140-2703

Figure 2

O-12623

Fax Order

MICHIGAN STATE UNIVERSITY
Request for Supplies from Stores--Fax Order

REQUISITION NUMBER	DATE RECEIVED

DELIVER TO	BLDG. NO.	BUILDING NAME	ROOM NO.

DEPT. NAME	ACCOUNT NO.	OBJ. CLASS	JOB NO.	FILLED BY	DATE FILLED	NUMBER OF PIECES

DATE NEEDED:	ORDERED BY	PHONE NUMBER	DATE

2 HOUR PICKUP ☐
7 Item Limit

24 HOUR PICKUP ☐

SPECIAL HANDLING ☐
$22.00 Charge

NORMAL PROCESSING ☐
Stores Delivery

(ORDERS WILL BE FILLED BY STOCK NUMBER — NO BACK ORDERS)

Item No.	STOCK NUMBER	QUANTITY ORDERED	QUANTITY SHIPPED	BRIEF DESCRIPTION	PRICE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

DRIVER INITIAL

MSU is an Affirmative Action/Equal Opportunity Institution

TOTAL

RECEIVED BY (SIGN FULL NAME)

Figure 3

Stock # 140-2701

PHYSICAL PLANT ONLY		
OBJ. CLASS	BLDG. CODE	DIV. NO.

MICHIGAN STATE UNIVERSITY

GENERAL STORES NON—STOCK ORDER FORM

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

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

PURCHASE ORDER NUMBER

Dept. No.	Dept. Name	Account No.

Date Needed	Contact Person	Phone No.	Date

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

PREVIOUS OR SUGGESTED SOURCE:

Released To:

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

Previous Order No.

Vendor No.

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

VENDOR: Stores Authorization Required

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

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

0-13346

DELIVERY RECEIPT

DO NOT WRITE BELOW THIS LINE

PACKING SLIP No.	PRO No.	WEIGHT	DATE RECEIVED
☐ VENDOR TRUCK		☐ COL. ☐ PPD	☐ UPS. No.
CTNS.			☐ CERT. No.
			☐ INS. No.
			☐ REG. No.
			☐ SPEC. DEL.
DRIVER	Rec'd By (Full Signature)		☐ PARCEL POST
	DATE		☐ AIR

STOCK # 140

Figure 4

MICHIGAN STATE UNIVERSITY
EAST LANSING, MICH. 48824

MATERIAL RETURN OR SHIPPING PERMIT

SHIP TO:

NAME	DATE	TO BE ISSUED BY PURCHASING
ADDRESS	MSU PO NO REFERENCE	**No. MR-**
CITY AND STATE	INVOICE NO OR LETTER REFERENCE	VENDOR: THIS NUMBER AS WELL AS THE PURCHASE ORDER NUMBER MUST APPEAR ON ALL ADDRESS LABELS, SHIPPING PAPERS AND CORRESPONDENCE, WHEN ITEMS ARE REPAIRED OR EXCHANGED

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

DEPARTMENT	BUILDING OR LOCATION FOR PICK-UP	ACCOUNT NUMBER / OBJ CODE

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

1. ☐ DUPLICATE SHIPMENT
2. ☐ OVERSHIPMENT
3. ☐ RECEIVED DAMAGED
4. ☐ DEFECTIVE
5. ☐ SAMPLE RETURNED
6. ☐ CREDIT — AMOUNT CHARGED ____ RESTOCKING CHARGE ____ APPLICABLE FREIGHT ____ NET CREDIT ____
7. ☐ EXCHANGE—FOR ____
8. ☐ REPAIR
9. ☐ RENTAL RETURNED
10. ☐ MERCHANDISE SOLD
11. ☐ LOAN RETURNED
12. ☐ WRONG ITEM RECEIVED
13. ☐ MATERIAL FOR FIELD USE
14. ☐ OTHER (GIVE REASON BELOW)

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

HOW DO YOU WANT THIS SHIPPED? ☐ BEST WAY ☐ CHEAPEST WAY ☐ UNITED PARCEL ☐ PARCEL POST ☐ AIR FREIGHT ☐ COMMON CARRIER ☐ NEXT DAY AIR ☐ 2ND DAY AIR ☐ VENDOR TRUCK ☐ UPS CALL TAG ☐ MSU TRUCK

DO YOU WANT THIS INSURED? ☐ YES ☐ NO

REPLACEMENT VALUE OF SHIPMENT $	TRANSPORTATION CHARGES ☐ PREPAID ☐ COLLECT	UNIT ADMINISTRATOR

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

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

PURCHASING DATE FORM RECEIVED	DISPOSITION ☐ APPROVED ☐ SEE REMARKS	BUYER'S SIGNATURE	DATE	RGA OR RMA NO.
GENERAL STORES DATE FORM RECEIVED	PICK UP FROM DEPARTMENT	DRIVER'S SIGNATURE	DATE PICKED UP	NO. OF CARTONS
SHIPPED VIA		PRO NO	DATE SHIPPED	WEIGHT

ACCOUNTING DATE FORM RECEIVED	INVOICE NUMBER	DATE	MSU D/M NO	DATE	AMOUNT	INITIALS
VENDOR'S CM NUMBER OR REFERENCE		DATE	UNUSED			

REMARKS

Figure 5

ACCOUNTING

STOCK #140-2562

1330 S. HARRISON RD.
E. LANSING, MI 48824

QUICK-SHIP

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

QS

If returned to MSU, please reference above number.

INSTRUCTIONS

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

Please type or legibly print.

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

Description			
M of shipment: Fa way ☐ United Parcel ☐	Must arrive by:	Value	Insurance YES ☐ NO ☐

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

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O-14334

Figure 6

Michigan State University

EQUIPMENT TRANSFER NOTICE

PURPOSE: CHECK ONE

.. 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
. 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 ·· ATION :	EQUIPMENT LOCATION :
.PHONE NUMBER :	TELEPHONE NUMBER :

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

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

INSTRUCTIONS

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

2. **Distribute completed form as follows:**

White — General Stores — if checked No. 1 above.
Accounting Dept., 360 Admin. Bldg. — 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

Figure 7

INTERIOR DESIGN

I. INITIAL REQUEST

A. All requests for interior design services involving carpeting, draperies and reupholstering should be sent on the form "Request for Interdepartment Material or Service" (Stores Stock Order #140-2842), in triplicate, to the Office of Facilities Planning and Space Management, 412 Olds Hall. Upon approval, this form will be forwarded to the Residence Halls Interior Design Department for an estimate. The Interior Design Department will return the estimate directly to the requesting department.

B. All other requests involving interior design services will be routed to the Engineering Services Department, Physical Plant. Requesting departments will be charged for these interior design services.

II. FINAL REQUEST - If the department wishes to proceed with the project, it will forward the estimate sheet to Facilities Planning and Space Management requesting that the project be undertaken in accordance with the estimate. All accounts to be charged and corresponding amounts must be clearly specified on the form.

III. AUTHORIZATION - Facilities Planning and Space Management will either approve and immediately forward the request to the Residence Halls Interior Design Department or, depending on the total cost involved (over $15,000.), forward it to the Associate Provost for approval before sending it to Interior Design.

See Section Title Alterations and Improvements of Facilities, Section Number 200.1-200.3; see also Section Title Physical Plant Division, Section Number 260.1-260.4

UNIVERSITY LABORATORY ANIMAL RESOURCES

I. GENERAL

A. University Laboratory Animal Resources (ULAR) 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 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 the Office of the Vice President for Research and Graduate Studies, and is also present in each animal facility site book, along with copies of relevant laws and guidelines.

II. TECHNICAL SERVICES

ULAR offers, on a charge basis, the following 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.

F. Technical services, injections, blood sampling, etc.

(University Laboratory Animal Resources Continued)

III. PROFESSIONAL SERVICES

ULAR offers, free of charge, the following services:

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

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

For a nominal fee, the use of ULAR operated surgical suites may be scheduled by calling the department office. These suites are located in the Clinical Center, Life Sciences, and Giltner Hall buildings.

V. ANIMALS

A. To order animals, Form O-15117 (see page 230.7, Exhibit II), should be completed and submitted to the ULAR 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 require up to one week after receipt of the order, while delivery of conditioned, exotic or non-standard species may need from four to eight weeks. Call ULAR for specific information concerning standard and non-standard animals.

(University Laboratory Animal Resources Continued)

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

C. Charges will appear on departmental monthly ledger sheets as 082 for supplies, 071 for contractual services or 010 for salaries.

IX. TRAINING

ULAR maintains an extensive library consisting of:

A. books,

B. periodicals,

C. videotapes,

D. slide tape programs, and

E. pamphlets and news clippings

for self study on all aspects of animal welfare, experimentation, humane care and ethical issues. This material is also available to high school students and others to use in preparation for term papers and debates.

ULAR sponsors a series of monthly seminars on animals in research. These seminars are advertised campus-wide and attract a broad range of participants. ULAR also distributes information to researchers who use animals.

EXHIBIT I

UNIVERSITY LABORATORY ANIMAL RESOURCES

Michigan State University

POLICIES FOR ASSIGNMENT OF ANIMAL SPACE BY U.L.A.R.

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

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

3. All animals in ULAR areas will be maintained to meet state and federal laboratory animal care regulations. Total care will be provided by ULAR unless other arrangements have been made. Standards for animal care are set forth in the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals as revised, and the Animal Welfare Act.

4. Charges will be on a per diem cage charge based on periodic actual cost studies.

   Note: Animal technicians will work on a routine daily schedule so that animals are cared for each day at approximately the same period of time. They can be available to hold animals or otherwise directly assist in experiments when prior arrangements have been made. Unless a part of the experiment, diets of known quality and composition will be selected by ULAR.

   "Animal Care" includes:

   a. Daily feeding
   b. Daily watering
   c. Cleaning of cages and racks
   d. Exercising where required
   e. Cleaning of entire rooms and corridors
   f. Daily observation and recording of animals' condition
   g. 24-hour emergency veterinary service (no charge)

EXHIBIT II

USDA REPORTING CATEGORIES

X ______ Y ______ Z ______

(Number of Animals)

MICHIGAN STATE UNIVERSITY

UNIVERSITY LABORATORY ANIMAL RESOURCES

AUF No. ______

Release No. 21201

MUST BE FILLED IN BY REQUISITIONER

From ______ Dept. Phone No. ______ Acc't No. ______

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

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

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

Credit UNIVERSITY LABORATORY ANIMAL RESOURCES Acct. No. 21-3019

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0-18399

______ ULAR SIGNATURE ______ DATE

FORM 0-15117

LIBRARY COPY CENTER

I. Library Copy Centers are available to copy material at six cents per copy on 8 1/2 x 11 or 8 1/2 x 14 inch paper or thirty-five cents per copy on transparencies. Copies made on the reduction/enlargement machines are six cents each, and 11 x 17 inch copies are twelve cents each. Cash and charge card sales for products are subject to Michigan sales tax.

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 Centers in the Business and Engineering Libraries close at 10:30 p.m. Sunday through Thursday, and at 5:30 p.m. Friday and Saturday. These centers are closed during term breaks. Hours may vary.

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.

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 input 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 department's monthly fund ledger.

MAIL DISTRIBUTION LABELS

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

II. Currently there are two (2) jobs that produce campus mailing labels:

A. The job, D44ADLBL, prints Campus Mailing Labels for academic administrators, including executive management, deans, directors, and chairpersons. It is billed to the reqauesting department and labels are printed 32 to a page. See page 240.2 for the request memo to be used.

B. The job, D44FALBL, prints Campus Mailing Labels for all current faculty and academic staff. It is billed to the requesting department and labels are printed 32 to a page. See page 240.3 for the request memo to be used.

OFFICE SERVICES DEPARTMENT

I. GENERAL

The Office Services Department, telephone number 355-6620, located at 88 Service Road, is open weekdays, Monday through Friday, from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. All services are performed on a charge basis.

II. WORD PROCESSING SERVICES

Word processing services are available to all departments of the University with a University account number or on a cash basis. All work performed by Office Services is on a first-come, first-serve basis. Normally, there is a 24-hour turnaround time for correspondence. At the time work is submitted, the department is given an approximate date to expect completion of their work. We make every effort possible to meet deadlines the department may have. We have Zenith PC's with Word Perfect 5.0 and Lotus. We also have Word Link to convert documents to other formats.

A. Transcription of Cassettes and Microcassettes

Correspondence, speeches, outlines, abstracts, journal articles, reports, notes, minutes of meetings, research papers, etc. may be transcribed.

B. Addressing Form Letters

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

C. Envelopes and Labels

Departments can order the typing of envelopes and/or labels for major mailings.

D. Manuscript Typing

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

E. Electronic Mail

Office Services is now equipped with MCI Mail for processing electronic mail.

(OFFICE SERVICES DEPARTMENT CONTINUED)

III. AUTOPEN SERVICES

Signing of correspondence with an individual's original signature is available. This service is available only when an individual frequently has a large volume of correspondence requiring his/her signature on a continuing basis. Individuals wishing to use this service must purchase the matrix. Delivery time for a matrix is six to eight weeks.

IV. FACSIMILE MACHINE

Office Services has a Xerox 7020 facsimile machine which is able to either receive or send material to other facsimiles via the telephone line.

V. SPARTAN OFFICE AIDES

A. Temporary On-Call Help - Upon request, departments can obtain the services of substitute personnel during leaves of absence, vacations, sickness, overloads of work, etc.

B. Requesting Temporary Help - To insure that a temporary on-call employee will be assigned to you, we should receive the request for help at least one week prior to the starting date of the assignment. The department must indicate the following:

1. Type of work to be performed.
2. Starting date.
3. Approximate ending date.
4. Working hours.
5. Name of supervisor to report to.
6. Account number to be charged.

Office Services will determine the rate for the service based on the type of work to be performed and will select an employee who best meets the required qualifications of the position.

VI. MICROFILMING

Office Services has microfilm equipment for filming and viewing. Processing will be done at a different location. The work can either be performed in this office or the department can rent the camera on a weekly or daily basis. We do not have the ability to produce microfiche.

VII. LEASING OFFICE MACHINES

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

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

C. Maintenance of rental machines is the responsibility of General Stores. The rental department is responsible for the following:

1. Supplies needed to operate the machine.
2. Expenses incurred due to misuse, theft or destruction of the equipment.

VIII. ORDERING LEASED OFFICE MACHINES

A. Departments should complete and forward to General Stores, a purchase requisition stating:

1. Machine specifications desired.
2. Number of months rental.
3. Date needed.
4. Whether the machine is for short-term rental or to be leased with a purchase option.
5. Account name and number to be charged.

B. Monthly rental will be billed through an Interdepartmental charge. Rental charges cannot be prepaid beyond the current fiscal year. Will take orders for rentals over the telephone.

C. Further information is available in the Stores section.

PHYSICAL PLANT DIVISION

I. GENERAL

This section describes the wide range of Physical Plant Division services and outlines basic business procedures. To address questions not answered below, call the appropriate department office:

Administrative Office	355-3366
Automotive Services	353-5280
Custodial Services	355-8485
Engineering Services	355-3372
Maintenance Services	353-1760
Telecommunications Systems	353-5515
University Architect	355-1846

II. SERVICE DESCRIPTIONS

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

B. AUTOMOTIVE SERVICES operates the Campus Bus System, charters buses, rents and leases sedans, station wagons, vans, and trucks to departments and individuals for University business, operates a fueling and vehicle repair station, and keeps data, titles, and licensing for the vehicle fleet.

C. ENGINEERING SERVICES 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 also reviews plans for consulting architects and engineers on major construction projects.

D. CUSTODIAL SERVICES provides cleaning service in academic buildings, locks and unlocks the buildings, operates swimming pools, replaces light bulbs and tubes, and similar minor building maintenance. The department also sets up special events, and provides heavy trucking, labor, and equipment for certain heavy moving and delivery service. Contact the head custodian for basic custodial service in a building; otherwise call the department office.

E. The POWER AND WATER department operates the power plants, reservoir, and wells which provide steam, electricity, and water to the main campus. For information on utility capabilities, call Engineering Services. To report irregular utility conditions or utility interruptions, call Maintenance Services.

F. TELECOMMUNICATION SYSTEMS manages the University's telephone, electronics, and broadband coaxial cable systems. Call Maintenance Services for procedures for electronics and broadband coaxial cable systems. See section 280 for details on the telephone system and directory information services.

G. The UNIVERSITY ARCHITECT office coordinates and directs the planning process for new buildings. This office is involved in the selection of professional design consultants and acts as the liaison between the commissioned architects and the University.

III. REQUESTING SERVICES

A. CROSS-REFERENCES -- Specific details of the following Physical Plant Division services and procedures appear in separate sections of the *Manual of Business Procedures:*

Section Title	Section Number
1. Alterations and Improvements to Facilities	200
2. Field Trips (for bus arrangements)	25
3. Key and Lock Service	225
4. Service Garage and Motor Pool	245
5. Telephone	280

B. To request routine maintenance services in academic buildings or report problems, call 353-1760; outside of normal business hours call 355-1855. For custodial services in these buildings, see the head custodian, leave a note, or call 355-8485.

C. The *Request for Interdepartmental Material or Service* ("Service Request") form is used to request Maintenance, Custodial, Engineering, and Telephone (section 280) services to be paid for by the requesting department. The Stores Department stock order number is 140-2842; a sample is reproduced on page 260.4.

D. WORK ORDER AND JOB NUMBERS

Upon approval of the service request, a copy of a Physical Plant work order is sent to the requesting department. Three key references included on the work order are the:

1- JOB NUMBER - which appears on all documents from an approved service request to final billing. Reference it when inquiring about a job.

(Physical Plant Division Continued)

2- SCHEDULER - Physical Plant's primary representative to be contacted regarding the status of a job.

3- DEPARTMENT REP - the requesting department's representative regarding all aspects of the job.

E. OPEN ORDERS

A Service Request can also be used to establish an open order for miscellaneous or recurring Physical Plant services. With an Open Order Job Number the department representative can request services verbally rather than sending separate Service Requests. However, be aware that Physical Plant's ability to respond to "what's it for?" billing questions is also reduced.

F. BILLING PROCEDURES

1- Billing procedures for telephone services are detailed in section 280.

2- Billing charges for all other departmental services are itemized on the *Physical Plant Division Monthly Customer Statement*.

G. CUSTOMER INQUIRIES

1- To get answers regarding the status of a job, contact the SCHEDULER listed on the WORK ORDER or call 353-1760.

2- To get billing questions answered, contact the Physical Plant Business and Personnel Office at 355-3375.

INSTRUCTIONAL MEDIA CENTER

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

I. GENERAL INFORMATION

A. The main office of the Instructional Media Center is located in Room 126 IMC Building (corner of Wilson and Stadium Roads). Normally business hours are from 7:30 am to 6:00 pm, during the summer and between terms, these hours may vary. The telephone number is 353-3960. Audiovisual services and equipment are available to faculty, staff and registered student organization.

B. The IMC Visual Productions Studio is located in Room 233 Communication Arts and Sciences Building. Business hours are from 7:30 am to 5:30 pm. The telephone number is 353-8670 or 353-9810.

II. TYPES OF SERVICES

A. Distribution and Media Facilities Services

1. This division provides a vast array of audiovisual equipment, projectionist services and access to the 16mm film and videotape library. Equipment available includes: 16mm film projectors; liquid crystal display (LCD) panels for use with overheads for computer projection; carousel slide projectors; overhead projectors; microphones; screens; audiotape recorders/players; record players; video players and monitors. One piece of the above equipment may be ordered at no charge for regularly scheduled credit courses that meet on the MSU campus. Multiple pieces of that same equipment or equipment for non-classroom use is available on a charge basis only.

2. Projectionists (equipment operators) are also available for classroom and non-classroom use. For regularly scheduled credit courses which meet in large classrooms with media equipped projection booths, and rooms with a security risk, projectionist services are provided on a free basis. For other classroom and non-classroom showings, customers are charged an hourly fee.

(Instructional Media Center continued)

3. *The 16mm educational film and video library contains a wide range of titles which are available for use in regularly scheduled on-campus credit courses for a small service charge, and for other showings on a fee basis. A projection room is available for faculty and staff to preview IMC owned films and videotapes prior to program use, at no charge. Other uses of this preview room are available on a charge basis. A resource person is available to assist faculty and staff with their film and videotape selection. Films and videotapes from off-campus suppliers may be ordered through IMC. Requests for films and videotapes from off-campus suppliers should be placed as early as possible to ensure availability and to avoid rush shipping charges. All films/ videotapes are delivered and picked up according to class and program schedules. Costs include the rental fee, service charge and round-trip shipping fees.*
4. *Requests for classroom service must be placed with the Scheduling office a minimum of twenty-four (24) hours in advance of the scheduled course in order to receive free service. Requests for services may be placed by telephone; however, extensive and/or complex orders should be placed in writing.*

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 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. Other services provided are

(Instructional Media Center continued)

color and black and white film processing; slide duplication; black and white Itek prints; custom black and white and color printing; distortion-free, wide-angle photographs from our panoramic camera; a variety of slide productions from original art; portrait and passport photographs; location and/or studio photography; medical and scientific photography and computer generated slides and transparencies. Pressure sensitive labels are also available in sizes ranging from 1" x 1" up to 5" x 10", made to customer specifications. 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 instructions at this location.

D. *Visual Production Services*

A wide variety of graphic design and production services are provided by this division. Types of art which can be produced include: camera-ready art; original drawings; transparencies; poster session design; three-dimensional displays; slide art; charts and graphs; matting and framing; hand lettered certificates; engraved nameplates; badges and complete signage systems, as well as typesetting. A Desk-top publishing option is also available for the development of camera-ready copy for the printer in the areas of newsletters; fliers; prototype text; brochures and overhead transparencies. Data may be entered directly into the desk-top system through an optical scanner. The scanner can recognize most IBM type faces and computer printouts other than laser printers. In addition, there is a staff available for production of multi-media presentations, such as slide/tape programs; filmstrips; films and public service announcements for television broadcast. This assistance includes design of the entire production; art and photography; script writing; editing and all lab work. This division also maintains an area for the construction and fabrication of displays for use at conventions and trade shows, as well as in departments. These services are available on a fee basis which includes materials, labor and consultation. The telephone number is 353-8670 or 353-9810.

E. *Marketing*

This division's service includes the promotion, distribution and sale of University sponsored instructional programs and materials developed by faculty. The staff will coordinate the packaging of the programs; determine pricing; design and produce promotional brochures; direct mail advertising to potential national and international customers; 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 account number.

PURCHASING DEPARTMENT

I. GENERAL POLICY-

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

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

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

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

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

II. PURCHASE REQUISITION

A. Form

The requisition is a numbered form which can be obtained from General Stores, stock order #140-2674 (see exhibit I, pages 270.8 and 270.9).

B. Purpose

1. This form is used to request equipment, materials, supplies or certain services from an off-campus source.

2. A purchase requisition is not required to obtain materials and supplies from General Stores with the exception of Ethyl Alcohol (see Stores, Section 220).

(Purchasing Department Continued)

C. Preparation

1. Instructions for completing the requisition are listed on the back of the yellow copy of the form (see page 270.9). The form is designed for double space typing. Please type only on the lines provided. Attach a plain bond sheet(s) if an additional page is necessary.

2. Each department is responsible for determining that funds are available to cover the cost of the purchase.

D. Authorized signatures for purchases and expenditures

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

E. Distribution

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

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

3. The Accounting Department will review the requisition for authorized signatures and availability of funds. The requisition is then returned to the Purchasing Department for preparation of the Purchase order.

III. Purchase Order

A. Purpose

1. To officially authorize a supplier to deliver and charge the University for equipment, materials and/or services (see pages 270.10 and 270.11).

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

(Purchasing Department Continued)

B. Preparation

The purchase order is issued and distributed to the requisitioning department via Campus Messenger Service.

C. Shipping Inquiries

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

D. Distribution

1. Purchase order copies are distributed as follows:

   a. Supplier

   b. Accounting Department (payment file)

   c. Purchasing Department (numerical)

   d. Purchasing Department (alphabetical file)

   e. General Stores (Receiving)

   f. General Stores (Expediting)

   g. Inventory Department

   h. Requisitioning Department

2. Department Copies

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

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

E. Receipt of Damaged Materials

1. Damaged materials with a value in excess of $25.00 should be reported immediately upon receipt to General Stores, Receiving Section, telephone 355-1700.

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

3. A General Stores representative will arrange for the transfer of materials to the Receiving Section.

F. Open Purchase Orders

1. These orders are issued to cover certain supplies, services or emergency repair items for frequent small purchases which are not available from an on-campus source and the Purchasing Department agrees that the establishment of an open order will best serve the interests of the University.

2. Open orders cover a specified period of time and are restricted to a fixed dollar amount.

3. Equipment items (expenditure code 090) cannot be charged against open orders.

4. Requests to establish open orders should be directed to the Purchasing Department.

5. Stores delivery trucks make local area pick-ups daily, and will pick up and deliver items purchased on open orders. Telephone 355-1700 for information.

6. General Stores has more than 225 open orders with local suppliers. These facilities should be utilized whenever possible (see Stores, Section 220 for ordering procedures).

G. 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.

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

H. Vendor Exhibits On Campus

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

I. Maintenance Service Contracts

1. Departments desiring a maintenance service contract for equipment to be serviced periodically, should sign a Maintenance Service Contract Notice, Form No. CO-ge-15c (see Exhibit V, page 270.14) and indicate:

   a. Type of equipment

   b. Serial number

   c. Period covered

   d. Location of unit

   e. Account name and number

2. If the company fails to make the inspection(s) noted by the contract, an appropriate credit will be claimed by the Purchasing Department and returned to the department that paid the charge.

3. Renewal notices sent to the department upon expiration of contracts should be forwarded to the Purchasing Department for continuance or termination.

4. When a contract is terminated due to sale, trade-in, transfer of equipment, or any other purpose, notify the Purchasing Department immediately. If contract is terminated prior to expiration date, a proportionate refund will be obtained by the Purchasing Department and returned to the account originally charged.

IV. RETURNING MERCHANDISE TO VENDORS

A. Form

The Material Return Slip and/or Shipping Permit, Stores stock order #140-2562, is a six-part form (see Exhibit III, page 270.12).

B. Purpose

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

C. Preparation

1. The form must be completely filled out by the department. A full description of the articles being returned should be given so that if the shipment is lost, a claim can be filed with the carrier.

2. Particular attention should be given to completing the following blocks on the form:

   a. Material received on purchase order number

   b. Account number

   c. Dollar value of shipment

   d. Authorized signature

D. Distribution and Routing

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

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

3. Purchasing Department must obtain approval from the vendor before materials can be returned. Therefore, do not return materials directly to the vendor before approval is granted.

E. Alternative to Item D. Above

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

2. For small packages such as research grant proposals, etc., an MR permit number will not be necessary for shipment via Federal Express, Emery Air, Purolator, etc. (See Stores, page 220.10)

3. After approval, if required, the Purchasing Department will forward the first five copies of the MR to Stores. If not approved, the copies will be returned to the department with an explanation for disposition of the materials.

4. Stores will pick up the materials and leave the green copy with the department. The green copy will indicate driver's name and the date of pick up.

5. The pink copy will be returned to the vendor with the materials and is used as a packing slip.

6. Stores will indicate the shipping information on the white and blue copies. The blue copy is retained by Stores and filed alphabetically by vendor.

7. The white copy is forwarded to the Accounting Department where a debit memo is prepared. The amount of the debit memo will be deducted from the next invoice processed for that vendor. A copy of the debit memo will be forwarded to the department (see Exhibit IV, page 270.13). The account originally charged will receive credit, if the amount is $10 or more. In those cases where the original payment was made from funds budgeted for a prior year, credit will not be given.

8. Departments inquiring about the status of the materials should call:

   a. The Purchasing Department, telephone 355-0357 prior to the time that the materials are picked up.

   b. Stores, telephone 355-1700, after the materials have been picked up.

REQUISITION № 320361

MICHIGAN STATE UNIVERSITY
Requisition To The Purchasing Department

DATE:

Dept No	Dept Name	Account No	Budget	Sub Code

DELIVER TO	Bldg No	Building Name	Room No
IF NOT AS ABOVE Location to Leave Receipt and obtain signature	Bldg No	Building Name	Room No

PREVIOUS OR SUGGESTED SOURCE:

PURCHASING SOURCE

EXHIBIT I

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

POD

P

PURCHASE ORDER

NO.____________

PREVIOUS ORDER NO.:

DATE NEEDED:

VENDOR NO:

F.O.B. ☐ Destination—MSU (A) ☐ Shipping Point —__________

TERMS ☐ Net 30 days (B) ☐ 2% 10 Net 30 (E)

Delivery Due Date

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

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

№ 320361

☐ CONFIRMING ORDER
DO NOT DUPLICATE — THIS ORDER WAS PHONED TO YOUR __________ ON ___/___/___

Dean or Division Head	Date	REQUIRED SIGNATURES AND DATES	Dept. Head or Authorized Rep.	Date
Research Grants	Date	Accounting Date	Ordered by	Phone Number

WHITE – To Purchasing, YELLOW – Requisitioner Retain

MSU is an Affirmative Action Equal Opportunity Institution

Stock # 140-2674

Michigan State University Printing

INSTRUCTIONS FOR COMPLETING REQUISITION FORM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DEPT. NO.	DEPT. NAME		ACCOUNT NO.	BUDGET
STORES DELIVER TO: BLDG. NO.	BLDG. NAME	ROOM NO.	Page: 270.10 Date: 3-31-90	
STORES — IF NOT AS ABOVE	BLDG. NAME	ROOM NO.	REQUISITION NO.	DEPT. SPEC. CODE

MO. DAY YR.

MICHIGAN STATE UNIVERSITY
East Lansing, Michigan 48824-1234

PURCHASE ORDER

This number must appear on all documents and containers.

ORDER NUMBER

EXHIBIT II

M.S.U. BID NO.	VENDOR BID NO.

F.O.B.	TERMS	EXPECTED ARRIVAL	BUYER	CODE

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE

ORIGINAL TO VENDOR

INVOICE TO

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

EXEMPT
STATE/FEDERAL
TAX
STATE 040110
FEDERAL 38760130K

DELIVER TO

MICHIGAN STATE UNIVERSITY
STORES RECEIVING
133 WEST SERVICE ROAD
P.O. NO.
EAST LANSING, MI 48824-1234

...HIGAN STATE UNIVERSITY

Richard P. Kasuba
PURCHASING AGENT

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

By ______________________
BUYER

DIRECT CORRESPONDENCE PERTAINING TO THIS ORDER TO THE PURCHASING DEPARTMENT ATTN.:

SEE INFORMATION ON REVERSE SIDE

DOCUMENT INSTRUCTIONS

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

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

CONDITIONS

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

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

MICHIGAN STATE UNIVERSITY
EAST LANSING, MICH. 48824

Exhibit III

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

MATERIAL RETURN OR SHIPPING PERMIT

TO:

NAME	DATE	TO BE ISSUED BY PURCHASING **No. MR-** **VENDOR:** THIS NUMBER AS WELL AS THE PURCHASE ORDER NUMBER MUST APPEAR ON ALL ADDRESS LABELS, SHIPPING PAPERS AND CORRESPONDENCE, WHEN ITEMS ARE REPAIRED OR EXCHANGED
ADDRESS	MSU PO NO REFERENCE	
CITY AND STATE	INVOICE NO OR LETTER REFERENCE	

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

DEPARTMENT	BUILDING OR LOCATION FOR PICK-UP	ACCOUNT NUMBER / OBJ CODE

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

1. ☐ DUPLICATE SHIPMENT
2. ☐ OVERSHIPMENT
3. ☐ RECEIVED DAMAGED
4. ☐ DEFECTIVE
5. ☐ SAMPLE RETURNED
6. ☐ CREDIT
   AMOUNT CHARGED ____
   RESTOCKING CHARGE ____
   APPLICABLE FREIGHT ____
   NET CREDIT ____
7. ☐ EXCHANGE—FOR ____
8. ☐ REPAIR
9. ☐ RENTAL RETURNED
10. ☐ MERCHANDISE SOLD
11. ☐ LOAN RETURNED
12. ☐ WRONG ITEM RECEIVED
13. ☐ MATERIAL FOR FIELD USE
14. ☐ OTHER (GIVE REASON BELOW)

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

HOW DO YOU WANT THIS SHIPPED? ☐ BEST WAY ☐ CHEAPEST WAY ☐ UNITED PARCEL ☐ PARCEL POST ☐ AIR FREIGHT ☐ COMMON CARRIER ☐ NEXT DAY AIR ☐ 2ND DAY AIR ☐ VENDOR TRUCK ☐ UPS CALL TAG ☐ MSU TRUCK

DO YOU WANT THIS INSURED? ☐ YES ☐ NO

REPLACEMENT VALUE OF SHIPMENT	TRANSPORTATION CHARGES	UNIT ADMINISTRATOR
$	☐ PREPAID ☐ COLLECT	

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

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

PURCHASING DATE FORM RECEIVED	DISPOSITION ☐ APPROVED ☐ SEE REMARKS	BUYER'S SIGNATURE	DATE	RGA OR RMA NO.
GENERAL STORES DATE FORM RECEIVED	PICK UP FROM DEPARTMENT	DRIVER'S SIGNATURE	DATE PICKED UP	NO. OF CARTONS
SHIPPED VIA		PRO NO	DATE SHIPPED	WEIGHT

ACCOUNTING DATE FORM RECEIVED	INVOICE NUMBER	DATE	MSU D/M NO	DATE	AMOUNT	INITIALS
VENDOR'S CM NUMBER OR REFERENCE		DATE	UNUSED			

REMARKS

ACCOUNTING

STOCK #140 2562

FORM NO.
CO-AC-10a

MICHIGAN STATE UNIVERSITY
EAST LANSING, MICHIGAN 48824

Date: 3-31-90

No. DM

IN CORRESPONDENCE
PLEASE REFER TO THIS NUMBER

DEBIT MEMO

EXHIBIT IV

VENDOR NAME

THIS ADJUSTMENT IS ISSUED BY:

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

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

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

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

REASON FOR ADJUSTMENT

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

AUTHORIZED BY

O-16136

EXHIBIT V

Form No.
CO-ge-15c

MAINTENANCE SERVICE CONTRACT NOTICE

To ____

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

____

from ____________________ through ____________________

Location of machine(s):

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

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

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

Date ____________________ Signed ____________________

O-7169

Actual size. White with black ink.

BROADCASTING SERVICES

I. GENERAL INFORMATION

This division consists of WKAR-TV, WKAR-FM, WKAR-AM, Instructional Television Services (ITV) and the Radio Talking Book (RTB). WKAR-TV (UHF channel 23) provides local and national programming of public affairs, performing arts, minority affairs and lifelong education to viewers throughout Mid-Michigan and is affiliated with the Public Broadcasting Service (PBS). WKAR-FM (90.5 mHz stereo, 89,000 watts), provides fine arts and news programming 24 hours-a-day. WKAR-AM (870 kHz, 10,000 watts), provides news and information programming during daylight hours. WKAR-FM and WKAR-AM are affiliated with National Public Radio.

Instructional Television Services assists faculty in the improvement of instruction through television, providing design, production, recording and distribution of televised instructional programs for University classroom use. An extensive videotape library is also available to support instruction. Teleconference consultation and services are available for both origination and reception of interactive programs and conferences.

The Radio Talking Book is a specialized broadcast service of information for persons who have visual or physical conditions which make reading difficult. Radio receivers are available for a refundable deposit for those who qualify.

WKAR-TV and Instructional Television Services (ITV) are located in 212 Communication Arts Building. WKAR-AM, WKAR-FM and Radio Talking Book (RTB) are located in 283 Communication Arts Building. Business hours are weekdays, 8 a.m. to 5 p.m.; however, staff members are on duty 24 hours a day. For information about WKAR-TV or ITV, call 355-2300; for WKAR-FM and WKAR-AM, 355-6540 or for Radio Talking Book, 353-9124.

II. TYPES OF SERVICES OFFERED

A. Assisting faculty in planning, writing and producing instructional materials which can be fed through the campus cable system, to classrooms and auditoriums equipped with receivers or large-screen television projection, and to area CATV systems. Contact the Assistant Director of Instructional Television at 355-2300 for more information.
B. Duplicating instructional videotapes and providing videotape review facilities in the University library. Contact the Production Services Assistant Director at 355-2300 for more information.
C. Maintaining a library of over 3,500 instructional videotapes.
D. Providing a specialized broadcast service for the blind and physically handicapped via specially designed receivers, available for a $25 deposit, to eligible listeners. For further information contact Radio Talking Book at 353-9124.

(Broadcasting Services Continued)

E. Providing two-way audio communication satellite services to MSU faculty and staff. Contact the FM Program Manager for this service at 355-6540.

F. Providing laboratory facilities and internship opportunities to telecommunications students. Contact the Assistant Director of Instructional Television at 355-2300 for more information.

G. Consulting on and maintaining of departmental television systems. Contact the Technical Services Assistant Director at 355-2300 for more information.

H. Consulting on purchases and installation of audio recorders and other studio equipment, two-way radio systems and interpretation of FCC rules and regulations can be arranged through the Chief Engineer at 355-6540.

I. Recording copies of certain programs broadcast on WKAR-AM or FM for purchase. Requests are made through the FM Program Manager at 355-6540.

J. Providing teleconference services for both origination and reception of interactive programs and conferences. Contact the Assistant Director of Instructional Television at 355-2300.

III. FORMS TO BE USED

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

IV. BILLING

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

TELEPHONE SERVICE, DIRECTORY INFORMATION AND TELEPHONE CHARGES

I. PURPOSE OF THE SECTION

To detail procedures for directory information changes, telephone equipment changes, and telephone service charges.

II. GENERAL

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

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

C. For information on monthly telephone charges, see item V. below or call 355-3375.

III. TELEPHONE DIRECTORY INFORMATION CHANGES

A. The Personnel Action Notice (PAN) or Address Information Notice (AIN) is used to change directory information for employees and persons affiliated with MSU for the University telephone listing and in other unpublished directories. The information is updated regularly; <u>timeliness and accuracy depend on prompt and accurate input from University departments.</u> Departments can obtain information by calling the Office of Academic Personnel Records at 355-1526 for faculty and academic personnel, Personnel Resource Systems at 353-4330 for non-academic personnel and Registrar's Office at 353-4490 for graduate assistants and MSU associates.

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

IV. TELEPHONE AND INTERCOM EQUIPMENT

A. Requests to install, remove, replace or alter telephone equipment may be initiated by submitting a Request for Interdepartment Material or Service form (Stores stock order #140-2842) to Telecom Systems, 177 Public Safety Building.

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

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

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

2. Telephone system, telephone 353-5515.

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

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

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

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

(Telephone Service Continued)

V. TELEPHONE CHARGES

A. GENERAL

The Physical Plant Division sends each department a monthly telephone statement itemizing charges for use of telephone equipment, long distance, local calls, directory advertising, broadband services, etc. Call 355-3375 for billing assistance.

B. LONG DISTANCE CALLS

1. Each department is responsible for determining that charges on the billing statement are applicable. The Long Distance Telephone Record (Stores stock order #140-2716, see Exhibit I on page 280.4) is recommended for this purpose, and should be made available to all persons in the department who make long distance calls.

2. Toll credits may be requested by using the Telephone Toll Credit Request (Stores stock order #140-2721, see Exhibit II on page 280.5). In most cases, long distance carriers will <u>not</u> issue a credit for calls <u>originating</u> from a department telephone.

3. The department is responsible to restrict access to staff telephones to authorized persons only.

4. Personal toll calls must not be charged to University telephones but may be placed through the operator and charged to the employee's home telephone.

5. If you need to have a questionable call investigated, call 355-3375 to make arrangements with the appropriate long distance carrier.

C. TRANSFER OF CHARGES

1. A department may wish to charge an account other than the one designated for telephone service or long distance toll charges.

2. This transfer of charges may be done by sending a Journal Voucher to the Accounting Department, 360 Administration Building, telephone 355-5000.

3. <u>To keep bookkeeping to a minimum, these entries should not be prepared more than once a month.</u>

EXHIBIT I

MICHIGAN STATE UNIVERSITY

East Lansing

Long Distance Telephone Record

Date__________ 19___ Time________ a.m. p.m.

Call from

Name____________________

Telephone No.____________________

Chargeable to
University Account No.____________________

Call to

Name or Firm____________________

City & State____________________

Telephone No.____________________

Instructions

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

MSU is an Affirmative Action/Equal Opportunity Institution
Stock Order # 140-2716 O-12510

MICHIGAN STATE UNIVERSITY

TELEPHONE TOLL CREDIT REQUEST

INSTRUCTIONS

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

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

Department ______________________ Phone ______________________

Signature ______________________ Date ______________________

Michigan State University

MANUAL OF BUSINESS PROCEDURES

UNIVERSITY PRINTING

I. Location & Hours

A. University Printing, Telephone No. 355-6610, is located at 1330 S. Harrison. Office hours are Monday through Friday, from 7:30 to 12:00 a.m. and 12:30 to 5:00 p.m.

B. Kellogg Printing is now a division of University Printing, and will be re-located in room 86 of the Kellogg Center in June/ July 1990.

C. The Kellogg Mailing facility is now located within University Printing at 1330 S. Harrison, Telephone No. 355-6610.

II. Copy Centers

A. There are 7 copy centers operated by University Printing to provide convenient and fast duplication and collating service to all units on campus on a first-come, first-serve basis.

1. Agriculture Hall, Room 47, Telephone No. 355-1918;
2. Anthony Hall, Room 116, Telephone No. 353-7796;
3. Eppley Center, Room 5, Telephone No. 353-7250;
4. Fee Hall, Room E111, Telephone No. 353-6667;
5. Kellogg Center printing will be relocated to Room 86, during June/July 1990, Telephone No. 355-5074;
6. Life Science, Room B200, Telephone No. 353-8716;
7. Plant and Soil Science, Room A118, Telephone No. 353-8993.

B. Requests for copying service can be made by:

1. completing an order form at the corresponding copy center; or
2. 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.

III. Services Provided

A. 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:

1. offset printing or duplication; typesetting, pasteup and keylining; camera and platemaking for the reproduction of:

a) booklets, business cards, business reply envelopes, form letters, index cards, illustrated brochures, maps, memo pads, newsletters, postal cards, ruled forms, carbonless paper forms, self adhesive or gummed paper labels, consecutively numbered forms or sets, stationery and other related items.

(University Printing - Continued)

b) the offset printing equipment includes a press capable of a 25" x 36" sheet printed in 2 colors. Other smaller presses include both one and two color printing as small as 3" x 5" (which could be cut smaller if needed).

c) a large selection of printing papers in a variety of colors and weights is available from on hand inventory. Other papers can be selected and purchased from outside vendors to fill special requests. Recycled papers are available in white and several colors on request.

d) phototypesetting including keylining and layout is available. Equipment to receive keystrokes from desktop computers and word processors via a telephone modem is available.

e) a photographic duplicate (called a PMT) of your artwork, form or type can be reproduced. The camera will accommodate originals as large as 25" x 36". The camera range is from 600% enlargement to 16% reduction. The largest duplicate print (PMT) is 20" x 24".

f) screen prints (halftones for photographs) can be reproduced using the PMT process, up to 10" x 12".

IV. Ordering

A. Printing orders can be placed in person at the office or via Campus Mail Service accompanied by a memo containing the following information:

1. account number to be charged;
2. quantity;
3. name and telephone number of a person to contact in case additional information is needed;
4. a sample of the item to be printed, if it is a rerun of a repeat job;
5. instructions concerning color of paper or ink color, printing on one or both sides, or other special requirements;
6. date when job is needed;
7. room number and building where finished order is to be delivered.

V. Proofreading

A. 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.

B. Proofreading is the sole responsibility of the departments requesting the printing order.

(University Printing - Continued)

VI. Delivery of Job

A. University Printing delivery service is provided in conjunction with MSU Stores.

B. For the convenience of the ordering department finished material may be picked up at University Printing.

C. A numbered receipt will accompany each delivery and must be signed by a person authorized to receive the delivery.

VII. Charges

A. 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.

B. 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 with the department are authorized to request services.

VIII. Statements

A. 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.

B. 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 University Printing, Telephone No. 355-6610, and the Office of the Controller Accounting Department, Telephone No. 355-5000.

IX. Availability of New Copy Centers or Copy Machines

A. 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.

B. When copy volume does not warrant a full-service Copy Center, University Printing can furnish sophisticated copy machines on a cost-per-copy basis.

C. Please contact University Printing at 355-6610 for more complete information.

(University Printing - Continued)

X. Coin-Operated Copy Machines

A. Michigan State University has a contract with a copy machine vendor for the placement of coin-operated copy machines on campus.

B. This agreement is maintained by University Printing.

C. Please contact University Printing at 355-6610 for more complete information.

XI. Facsimile Copier

A. We have a Telecopier Facsimile Terminal (FAX machine) making communication quicker to better serve your needs. The phone number is (517) 353-9724, if calling from off campus or on campus 3-9724.

B. Kellogg Printing FAX number is (517) 353-4821 or on campus 3-4821.

C. The FAX machines are available for department use, either sending or receiving at a nominal fee. Please contact University Printing for details.

A. Preparing the publication up to the camera-ready stage:

1. Planning the publication, including budget and production schedule.
2. Writing the text (can be done by the initiating unit or by University Publications).
3. Taking the photos (can be arranged by the initiating unit or by University Publications).
4. Designating the publication.
5. Editing the text.
6. Typesetting and proofreading (University Publications proofreads in cooperation with the initiating unit).
7. Mechanically preparing the keylines.
8. Writing technical specifications for the printer.
9. Obtaining competitive bids for papers, printing and binding.

B. Printing and binding the publication; important variables are size, quantity, paper, number of ink colors, number of photographs and number of pages. University Publications coordinates production to delivery of finished product.

C. If a University Publications fee is charged, based on the complexity of editorial and design services, it will be charged to the client's account via interdepartmental transfer. Please call for more information: 355-3290.

D. After step #9 is complete, the university client supplies University Publications with a requisition for the work involved in step B. University Publications processes this requisition along with the bids through the MSU Purchasing Department.

III. PUBLICATIONS AVAILABLE

University Relations produces several campuswide publications which are available for a fee from the News Bureau, 120 Linton Hall, 355-3407.

A. The Campus Guide, a 6-color 18" X 24" map of the campus that includes a series of color photographs and a description of points of interest to visitors.

B. Profies: Michigan State University, a 16-page, full-color booklet describing the university's accomplishments and attractions, useful for students, faculty and staff recruitment and other promotional purposes.

C. MSU Facts In Brief, a brief overview of Michigan State University.

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 the month. The payments are processed through Contract and Grant Administration, not the Payroll Office, and MSU is not required to withhold tax for U.S. citizens. To the extent that these payments to enrolled students exceed tuition, fees and other direct educational expenses, such payments are gross income subject to taxation. Consult your personal tax advisor or the Internal Revenue Service (IRS) for more information.

B. MSU is required to withhold income tax on fellowships awarded to nonresident aliens. Form W-4 must be completed and submitted to Contract and Grant Administration before payment to nonresident aliens can be made. IRS Form 1042S, Foreign Person's U.S. Source Income Subject to Withholding, is issued annually to each nonresident alien fellowship recipient, whether or not the individual has taxes withheld. Form 1042S, which is issued by the Payroll Department no later than March 15, reports all payments made during the previous calendar year. The Payroll Department also provides a letter of payments and state tax withholdings that can be used when filing the State of Michigan income tax return. Questions about Form 1042S should be addressed to the Payroll Department, 5-5010.

C. Recipients of postdoctoral fellowship awards will be paid through the Contract and Grant Administration office. These payments should be treated by the recipients as gross income subject to taxation and will be reported as such to the IRS using Form 1099 MISC. MSU is not required to withhold tax for U.S. citizens.

Generally, such payments do not constitute income from a trade or business and are not subject to the tax on self-employment income.

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

E. The University does <u>not</u> provide personal tax advice or consultation. Individual tax questions should be directed to a personal tax advisor or the IRS.

IV. TUITION AND FEES

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

V. AMENDMENT OR TERMINATION

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

VI. OATH CARDS

Persons appointed to a fellowship or traineeship are <u>not</u> required to sign oath cards.

U.S. MAIL AND POSTAGE CHARGES

I. Incoming U.S. Mail

A. Incoming first class U.S. Mail is handled, for the most part, by the U.S. Postal Service and delivered directly to the University buildings. A one-stop per building delivery point has been established which is used by both the U.S. Postal Service and Campus Mail Service. If you have any questions or concerns about this service, you may direct your questions to either the General Stores Department or Mail Processing at 5-1700.

B. Correspondents should be encouraged to address mail to an individual by name of department, room number and building name. The correct zip+4 code should be used for all Michigan State University buildings served by the U.S. Postal Service. A correct and complete address will expedite the delivery of your mail. The following is an example of a standardized delivery address as recommended by the U.S. Postal Service to meet the requirements for OCR readability.

EXAMPLE:
MR JOHN A JONES
DEPARTMENT OF ENGLISH
MICHIGAN STATE UNIVERSITY
201 MORRILL HALL
EAST LANSING MI 48824-1036

II. Outgoing U.S. Mail

A. The Mail Processing Department provides services involving the preparation, metering and presorting of outgoing U.S. Mail for the entire University. This department is responsible for processing mail in a timely manner and at the lowest cost to the University. Mail Processing is also responsible for interpreting and enforcing U.S. Postal regulations and providing postal information to campus personnel. Mail Processing is located in the University Services Building at 133 Service Road and questions concerning U.S. Mail preparation should be directed to them at 355-1700.

B. Preparing Mail and Mail Cards

1. Individual letters and small bundles of letters (25 or less) should be sealed by your department. Larger bundles of letters, if nested - flaps open, will be sealed by Mail Processing. All flats MUST be sealed by your department. (Flats are envelopes that are larger than the standard #10 business envelope.)

2. International Mail: All classes of mail going to foreign countries require special rates of postage and handling requirements may vary by destination. This mail must be kept separate from domestic mail so it will not delay dispatch due to improper postage. All mail going to foreign countries must be enveloped or wrapped (except post cards). The country of destination must be shown in English.

3. Size Limitations - the following regulations are in effect for all envelopes, cards and self mailers.

   a. Pieces less that 3 1/2" in width (height) or less than 5" in length are non-mailable. Pieces over 9" X 12" are not recommended.

   b. Pieces having shapes other than rectangular are non-mailable.

   c. Cards having a thickness of less that 0.007 of an inch are non-mailable. Cards over 4 1/4" X 6" are charged at the First Class rate.

4. Each letter, group of letters or parcels sent to Mail Processing must be accompanied by a completed "Mail Service Request" card. Be sure that the card is secured to the mailing (rubberbands are preferred).

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

6. Fill in all boxes across the top of the card by entering Department Name, Account Number, Classification Code (if applicable), Date and Authorized Signature.

7. Designate the way the mail is to be sent by marking the proper box on the card or, for classes or services not listed on the card, write in desired service in the space provided. If nothing is designated, Mail Processing will use its own discretion.

III. Charges and Month End Reports

A. All postage charges are tabulated by Mail Processing on the "Mail Service Request" card and posted daily to the specified account number.

B. At month end, departments will receive a tabulated list of all postage charges made against their departmental accounts. This list should be reviewed for accuracy. Any questions relating to the billing should be directed to Mail Processing at 5-1700.

Department Name	Account Number	Classification Code

MICHIGAN STATE UNIVERSITY
MAIL SERVICE REQUEST

Date ____________ Approved by: ____________ Signature

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

Other ______________________________
Specify

Service Endorsements Must Also Be On Packages and Flats

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

CAMPUS MAIL ROOM ONLY
POSTAGE CHARGES

____
____
____
____

TOTAL

Michigan State University Printing 0-12464
MSU is an Affirmative Action/Equal Opportunity Institution

Stock No. 140-2557

RETENTION OF FISCAL RECORDS

I. DEFINITION

Fiscal records are those records that directly pertain to carrying out the business affairs of the University. Examples of the type of records included are: Ledgers and all supporting documents, Financial Reports, Payroll Documents, Paid Invoices, Service Unit Charge Detail, etc.

Retention of non-fiscal records is detailed in Section 340 of this Manual.

II. GENERAL GUIDELINES

The retention of fiscal records for departments within the University is subject to several general guidelines.

A. The Accounting Department in the Controller's Office maintains the basic business documents of the University for a period of seven years to support federal audit. These documents include all documents related to revenues, expenditures and transfers shown on the monthly ledgers that were provided to them by the department in processing the original transaction.

B. Departmental copies of fiscal records maintained by the Accounting Department should be retained fifteen months past the end of the fiscal year to facilitate departmental audits. Departments may wish to keep these records longer for the sake of convenience, particularly if there is a continuing need to refer to them. This should be kept to a minimum due to the cost of additional filing space.

   Originals of fiscal records not included with the documents sent to the Accounting Department when the transaction was originally processed, should be kept a minimum of four years (seven years if related to a federal contract or grant) past the end of the fiscal year to facilitate federal and state audits. Examples of these types of documents include employee time records, job cost sheets, etc.

C. Service units must provide back-up documentation for ledger charges, for a period of seven years, if the nature of the charges is not readily discernible from the ledger description. Alternatives to this must be arranged between the service unit and the Office of Contract and Grant Administration. Information in support of charges must be available to permit federal audit for the appropriate period of time.

D. 1. Departments that maintain personnel folders for non-academic personnel should maintain these files for two years after the termination date of that employee. At that time, the personnel folder should be reviewed. Any documents that are not copies of documents maintained in the employee's permanent file in the Personnel Department should be forwarded to the Personnel Department for inclusion in the employee's permanent file.

2. Faculty personnel action forms and individual salary and promotion records held in the department may be discarded three years after separation or retirement of the faculty member, provided appropriate records are kept in the Office of the Provost or the President. At that time, any biographic data pertaining to publications, achievements and honors suitable for publication should be sent to the News Bureau, 118 Linton Hall.

E. If you have a question concerning retention of records, please address it to: Office of Financial Analysis, 394 Administration Building, telephone number 355-5029.

RETENTION OF NONFISCAL RECORDS

I. DEFINITIONS

A. Official University records include correspondence, reports, administrative documents, meeting minutes, books, photographs, maps, drawings, tape recordings, films, machine-readable data, and files, that have been made or received by a department or office in connection with its operations.

B. Inactive records are those which must be retained for legal, administrative, or historical reasons but are not accessed by a unit more than twice per year.

II. BOARD OF TRUSTEES POLICY

A. Inactive records which are to be preserved for legal, fiscal, administrative, or historical reasons should be transferred to the University Archives.

B. Inactive records which need not be preserved are to be destroyed only with the joint approval of the unit head and the director of the archives.

III. PROCEDURES FOR TRANSFERRING RECORDS TO THE ARCHIVES

A. Procedures for efficiently transferring records to the Archives are detailed in the MSU RECORDS MANAGEMENT HANDBOOK, available from the Archives. Call 355-2330 to receive a free copy.

B. Good management of costly official records requires the establishment of retention schedules for records in individual units on campus. Records retention schedules may be produced by individual units or by Archives staff. However, such schedules must be approved by both the unit head and the director of the archives.

(Retention of Nonfiscal Records Continued)

IV. RESTRICTIONS AND ACCESS TO RECORDS IN THE ARCHIVES

A. When necessary, access to records in the Archives may be restricted. Such access restrictions should be based on the University's written Freedom of Information Policy.

B. University departments and offices may have their own records returned from the Archives, usually within one day.

V. COST

A. There is no charge for records storage in the Archives.

B. Paper records being transferred to the Archives must be in archival storage boxes which are available at a cost of $2.00 each from the Archives.

C. Boxing records and preparing a box inventory is the responsibility of the unit transferring the records.

MANUAL OF BUSINESS PROCEDURES - VOLUME II

Michigan State University

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SERVICE AREAS and MISCELLANEOUS

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SERVICE AREAS and MISCELLANEOUS

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SERVICE AREAS and MISCELLANEOUS