

MICHIGAN STATE UNIVERSITY

OFFICE OF THE CONTROLLER
305 JOHN A. HANNAH ADMINISTRATION BUILDING
EAST LANSING, MICHIGAN 48824-1046

Telephone • 517 355-5020
Fax • 517 353-1706

June 3, 1992

TO: Deans, Directors, Chairpersons and Executive Managers

FROM: Lowell E. Levi, Controller *LEL*

SUBJECT: ANNUAL UPDATE TO THE MSU MANUAL OF BUSINESS PROCEDURES

Revisions to the Manual of Business Procedures dated March 31, 1992, are enclosed. Pages of the sections referenced below should be substituted for corresponding pages with earlier dates. An updated listing of section/page numbers and the appropriate dates is provided to establish exactly what comprises an up-to-date manual. Table of Contents and Indexes are also included for both volumes.

Brief explanations of the changes follow:

VOLUME I

Section 5 - Correction to form numbers.

Section 11 - NEW SECTION - BANKRUPTCY PROCEDURES. Procedures concerning bankruptcy notices which list MSU as a creditor -- timeliness is imperative.

Section 20 - Effective 7/1/91, object code 111 was implemented (page 20.5 has a revision date of 5/31/91 and was distributed 6/26/91). Page 20.5 dated 5/31/91 may already be in your manual.

Section 23 - New "Graduate Fellowship/Traineeship Appointment/Amendment" form. Revisions to AWARD PAYMENTS include explanation of methods used to disburse funds to students under Student Information System effective Fall Semester 1992 and other instructions.

Section 35 - Note changes under AUTOMOTIVE pertaining to University-Owned Vehicles and Reporting Vehicle Accidents. "Incident Report," "Student Accident Report," and "Automobile Accident or Loss Notice Report" forms have been revised.

Section 40 - New JVE form has the added statement: "Corrections to previous transactions should be submitted within 90 days of their initial date, and should not cross fiscal years."

Section 45 - Definition of on-campus catered functions expanded and issue concerning receptions to present awards has been clarified.

ANNUAL UPDATE TO THE MSU MANUAL OF BUSINESS PROCEDURES

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Section 46 - Addition of "Take-5 Snackbars" and an updated "Interdepartmental Transfer/Hospitality Services" form included for the University Club of MSU.

Section 53 - Restrictions on charges to general fund accounts clarified; note items III,C,1 and III,C,2.

Section 55 - Form W-4 (MSU) for 1992.

Section 70 - Spouse travel addressed under GENERAL POLICY; complimentary lodging requires documentation to pay per diem -- see page 70.II.6, item D,1,d for information required; complete revision to item 7 on page 70.II.8 concerning Reimbursement for Nonrefundable Air Tickets; Special Foreign Travel Fund (SFTF) procedures revised effective June 1992 (beginning on page 70.IV.6). Revisions to appendices include Reimbursement Chart and Selected Travel Policies and Procedures brochure have the new mileage rate of 28 cents per mile and tips for entertainment of guests are limited to 15%; In-State and Out-of-State mileage charts have been updated; new Travel Authorization/Travel Voucher form includes the disclaimer "THIS FORM DOES NOT AUTHORIZE TRAVEL RELATED TO OUTSIDE WORK FOR PAY" -- international travel scenario on the new voucher form is also included.

VOLUME II

Section 200 - FINAL REQUEST - prior to submission of the second set of Request for Interdepartment Material or Service forms, appropriate administrative signatures must be obtained.

Section 205 - Updated for semester system. New form, "Textbook and Supply Adoption," included. Other revisions concerning the information required on Interdepartmental Transfers when purchasing supplies at the Bookstore and also revisions on ordering.

Section 210 - Updates to Network Access and Equipment Considerations items.

Section 221 - For determination of whether item(s) are appropriate for Salvage pick up and resale, contact Salvage at 5-0364 (not Waste Reduction Hotline). Other updates on recycling program concerning office paper.

Section 223 - Appropriate administrative approval stressed prior to submission of initial and final requests.

Section 230 - Note updates/changes concerning SPACE ASSIGNMENT; late charge if order for animals placed after noon on Thursday for shipment the following week; new animal order form #0-19313 is on page 230.4; also note revisions under BUDGET RESPONSIBILITY.

Section 235 - Increase in charge to copy material on transparencies.

Section 236 - Item III lists librarians to contact for appropriate field of interest for specifics on databases. New item VIII explaining charges to MSU departmental accounts.

ANNUAL UPDATE TO THE MSU MANUAL OF BUSINESS PROCEDURES

June 3, 1992

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Section 245 - Revision to item on VEHICLE LICENSING AND REGISTRATION; statement concerning revenue from sale of vehicles has been added to VEHICLE RECEIPT, SALE, TRANSFER.

Section 255 - Items VI & VII concerning renting office machines and ordering leased office machines are addressed in section 220; section has been reduced to two pages.

Section 260 - Item F on Page 260.2 revised " . . . broadband cable systems."

Section 265 - Revision and reorganization to "Distribution Services" include availability of catalog of IMC's film and video tape collection on 3.5" or 5.25" diskette -- IBM compatible. Instructions for use of IMC services in off campus courses have been included and "Graphic Services" provides lettering and sign production in accordance with Americans with Disabilities Act (ADA).

Section 290 - Reorganized.

Section 315 - Clarifying revisions throughout section and update of Development Fund to University Development.

Section 325 - Telephone extensions added.

Section 340 - Revision concerning support staff personnel records (item VI,B).

Enclosures

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VOLUME I**

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MANUAL OF BUSINESS PROCEDURES - VOLUME I

Michigan State University

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- 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-1h, "Revolving Account Request Form" (see sample, page 5.5). The form is available from the Controller's Office.
2. When completing the form, certain items deserve special attention as follows:
 - a. For revolving accounts, the indicated sources of income (item 5), and types of expenditures (item 7) must be related. Only those expenditures which are incurred to generate the indicated sources of income can be charged to the account.
 - b. Item 13 must be completed on both new and amended account requests. Accounts are not permitted to accumulate balances in excess of working capital needs.
 - c. The request must be signed by a Dean or Vice President.
 - d. All items on the reverse side will be completed by the Controller's Office or Internal Audit.
3. Internal Audit regularly audits accounts to determine that operations are in conformance with the information indicated on approved account request forms.

(Account Numbers and Account Requests Continued)

- B. Clearing and Deposit Accounts - These accounts may be established when deposits must be held for disbursements to others (e.g., sales tax collections to be remitted to the State of Michigan). Requests to establish new accounts or to amend existing accounts must be submitted to the Controller for approval on a completed form CO-fu-2b, "Clearing and Deposit Account Request Form" (see sample, page 5.8).
- C. General Fund account requests must be approved by the Office of Planning and Budgets.
- D. Trust account requests must be arranged through the Office of Investments and Trusts, telephone 355-5018.
- E. Gift and Grant, Fellowship and Sponsored Research Accounts -
 - 1. Refer to Volume I, Section 23, concerning Fellowships; refer to Volume II, Section 315, concerning Gift and Grant or Sponsored Research accounts.
 - 2. Any further questions concerning Fellowship accounts should be directed to the Office of Fees and Scholarships, 146 Administration Building; questions concerning Gift and Grant or Sponsored Research accounts should be directed to the Office of Contract and Grant Administration, 302 Administration Building.
- F. Scholarship accounts must be arranged through the Office of Financial Aids.
- G. Agency Accounts - Student Organizations
 - 1. Use "Application for Agency Account - Student Organization" (see sample, page 5.6). Items 1-8 must be filled in. This form is available in the Accounting Department, Office of the Controller and the Student Activities Division, Office of the Vice President for Student Affairs and Services.

BANKRUPTCY PROCEDURES

Often times departments throughout the University receive bankruptcy notices which list Michigan State University as a creditor. These notices are legal documents which prohibit the University from pursuing collection of outstanding obligations while the account is in bankruptcy.

Upon receipt of a bankruptcy notice (see samples on pages 11.3 & 11.4), departments must cease collection activity, **by law**, on the account in question (for debts incurred prior to the date of filing bankruptcy) and forward the bankruptcy notice to the:

Controller's Office
140 Administration Building
Attn: Bankruptcy Department

Please note the department forwarding the notice and whether any debts are covered by the bankruptcy action. If you have questions regarding a bankruptcy please contact 3-7788.

Notices must always be forwarded to the Controller's Office, regardless if the department receiving notice of bankruptcy has an outstanding receivable balance with the debtor. Other departments throughout the University may also have business pending with the debtor and must also be notified of the bankruptcy status.

Upon receipt in the Controller's Office, a notice (see samples on pages 11.5 & 11.6) is circulated to various offices around campus which typically deal with receivable accounts and who may be maintaining a collection account with the debtor. Departments wishing to be included in the routing on a regular basis should contact the Controller's Office at 3-7788.

If a department receives correspondence from the Controller's Office requesting information on outstanding debts involved in a bankruptcy, the department should complete and return requested information, with supporting documents, within 48 hours of receipt. The Controller's Office will consolidate information from the University as a whole and prepare and file a claim on a timely basis.

Failure to file a claim (see sample on page 11.7) with the court by the deadline generally prohibits the University from further pursuit of any part of the debt.

Departments which utilize outside collection agencies should notify the agency that upon receipt of a notice of bankruptcy, the agency is required to close and return the account to the University immediately. **Under no circumstances should an outside agency file a bankruptcy claim on behalf of the University.**

Upon receipt of a bankruptcy discharge or dismissal, departments involved will be notified by the Controller's Office. A dismissal allows the department to resume collection of any debt outstanding. A discharge will typically require any department involved to write-off any debts outstanding and to cease collection activity on any debts incurred up until the debtor filed for bankruptcy.

An exception to the discharge rules involves obligations to repay funds received as an educational benefit, scholarship or stipend (including student loans) if outstanding less than seven (7) years. (Effective for bankruptcies filed on or after May 28, 1991).

Please be aware that a bankruptcy action frequently takes many months to be finalized and that a Chapter 13 Bankruptcy may take as long as five (5) years to complete.

TRUSTEE
JOHN L. BOLENBAUGH
4710 WEST SAGINAW
BOX 81007
LANSING, MI 48908

IN RE:

CASE NUMBER

GL-92-

(H)

(W)

NOTICE RE: MEETING OF CREDITORS, CONFIRMATION HEARING, AND OTHER RELEVANT MATTERS

the debtor, his creditors, and other parties in interest:

An order for relief under Title 11 U.S.C. Chapter 13 having been entered on a petition filed by the above debtor(s) on: March 18, 1992

NOTICE IS GIVEN THAT:

I A MEETING OF CREDITORS pursuant 11 U.S.C. R341 shall be held at: TRUSTEE'S OFFICE, 4710 W. SAGINAW ST.
LANSING, MICH 48917

on: April 22, 1992

Time: 9:30 A.M.

The debtor(s) shall appear in person at that time and place for the purpose of being examined. The meeting may be continued or adjourned from time to time by notice at the meeting, without further written notice to the creditors. At the meeting the creditors may designate a person to supervise the meeting, examine the debtor, and transact such other business as may properly come before the meeting.

II AUTOMATIC STAY - Certain acts and proceedings against the debtor(s) and his property and certain co-debtors are prohibited in pursuant to 11 U.S.C. § 362 and § 1301. Pertinent parts of these sections are on the reverse side of this notice.

III A HEARING ON CONFIRMATION of the plan will be held

Time: 9:00 A.M. Date: 05-15-92

Address: U.S. BANKRUPTCY COURT, RM 101, U.S. POST OFFICE &
COURTHOUSE, 315 W. ALLEGAN, LANSING, MI 48933.

Objections to confirmation or attorney fees must be filed 5 days before confirmation and a copy served upon the Trustee, the Debtor and his Attorney

IV CLAIMS - In order to have his claim allowed and participate in the distribution of any dividends, a creditor must file a claim in duplicate, even if the creditor is not on the list of creditors filed by the debtor(s). Claims entitled to interest will not receive interest unless the rate of interest is requested on the face of the proof of claim form.

Claims which are not filed by July 22, 1992 will not be allowed except as provided by law
V SECURED CLAIMS AND VALUATIONS - No creditor may be treated as secured for more than the fair market value of the debtor(s) property on which the creditor holds a perfected lien. Secured claims should be filed prior to the first meeting of creditors to enable the trustee to calculate the plan. If prior to the confirmation hearing, no claim or valuation of collateral is filed by the creditor then the valuation in the debtor(s) schedules will control for the purpose of confirmation. The debtor(s) and a secured party may file a written stipulation as to valuation of collateral prior to the hearing on confirmation. If no agreement on value is previously reached, a trial on valuation will be held at the confirmation hearing.

The debtor shall, when practicable, obtain the approval of the trustee prior to incurring additional consumer debt. The failure to obtain such approval, if practicable may cause the claim for such debt to be unallowable to the creditor, (11 U.S.C. § 1305 [c]) and the debt to be nondischargeable for the debtor (11 U.S.C. § 1328 [d])

Unless specified differently, below, after payment of administrative costs, the plan proposes monthly payments to certain secured and/or priority creditors with the balance to other creditors on a pro-rata basis.

Unless the court extends the time, any objection to the debtor(s) claim of exempt property (Schedule B-4) must be filed within 30 days after conclusion of the meeting of creditors.

DEBTORS ATTORNEY FEES \$800.00
INTEREST SHALL BE PAID ON THE SECURED PORTION AT THE CONTRACT RATE
OR 10% WHICHEVER IS LOWER.

The plan proposes payments of 283.00 per month to the Trustee, who will pay 50.00% to unsecured creditors. You are listed as UNSECURED creditor to receive full payment over the life of 42 months.

ATTORNEY FOR DEBTOR:
DEBT RELIEF LEGAL CLINIC
MICHIGAN P.C.
710 W SAGINAW ST STE. 7
LANSING, MI 48917

ADDRESSEE:
MICHIGAN STATE UNIVERSITY
110 HANNAH
EAST LANSING MI 48824

FILE CLAIMS AND ATTACHMENTS IN DUPLICATE WITH THE BANKRUPTCY CLERK AT:

BANKRUPTCY COURT-CLERK
BOX 3310
GRAND RAPIDS, MI 49501

BY THE COURT:

99906598
Your Acct. No.

BANKRUPTCY JUDGE

DATED

April 1, 1992

SCHEDULED DEBTS:		
SECURED	UNSECURED	PRIORITY
13361.00	6479.80	809.00

BANKRUPTCY COURT
15 NORTH 7TH STREET

CAMDEN, NJ 08102-1104

IN RE (NAME OF DEBTOR)

**NOTICE OF COMMENCEMENT OF CASE
UNDER CHAPTER 7 OF THE
BANKRUPTCY CODE,
MEETING OF CREDITORS, AND FIXING OF DATES
(Individual or Joint Debtor No Asset Case)**

CASE NUMBER:
91-

FILED:
12/31/91

SOC. SEC./TAX ID NOS.

ADDRESS OF DEBTOR

MEETING OF CREDITORS

DATE: MAR. 20, 1992
HOUR: 2.00 P.M.
AT: U.S. TRUSTEE, HEARING ROOM
15 NORTH 7TH STREET
1ST FLOOR
CAMDEN, NJ

DEBTOR'S ATTORNEY
ROBERT H. OBRINGER, ESQ.
TWO GREENTREE CENTRE
P O BOX 259
MARLTON, NJ 08053-0269
TELEPHONE: 609-983-1600

TRUSTEE
MORTON BATT
1804 MORRIS DRIVE
CHERRY HILL, NJ 08003-3304
TELEPHONE: - -

**DEADLINE TO FILE A COMPLAINT OBJECTING TO DISCHARGE OF THE DEBTOR OR TO
DETERMINE DISCHARGEABILITY OF CERTAIN TYPES OF DEBTS: MAY 19, 1992**

**AT THIS TIME THERE APPEAR TO BE NO ASSETS AVAILABLE FROM WHICH PAYMENT MAY BE MADE TO UNSECURED CREDITORS.
DO NOT FILE A PROOF OF CLAIM UNTIL YOU RECEIVE NOTICE TO DO SO.**

COMMENCEMENT OF CASE. A petition for liquidation under chapter 7 of the Bankruptcy Code has been filed in this court by or against the person or persons named above as the debtor, and an order for relief has been entered. You will not receive notice of all documents filed in this case. All documents filed with this court, including lists of the debtor's property, debts, and property claimed as exempt are available for inspection at the office of the clerk of the bankruptcy court.

CREDITORS MAY NOT TAKE CERTAIN ACTIONS. A creditor is anyone to whom the debtor owes money or property. Under the Bankruptcy Code, the debtor is granted certain protection against creditors. Common examples of prohibited actions by creditors are contacting the debtor to demand repayment, taking action against the debtor to collect money owed to creditors or to take property of the debtor, and starting or continuing foreclosure actions, repossessions, or wage deductions. If unauthorized actions are taken by a creditor against a debtor, the court may penalize that creditor. A creditor who is considering taking action against the debtor or the property of the debtor should review section 362 of the Bankruptcy Code and may wish to seek legal advice. The staff of the clerk of the bankruptcy court is not permitted to give legal advice.

MEETING OF CREDITORS. The debtor (both husband and wife in a joint case) is required to appear at the meeting of creditors on the date and at the place set forth above for the purpose of being examined under oath. Attendance by creditors at the meeting is not required, but not required. At the meeting, the creditors may elect a trustee other than the one named above, elect a committee of creditors, examine the debtor, and transact such other business as may properly come before the meeting. The meeting may be continued or adjourned from time to time by notice at the meeting, without further written notice to creditors.

LIQUIDATION OF THE DEBTOR'S PROPERTY. The trustee will collect the debtor's property and turn any that is not exempt into money. At this time, however, it appears from the schedules of the debtor that there are no assets from which any distribution can be paid to creditors. If at a later date it appears that there are assets from which a distribution may be paid, the creditors will be notified and given an opportunity to file claims.

EXEMPT PROPERTY. Under state and federal law, the debtor is permitted to keep certain money or property as exempt. If a creditor believes that an exemption of money or property is not authorized by law, the creditor may file an objection. An objection must be filed not later than 30 days after the conclusion of the meeting of creditors.

DISCHARGE OF DEBTS. The debtor is seeking a discharge of debts. A discharge means that certain debts are made unenforceable against the debtor personally. Creditors whose claims against the debtor are discharged may never take action against the debtor to collect the discharged debts. If a creditor believes that the debtor should not receive any discharge of debts under section 727 of the Bankruptcy Code or that a debt owed to the creditor is not dischargeable under section 523(a)(2), (4), or (6) of the Bankruptcy Code, timely action must be taken in the bankruptcy court by the deadline set forth above labeled "Discharge of Debts." Creditors considering taking such action may wish to seek legal advice.

DO NOT FILE A PROOF OF CLAIM UNLESS YOU RECEIVE A COURT NOTICE TO DO SO

MICHIGAN STATE UNIVERSITY

OFFICE OF THE CONTROLLER • LOANS RECEIVABLE DIVISION
140 JOHN A. HANNAH ADMINISTRATION BUILDING

EAST LANSING • MICHIGAN • 48824-1046

DATE: _____

SUBJECT: Bankruptcies Received

NAME: _____ S# _____ SS# _____
 _____ S# _____ SS# _____

CHAPTER: _____ 7 _____ 11 _____ 13

BANKRUPTCY FILED: _____

CLAIM: _____ Will Be Filed _____ Will Not Be Filed

* Please provide copies of the account breakdown if a claim is to be filed.

HOLDS: _____

Dept.	Yes	No
DELINQUENT/DEPARTMENTAL		
STUDENT RECEIVABLE		
STUDENT LOANS		
PERKINS		
GSL		
RETURNED CHECKS		

Thank you,

Arleen Lampman 36447
Judy Ferguson 37788

MICHIGAN STATE UNIVERSITY

OFFICE OF THE CONTROLLER • LOANS RECEIVABLE DIVISION
140 JOHN A. HANNAH ADMINISTRATION BUILDING

EAST LANSING • MICHIGAN • 48824-1046

DATE: _____

TO:

____ Clinical Center Business Office
Debbie Owen, Patient Accounts
A202 Clinical Center, CAMPUS

____ Olin Health Center Business Office
Matilde Aguilar, Patient Accounts
Room 128, Olin Health Center,
CAMPUS

____ Veterinary Clinical Center Business Office
Carolyn Stevens, Accounts Coordinator
A198 Veterinary Clinical Center, CAMPUS

FROM:

Loans Receivable Office

SUBJECT:

Bankruptcy Papers Received

CHAPTER: ____ 7 ____ 11 ____ 13

NAME: _____ S# _____ SS# _____
_____ S# _____ SS# _____

BANKRUPTCY FILED: _____

CLAIM: ____ Will Be Filed ____ Will Not Be Filed

* (Please provide copies of the account breakdown if a claim is to be filed)

PLEASE COMPLETE:

____ Open Account ____ Closed Account
\$ ____ Balance as of Filing Date

PLEASE INITIAL, DATE, AND RETURN THIS FORM TO ME NO LATER THAN: _____

Clinical Center
Initial _____ Date _____

Olin Health Center
Initial _____ Date _____

Veterinary Center
Initial _____ Date _____

Thank you,

Arleen Lampman 36447
Judy Ferguson 37788
140 Administration Building

BOF 19
(Rev 5/85)

United States Bankruptcy Court

For the _____ District of _____

In re

Case No. _____

Debtor*

PROOF OF CLAIM

1. *[If claimant is an individual claiming for himself]* The undersigned, who is the claimant herein, resides at**

[If claimant is a partnership claiming through a member] The undersigned, who resides at**

is a member of _____, a partnership,
composed of the undersigned and _____,
of** _____, and
doing business at** _____,

and is authorized to make this proof of claim on behalf of the partnership.

[If claimant is a corporation claiming through an authorized officer] The undersigned, who resides at**

is the _____ of _____,
a corporation organized under the laws of _____,
and doing business at** _____,

and is authorized to make this proof of claim on behalf of the corporation.

[If claim is made by agent] The undersigned, who resides at**

_____, is the agent of _____, and is

of** _____, authorized to make this proof of claim on behalf of the claimant.

2. The debtor was, at the time of the filing of the petition initiating this case, and still is indebted *[or liable]* to this claimant, in the sum of \$ _____

3. The consideration for this debt *[or ground of liability]* is as follows:

[If filed in a chapter 7 or 13 case] This claim consists of \$ _____ in principal amount and \$ _____ in addition charges *[or no additional charges]*. *[Itemize all charges in addition to principal amount of debt, state basis for inclusion and computation, and set forth any other consideration relevant to the legality of the charge.]*

4. *[If the claim is founded on a writing]* The writing on which this claim is founded (or a duplicate thereof) is attached hereto *[or cannot be attached for the reason set forth in the statement attached hereto]*.

5. *[If appropriate]* This claim is founded on an open account, which became *[or will become]* due on _____, as shown by the itemized statement attached hereto.

Unless it is attached hereto or its absence is explained in an attached statement, no note or other negotiable instrument has been received for the account or any part of it.

6. No judgment has been rendered on the claim except

7. The amount of all payments of this claim has been credited and deducted for the purpose of making this proof of claim.

8. This claim is not subject to any setoff or counter-claim except

9. No security interest is held for this claim except

[If security interest in the property of the debtor is claimed] The undersigned claims the security interest under the writing referred to in paragraph 4 hereof *[or under a separate writing (or a duplicate of which) is attached hereto, or under a separate writing which cannot be attached hereto for the reason set forth in the statement attached hereto]*. Evidence of perfection of such security interest is also attached hereto.

10. This claim is a general unsecured claim, except to the extent that the security interest, if any, described in paragraph 9 is sufficient to satisfy the claim. *[If priority is claimed, state the amount and basis thereof.]*

Claim No.
(office use
only)

Total
Amount
Claimed

Full Name of Creditor: _____

Signature _____

Date _____

Penalty for Presenting Fraudulent Claim. Fine of not more than \$5,000 or imprisonment for not more than 5 years or both — Title 18, U.S.C., §152.

*Include all names used by debtor within last 6 years.

**State mailing address.

- 092 Equipment Fabrication Components - For Office of Contract and Grant Administration use only.
- 093 Freight on 090 Equipment.
- 099 Equipment Not Owned by MSU - For Office of Contract and Grant Administration use only.
- 101 Purchase of Land
- 102 Land Improvements - Examples include drainage, grading, filling and reservoirs for water storage.
- 103 Building - Capital Improvements -- Includes the purchase, all costs during construction, repairs and alterations except for dormitories and Union (see Classification 890). This classification also includes fixtures and equipment which become permanently attached to or forms a part of buildings or structures; such as elevators, plumbing, power-plant boilers, fire-alarm systems, lighting and heating systems, generators, air-conditioning and refrigerating systems.
- 104 Site Improvements - Includes landscaping, fences, sewers, wells, sidewalks, roadways, tunnels and utility distribution system.
- 110 Grants, Contributions and Intangibles - Includes contributions to permanent University retirement fund, taxes, royalties, funeral remembrances, payments for the right to reprint articles and extracts and payment for per diem.
- 111 Business Entertainment - Includes all charges for food, beverages, and related services and room fees, tickets to shows, sporting events and related charges. Does not include meal per diem for employees while in overnight travel status.

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 the Office of Fees and Scholarships, telephone 355-5050.

II. FORMS

Appointment forms for graduate students may be obtained from The Graduate School (see sample, page 23.4).

III. AWARD REQUIREMENTS AND RESTRICTIONS

The University Graduate Recruiting Fellowships and the University Graduate Fellowships may be given to graduate students who are U.S. citizens or permanent residents. Exceptions for awards to foreign graduate students require prior approval of the College and the Graduate School. Graduate Out-of-State Tuition Fellowships may regularly be given to foreign as well as domestic graduate students.

Any award providing for tuition will pay only for graduate course or research credits; undergraduate and visitor credits will not be paid. Colleges are to monitor compliance with this stipulation. Any forfeiture of fees resulting from dropping credits will be charged to the student.

The University requires that recipients of these awards sign an agreement to repay any amount received of tuition awarded in the event the student leaves the University during the period of appointment or otherwise fails to meet the requirements of the award. Payback agreements are to be held in the college dean's office.

Students should be provided full information regarding the requirements and/or restrictions of the award being granted.

Colleges are required to file an annual report on fellowship expenditures with The Graduate School.

IV. AWARD PAYMENTS

- A. Authorization for payment of awards or 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 the Office of Fees and Scholarships.
- B. Beginning Fall Semester 1992, the revised Graduate Fellowship/Traineeship Appointment/Amendment Form found on page 23.4 will be used to disburse awards to students. The AWARD section of the form was revised to allow for disbursement of funds in coordination with the Disbursement Module in the

Student Information System. There are two methods to disburse funds to students in the new system. These methods are called Fixed Dollar Amount and Percent of Charges to Pay. The Fixed Dollar Amount option will credit the student's account with the amount as indicated on the fellowship form.

The options of Percent of Tuition Charges to Pay and Percent of Fees to Pay are called Charge Based Awards. These awards pay a percent (whole percentages only) of tuition and fee charges that are on a student's account based upon the percent indicated on the fellowship form. When calculating percent awards, disbursements can be rounded to whole dollars only.

Excess fellowship and scholarship funds can be picked up at the IM West, which will be staffed at the beginning of each semester (please refer to the Schedule of Courses for details). After the IM West closes, refunds will be mailed directly to students.

EXAMPLE

A Department would like to pay 100 percent of tuition and related fees for an out-of-state student. The amount approximating the in-state portion of tuition and related fees should be charged to one account. The amount approximating the out-of-state portion of tuition should be charged to a second account.

The department would review the costs for the student to enroll as an in-state student verses an out-of-state student.

For example:

Graduate rates, 9 credits, in-state tuition = \$1,413.00
 Graduate rates, 9 credits, out-of-state tuition =
 \$2,862.00
 Tuition related fees = \$175.50

In-state student's tuition	\$1,413.00	
	-----	= 49% (rounded
Out-of-state student's tuition	\$2,862.00	to whole %)

The department would then indicate on the fellowship form that for this student with out-of-state residency it would pay 49 percent of tuition and 100 percent of fees from Account A and the remainder of the student's charges would be paid from Account B.

Account A would be charged \$1,577.50 ($\$2,862.00 \times .49 = \$1,402.00$; $\$1,402.00 + \$175.50 = \$1,577.50$) and Account B would be charged \$1,460.00 ($\$2,862.00 - \$1,402.00 = \$1,460.00$).

- C. Awards are disbursed as a credit and are applied against the student's tuition, fee and/or housing charges for the semester. The student will receive this credit at the time of his/her registration billing. Departments should select this option at all times unless there are funding restrictions. Monthly stipend payments will be made to

students receiving fellowships or traineeships only if these payments are required by an outside agency. Checks are mailed to the department for distribution on the 15th day of the month. These payments are processed through the Office of Fees and Scholarships, not the Payroll Office. Recipients of Post Doctoral Fellowship Awards will be paid through the Office of Fees and Scholarships.

- D. To the extent that these award payments to enrolled students exceed tuition, fees and other direct educational expenses, such payments are gross income subject to taxation. The University does not provide personal tax advice or consultation. Individual tax questions should be directed to a personal tax advisor or the IRS. A statement of tuition paid and awards received is available in Room 142, Administration Building, after February 1, each year for activity in the previous year.

U.S. Citizens and Resident Aliens

MSU is not required to withhold tax for U.S. citizens and resident aliens. Post Doctoral Fellowship recipients other than nonresident aliens will receive IRS Form 1099 MISC for tax reporting purposes. Post Doctoral Fellowship Award payments should be treated by the recipients as gross income subject to taxation. Generally, such payments do not constitute income from a trade or business and are not subject to the Self-Employment Tax (FICA for self-employed individuals).

Nonresident Aliens

MSU is required to withhold income tax on fellowships awarded to nonresident aliens. The following items need to be submitted to the Office of Fees and Scholarships before payment can be made to nonresident aliens: (1) copy of social security card; (2) completed W-4 form; (3) Tax Certification form, where applicable; and (4) Treaty form, where applicable.

IRS Form 1042S, Foreign Person's U.S. Source Income Subject to Withholding, is issued annually to each nonresident alien fellowship recipient (including Post Doctoral Fellowship awards), whether or not the individual has taxes withheld. Form 1042S, which is issued by the Payroll Department no later than March 15, reports all award payments made during the previous calendar year. Questions about Form 1042S should be addressed to the Payroll Department, 355-5010.

V. AMENDMENT OR TERMINATION

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

VI. OATH CARDS

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

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; MUSIC membership includes twelve 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 coverage afforded by the University's self-insurance and insurance policies are 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 35.10) and to the Department of Public Safety. Accidents/incidents involving hazardous materials must immediately be reported to the Office of Risk Management 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 Stock # 140-2583 on page 35.11) and to the Department of Public Safety. Students should look to their own health insurance to cover their medical bills.

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 (refer to Volume I, Section 70 of the Manual of Business Procedures) 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 purchases collision insurance to cover damage to university-owned vehicles, subject to a \$1,000 deductible. Contact the Office of Risk Management to file a claim.
3. Funding/reimbursement of the physical damage deductible when damage is caused 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 Michigan No-Fault Act.
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 Waiver (CDW) and Loss Damage Waiver 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 vehicle 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 collectable 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 must immediately report the accident to the police department in the enforcement jurisdiction.
2. The driver of the MSU vehicle, or an authorized representative of the department, must complete the "Michigan State University Automobile Accident or Loss Notice Report" (see page 35.12 and 35.13). Accident kits

including this form and Proof of Insurance may be found in the glove compartment of each MSU vehicle or can be obtained from the Office of Risk Management & Insurance, 372 Administration Bldg., telephone 355-5022.

3. The Automobile Accident or Loss Notice Report form must be delivered to the Office of Risk Management & Insurance on the day of the accident or as soon as practicable thereafter.
4. MSU drivers involved in accidents must make every effort to obtain the names, addresses and telephone #'s of the following: 1) driver(s) of other vehicle(s) involved, 2) owner(s) of the other vehicle(s), 3) insurance carriers/agents covering the other vehicles involved and the policy number(s).
5. Accidents involving injuries must be reported at once by telephone to the Office of Risk Management & Insurance, 355-5022, 8 a.m. - 12:00 noon, and 1:00 p.m. - 5:00 p.m., Monday through Friday, and to the Department of Public Safety, telephone 355-2221 at all other times.
6. Accidents involving injuries to employees must also be reported to the Workers Compensation Office, telephone 353-5394.

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 losses by telephone to the Department of Public Safety, telephone 355-2221, followed by a written report outlining the 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, telephone 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 compile 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) categories, 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. General building maintenance, repair and utilities:
 - 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. Grounds maintenance and repairs:
 - To the Director of Campus Park and Planning

d. Major building deficiencies and alterations:

- 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. IT IS THE RESPONSIBILITY OF THE DEPARTMENT/UNIT RECEIVING THE RECOMMENDATION TO TAKE CORRECTIVE ACTION. 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 and the Risk Manager noting response to that effect. THERE MUST BE SOME TYPE OF RESPONSE TO ALL RECOMMENDATIONS.
6. The University Risk Manager shall maintain a listing of recommendations made and course of action taken.
7. The SICPAC shall review and determine the priority of those items listed in 4d. The SICPAC 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

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.

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% 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. Benefits under this coverage are administered by the Staff Benefits Office phone 353-4434.

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 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, no insurance policy of any kind may be purchased directly with any insurance carrier by a University department. All existing policies purchased by departments with University funds should be allowed to expire at the end of the current policy year and must not be renewed.
- B. Should exceptional circumstances indicate additional protection is desirable, a request for property or liability insurance must be made to the Office of Risk Management & Insurance, 372 Administration Building. A request for life, medical and disability insurance must be made to the Staff Benefits Office, 140 Nisbet Building.

MICHIGAN STATE UNIVERSITY
INCIDENT REPORT

THIS FORM IS FOR INTER-DEPARTMENTAL USE ONLY-COPIES SHOULD NOT BE GIVEN TO THE INDIVIDUAL SUFFERING THE LOSS

PLEASE DO NOT WRITE IN THE SHADED AREAS.

(USE THIS FORM TO REPORT NON-EMPLOYEE INJURIES.)

Time & Location	Date/Time of Incident	Location (Bldg., Room, City, State - Be Specific)	
	Condition of Premises (i.e. - wet, uneven)		Police Dept. Reported To:
Incident Description	Describe What Happened:		
Injured Person	Name of Injured Person		Age
	Address		Phone #
	Occupation		Employed By:
Injury Description	Injury - Describe the type, severity, and body part involved:		
	Did the injured party refuse medical treatment? Yes __ No __		
	Name of the Facility/Doctor		Will there be probable disability?
Property Damaged	Owner's Name		Phone #
	Address		
	Describe the property and the damage:		Repair/Replacement Cost
Witnesses	Name		Address & Phone #
	Name		Address & Phone #

Name & Title of Person Submitting This Report _____

Office Phone # _____ Date Of This Report _____

Complete this form and deliver to the Risk Management & Insurance Office, 372 Administration Building as soon as possible (phone # 355-5022)

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 _____

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

0-10617

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

PLEASE DO NOT WRITE IN THE SHADED AREAS.

DATE, TIME, LOCATION OF ACCIDENT

Date	Time	City	State	Location (be specific)

MSU DRIVER INFORMATION

Name of MSU Driver	Home Address	Home Phone #	Birth Date or Age
Driver's Lic #:	Campus Telephone #:	MSU Department:	
Employee Status: Regular ___ Student ___ Grad.Asst. ___ Other (please specify)			
Accident reported to the police?	If yes - what police agency?	Accident Report #	
Was a citation (ticket) issued?	If yes - to whom?	Nature of violation:	

MSU VEHICLE DESCRIPTION

MSU Vehicle Unit #	Year	Make	Body Style	License #	VIN #
Purpose for which MSU vehicle was being used:			Estimate of Repair Cost:		

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

Name	Address	Phone #/Age
Nature of Injury:		
Passenger in: MSU Vehicle ___ Other Vehicle ___ Pedestrian ___ Other (explain) ___	Did the injured party refuse medical treatment? If no - where/who treated them?	Was an Ambulance called?

DAMAGE TO PROPERTY OF OTHERS - (Non-MSU Vehicle information)

Name of Owner	Address of Owner	Owner's Phone #
Name of Driver (if not Owner)	Address of Driver (if Owner was <u>not</u> driving)	Driver's Phone #
Auto (Year/Make)	Body Style	License Plate # or VIN #
Damage Extent/Nature (indicate location of damage on auto)		Repair Estimate:
Name of Owner's Insurance Company:	Address:	Policy #:

PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM

Complete this form and deliver to the Risk Management & Insurance Office, 372 Administration Building as soon as possible (phone # 355-5022)

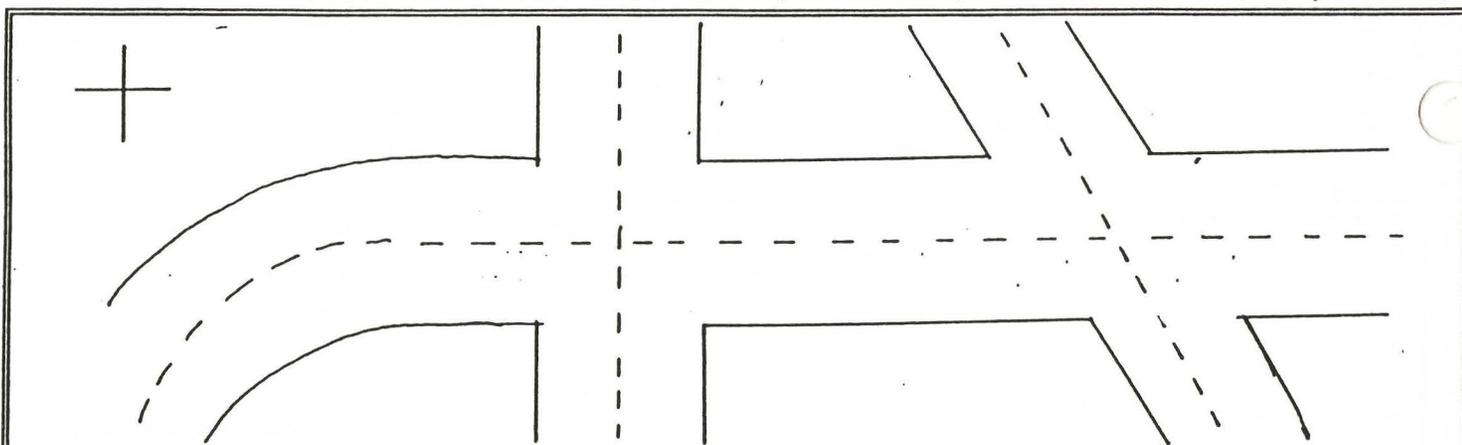
NAMES & ADDRESSES OF PASSENGERS & WITNESSES

Passengers in MSU Vehicle	Local Address	Phone #
Passengers in Non-MSU Vehicle	Local Address	Phone #
Other Witnesses	Local Address	Phone #

ROAD & WEATHER CONDITIONS

WEATHER	LIGHT	ROAD SURFACE	TOTAL LANES
<input type="checkbox"/> Clear <input type="checkbox"/> Rain <input type="checkbox"/> Fog <input type="checkbox"/> Snow	<input type="checkbox"/> Day <input type="checkbox"/> Dark <input type="checkbox"/> Dawn/Dusk <input type="checkbox"/> Street lights	<input type="checkbox"/> Dry <input type="checkbox"/> Snowy/Icy <input type="checkbox"/> Wet <input type="checkbox"/> Slushy/Muddy	<input type="checkbox"/> Divided <input type="checkbox"/> One-way

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



Accident description and remarks:

ADDITIONAL PERSONS INJURED

Name	Address	Phone #/Age
Nature of Injury:		
Passenger in: MSU Vehicle__ Other Vehicle__ Pedestrian __ Other (explain)____	Did the injured party refuse medical treatment? If no - where/who treated them?	Was an Ambulance called?

SIGNATURE OF MSU DRIVER _____ **DATE OF THIS REPORT** _____

I. GENERAL

The University has limited resources to carry out its mission of teaching, research and service. The University is held accountable by the people of the State of Michigan for wise and effective use of its resources.

It was with this understanding that the following policies and general guidelines were developed. While responsible discretion and judgement should always be used for expending University funds, particular caution should be exercised for these types of expenditures.

Under unusual circumstances, exceptions to this policy may be considered in advance by the appropriate Vice President. Such exceptions also require advance approval of the Vice President for Finance and Operations.

In order to carry out its academic programs, the University constructed food service, lodging and conference facilities. Therefore, University programs and activities should be held in these facilities whenever possible. For on-campus catered functions,¹ University services shall be utilized. Kellogg Center shall be utilized for lodging unless unavailable. While meals and other activities may take place off campus, use of campus facilities is strongly encouraged.

1. On-campus, catered functions are defined as: an outside company serving units on campus using service staff and warming and/or refrigeration equipment. Therefore, small fast-food items (e.g. pizza) are not considered catered functions.

- B. Academic units may have receptions for faculty, staff and students/families when the predominant number of those in attendance are students. Academic units may have receptions to present awards to faculty, staff, and alumni for outstanding accomplishments.
- C. Spouses or partners/guests may attend these receptions. The reimbursement from University funds shall not include alcoholic beverages. The use of campus facilities is strongly encouraged.

VII. HOLIDAY AND OTHER FUNCTIONS/EXPENDITURES

- A. Holiday functions, including receptions, luncheons, etc., functions for secretaries' week, birthday parties and other social events are not reimbursable from University funds. Personal gifts, cards and holiday decorations are also not reimbursable from University funds except those noted below in item B.
- B. Holiday decorations may not be paid for with University funds for offices and public areas. Exceptions are allowed for public areas of operations which are supported by revenues from the general public. Holiday decorations may also be provided in the Student Housing and Food Services areas with University funds. Holiday cards for contributors and benefactors are also reimbursable from University funds when part of an overall development strategy.

VIII. HOME ENTERTAINMENT

Home entertainment is limited to major administrative unit (MAU) heads. Such entertainment events are reimbursable pursuant to other sections of these policies and guidelines. Home entertainment may be provided through bulk purchases (see item IX below) or MSU catering. Also, see section X., B., 1., relating to the purchase and serving of alcoholic beverages.

- D. The specific business purpose for use of meal tickets must be documented on the Housing and Food Service Transfer Charge or on the Meal Ticket Record as specified above.

III. PURCHASES FROM CROSSROADS CAFETERIA, KELLOGG CENTER, TAKE-5
SNACKBARS, MSU UNION, AND UNIVERSITY CLUB

- A. A prenumbered charge slip is to be used to make interdepartmental charges for food services and/or lodging (see examples of charge slips for each of the above starting on page 46.4).
- B. The prenumbered charge slip must contain the following information:
 - 1. Name of department making the charge
 - 2. Account number to be charged
 - 3. Date of the charge
 - 4. Name of person(s) served. The name(s) of any non-University person(s) should be further identified by listing their affiliation(s). If more than five people are involved, names need not be listed. Simply indicate the name or purpose of the group and the number of people in the party.
 - 5. Specific business purpose of the expense.
 - 6. Signature of authorized departmental representative.

MICHIGAN STATE UNIVERSITY
INTERDEPARTMENTAL TRANSFER/HOSPITALITY SERVICES
UNIVERSITY CLUB OF MSU 353-5111

IDT No. 14825

DATE ISSUED	ACCOUNT NUMBER	DEPARTMENT	ADDRESS
-------------	----------------	------------	---------

EXPENSES FOR FOOD, BEVERAGE AND LODGING MUST CONFORM TO SECTIONS 45 AND 46 OF THE MANUAL OF BUSINESS PROCEDURES.
THE FOLLOWING INFORMATION IS REQUIRED BY SECTION 46.

LIST NAME AND AFFILIATION OF PERSON(S) SERVED. IF MORE THAN 5; NUMBER, NAME AND PURPOSE OF GROUP.

NAMES (OR NUMBER IF MORE THAN 5)	AFFILIATIONS/ORGANIZATIONS REPRESENTED

DATE OF FUNCTION	SPECIFIC BUSINESS PURPOSE: _____

NUMBER SERVED	DESCRIPTION OF HOSPITALITY SERVICES RENDERED	COST

YOU ARE AUTHORIZED TO CHARGE THIS TOTAL AMOUNT TO THE DEPARTMENT AND ACCOUNT NUMBER SHOWN ABOVE

SALES TAX _____

TOTAL \$ _____

Authorized Signature / / Date _____ Phone

FOR PURCHASE OF ALCOHOLIC BEVERAGES, THIS VOUCHER MUST BE SIGNED BY A DEAN OR VICE PRESIDENT.

MSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY INSTITUTION

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. 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) with the expenses charged against a general fund supplies and services account or other appropriate non-general fund account:

- 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 salary payroll. These expenses should be charged to a general fund salary or labor account or other appropriate non-general fund account. 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.

FORM W-4 (MSU)	Employee's Withholding Allowance Certificate <small>► For Privacy Act and Paperwork Reduction Act Notice, see instructions.</small>	See IRS 1992 W-4 Instructions 1992						
1. Type or print your name: Last, First, Middle		2a. Your social security number						
Home address		2b. If Student, your student number						
City, State, and Zip Code		3a. PAYROLL TYPE <input type="checkbox"/> SALARY <input type="checkbox"/> CT/LABOR <input type="checkbox"/> SUMMER SCHOOL <input type="checkbox"/> GRAD. ASST. <input type="checkbox"/> STUDENT						
		3b. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate <input type="checkbox"/> Single <small>NOTE: If married, but legally separated, or spouse is a nonresident alien, check the Single box.</small>						
<small>NOTE: See instructions for claiming STATE exemptions when completing lines 4, 5, and 6.</small>								
4. Total number of allowances you are claiming (from the Federal Form W-4 Worksheet)		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;"></td> <td style="width:40%; text-align:center;">FEDERAL</td> <td style="width:50%; text-align:center;">STATE</td> </tr> <tr> <td style="text-align:center;">4</td> <td></td> <td></td> </tr> </table>		FEDERAL	STATE	4		
	FEDERAL	STATE						
4								
5. Additional amount, if any, you want deducted from each pay.		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; text-align:center;">5</td> <td style="width:40%; text-align:center;">\$</td> <td style="width:50%; text-align:center;">\$</td> </tr> </table>	5	\$	\$			
5	\$	\$						
6. I claim exemption from withholding and I certify that I meet ALL of the following conditions for exemption: <ul style="list-style-type: none"> ● 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 \$600 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 ► 19		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;"></td> <td style="width:40%;"></td> <td style="width:50%;"></td> </tr> <tr> <td style="text-align:center;">6</td> <td></td> <td></td> </tr> </table>				6		
6								
7. Are you a full-time student? (Note: Full-time students are not automatically exempt.)		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; text-align:center;">7</td> <td style="width:40%;"><input type="checkbox"/> Yes</td> <td style="width:50%;"><input type="checkbox"/> No</td> </tr> </table>	7	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
7	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.		MICHIGAN STATE UNIVERSITY PAYROLL DEPARTMENT 350 ADMINISTRATION BLDG. EAST LANSING, MI. 48824-1046 FED. TAX ID# 38-6005984W STATE TAX ID# S69-0350502						
EMPLOYEE'S SIGNATURE _____ DATE _____								
1912-77C MSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER								

MSU 666 (01/92)

TRAVEL REGULATIONS

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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. As a general policy, expenses attributable to spouse travel are not reimbursable. Prior approval for specific trips or a series of trips with the same function must be obtained from the MAU head, the Provost, and the Vice President for Finance and Operations. In order to be approved, these situations must meet the bona fide business criteria provided for by IRS regulations.
6. 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.

7. Reimbursement is generally limited to actual cost of business related expenses, except for mileage and per diem meals.
8. Sabbatical leave travel can be approved if a travel plan related to the sabbatical leave assignment is submitted.
9. 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.
10. 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.

- 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:

DISCOUNT REFUSAL CODES

- 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)
(Lower fare is applicable, but restrictions may apply)
- K. U.S. FLAG CARRIER REQUIRED BY CONTRACT
- L. ROUTING REQUIRED FOR LOWER FARE WOULD RESULT IN EXCESSIVE DELAYS
(Lower fare is applicable, but flights are capacity controlled)
- M. TRAVELER CONFIRMED ON ALTERNATE FLIGHT BUT WAITLISTED FOR LOWER FARE
- N. CARRIER WILL NOT ACCEPT WAITLIST ON FLIGHT
(Lower fare is applicable for travel from alternate gateway city)
- 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

INFORMATION REPORTING CODES

- 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
- S. AIRLINE PROMOTIONAL FARE UTILIZED
- 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. Private Car

- 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, i.e. lowest available discount airfare.

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. Lodging1. 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.
- d. If lodging is complimentary (e.g. staying with family, friends, etc.), documentation is required in order to pay per diem. The traveler should indicate date(s) of lodging, address of lodging, and name of lodging provider.

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. Reimbursement

1. Travel reimbursements will be based on travel by the usual direct route for the authorized mode of travel. If the traveler plans to use a less direct route or more expensive mode of travel than authorized, bearing the extra costs him/herself, these plans should be noted on a separate sheet attached to the Travel Voucher (Stores stock number 140-2786). Additional cost resulting from stops for personal reasons will not be reimbursed.
2. Claims for 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. Effective September 1, 1990, the University no longer reimburses for meals taken while not in overnight travel status -- travel to an out-of-town meeting and return on the same day. This decision was made to assure compliance with IRS income tax regulations.
5. The following persons are eligible for reimbursement:
 - a. Employees of the University.
 - b. Persons who are invited to the University (for lectures, consulting, recruiting, etc.) or who are asked to travel for the University. Kellogg Center shall be utilized for lodging unless unavailable. While meals and other activities may take place off campus, use of campus facilities is strongly encouraged.

- c. Graduate students. University general funds may not be used for travel to collect data primarily for theses and/or dissertations.
- d. Undergraduate students employed by the University or representing the University in intercollegiate athletics, scholastic or music competitions and other sanctioned University events.

6. 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.

7. Reimbursement for Nonrefundable Air Tickets

- a. If an employee is unable to travel because of personal illness, illness within his/her immediate family (spouse or children) or because of a death in his/her family (follow Human Resources Policy and Procedure Manual on "Funeral Days" to determine eligible family members) on the dates originally ticketed, the employee should ask the travel agency or airline to reschedule the flight, providing that the business can be done at a later date. The University will reimburse the employee for any change fee.
- b. If the Unit Administrator requests the employee to be performing other duties on the dates originally ticketed, the employee should ask the travel agency or airline to reschedule the flight providing that the business can be conducted at a later date. The University will reimburse the employee for any change fee.
- c. If the traveler meets either condition in a or b above and the business trip cannot be rescheduled, the traveler may seek reimbursement by requesting the University Travel Office to hold the original ticket packet for a future MSU business trip. A University account must be charged for this reimbursement. Contact the University Travel Office for detailed procedures.

9. Travel by persons invited to the University 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. All-University Research Funds

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. Special Foreign Travel Fund (SFTF) (Effective June 1992)

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. Policies Governing the SFTF
 - a. All MSU faculty are eligible for SFTF support. However, higher priority will be given to faculty appointed in the tenure system.
 - b. An individual may not receive more than one separate SFTF award within a 24-month period.
 - c. SFTF support is for faculty attendance at international congresses and meetings held outside the United States.

- d. Normally, SFTF support may be used for air transportation expenses from Lansing only. 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 match 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 travel costs will be considered as being matching monies - that is, funds allocated for conference fees and subsistence costs cannot be used to match 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 120% of 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 required 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. 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 should be attached to the application.
- 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 August should be submitted by the February 1 deadline;
 - 2) Applications for meetings in July through December should be submitted by the June 1 deadline; and
 - 3) Applications for meetings in November through April should be submitted by the October 1 deadline.

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
Breakfast	4.50 maximum	6.00 maximum
Lunch	6.50 maximum	8.00 maximum
Dinner	14.00 maximum	19.00 maximum
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)	28 cents per mile	None
Mileage-vicinity travel	28 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)	28 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 \$3.75 per day Over \$3.75 per day	None 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 Over \$2.50 per day	Itemize Itemize and receipts
Limited Reimbursement	Determined prior to departure for an amount less than anticipated expense	Same as listed above

(1) 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, (d) receipts, names and business affiliations of guests are provided, and (e) tips are limited to 15%.

(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.

IN-STATE MILEAGE CHART

Adrian	73	Coopersville	86	Higgins Lake	130
Albion	40	Corunna	35	Highland Park	80
Algonac	119	Croswell	125	Hillsdale	70
Allegan	87	Crystal Falls	453	Holland	88
Allendale	81	Davison	59	Holly	63
Alma	49	Decatur	102	Holt	11
Alpena	211	DeTour	286	Homer	60
Ann Arbor	63	Detroit	85	Houghton	504
Auburn Hills	74	Dowagiac	118	Howard City	94
Bad Axe	134	Drayton Plains	71	Howell	34
Baldwin	134	Dunbar Exp.Sta.	280	Hubbell	505
Bangor	102	Dundee	88	Hudson	71
Baraga	468	Durand	35	Imlay City	84
Battle Creek	49	E. Grand Rapids	62	Ionia	38
Bay City	82	East Jordan	196	Iron Mountain	423
Belding	55	Eaton Rapids	20	Iron River	469
Bellaire	194	Edmore	73	Ironwood	535
Benton Harbor	120	Entrican	76	Ishpeming	409
Berkley	78	Escanaba	372	Ithaca	43
Berrien Springs	132	Essexville	86	Jackson	32
Bessemer	534	Evart	106	Jonesville	72
Big Rapids	107	Farmington	63	Kalamazoo	75
Birmingham	78	Fennville	106	Kalkaska	172
Blissfield	87	Fenton	59	Kellogg Bio Sta	61
Bloomfield Hills	75	Ferndale	77	Kellogg Farm	61
Boyer City	196	Flat Rock	95	Kellogg Forest	66
Brighton	45	Flint	50	Kettunen Ct.	130
Bronson	85	Flushing	49	Kingsford	430
Buchanan	136	Fowlerville	25	L'Anse	457
Cadillac	129	Frankenmuth	71	Lake City Exp Sta	138
Calumet	510	Frankfort	177	Lake Linden	508
Caro	98	Fremont	114	Lake Odessa	36
Carrolton	69	Galesburg	63	Lake Orion	82
Carson City	44	Gaylord	168	Lapeer	71
Cass City	113	Gladstone	363	Laurium	510
Cassopolis	118	Gladwin	111	Lawton	92
Cedar	196	Graham Exp Sta	71	Leslie	24
Cedar Springs	85	Grand Blanc	54	Litchfield	68
Centreville	95	Grand Haven	96	Livonia	70
Charlevoix	206	Grand Ledge	15	Lowell	54
Charlotte	23	Grand Rapids	66	Ludington	158
Chatham	356	Grandville	74	Mackinaw City	221
Cheboygan	216	Grant	94	Mancelona	182
Chelsea	61	Grayling	143	Manchester	68
Chesaning	50	Gull Lake	61	Manistee	171
Clare	80	Greenville	65	Manistique	318
Clarkston	77	Hancock	496	Manton	138
Clawson	77	Harbor Beach	150	Marcellus	110
Clear Lake	60	Harbor Springs	216	Marine City	123
Clinton	74	Harrison	96	Marlette	107
Clio	57	Hart	136	Marquette	404
Coldwater	69	Hartford	105	Marshall	45
Comstock	71	Hastings	50	Marysville	125
Constantine	110	Hidden Lake	64	Mason	14

Menominee	426	Saginaw	70
Middleville	61	Sandusky	122
Midland	86	Saranac	48
Milan	79	Sault Ste Marie	278
Milford	59	Scottville	158
Mill Lake	59	Sebewaing	111
Mohawk	517	Shelby	134
Monroe	101	Southfield	71
Montague	120	South Haven	110
Morenci	87	South Lyon	58
Morrice	23	Sparta	85
Mt Clements	94	Spring Arbor	45
Mt Pleasant	65	Spring Lake	96
Munising	348	Springport	36
Muskegon	104	St. Charles	52
Nashville	39	St. Clair	130
Negaunee	407	St. Ignace	231
New Baltimore	105	St. Johns	21
New Buffalo	148	St. Joseph	120
Newaygo	103	St. Louis	51
Newberry	298	St. Mary's Lake	48
Niles	128	Stambaugh	471
Northport	199	Standish	114
Northville	64	Stanton	61
Norway	416	Sturgis	91
Olivet	34	Sylvan Lake	65
Onaway	217	Tawas City	146
Ontonagon	505	Tecumseh	78
Orchard Lake	71	Three Oaks	145
Otsego	80	Three Rivers	102
Ovid	26	Traverse City	172
Owosso	31	Troy	86
Oxford	85	Tustin	147
Parma	46	Union City	76
Paw Paw	92	Utica	85
Perry	20	Vassar	85
Petoskey	202	Vicksburg	77
Pinconning	102	Wakefield	530
Pigeon	128	Walden Woods	45
Plainwell	78	Walled Lake	58
Plymouth	70	Warren	85
Pontiac	70	Watervliet	105
Port Austin	149	Wayland	87
Port Huron	119	Webberville	19
Port Sanilac	134	West Branch	126
Portland	25	White Pigeon	111
Quincy	77	Whitehall	121
Ramsay	535	Williamston	14
Reed City	119	Wyandotte	96
Reese	82	Yale	108
Richmond	115	Ypsilanti	71
Rochester	80	Zeeland	88
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Oakland University	80
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ALABAMA

Birmingham	706
Huntsville	610
Mobile	945
Montgomery	797
Tuscaloosa	754

ARIZONA

Phoenix	1891
Tucson	1869

ARKANSAS

Little Rock	805
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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, DC	551
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FLORIDA

Fort Lauderdale	1325
Miami	1348
Orlando	1142
Tampa	1160

GEORGIA

Atlanta	790
Augusta	774
Savannah	892

IDAHO

Boise	1884
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ILLINOIS

Argonne	266
Chicago	216
Chicago (O'Hare)	233
Peoria	341
Springfield	375
Urbana-Champaign	326

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

LOUISIANA

Baton Rouge	1043
New Orleans	1030

MAINE

Augusta	967
Caribou	1196

MARYLAND

Annapolis	573
Baltimore	548

MASSACHUSETTS

Boston	843
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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
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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
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OKLAHOMA
Oklahoma City 970
Tulsa 866

OREGON
Eugene 2322
Portland 2289
Salem 2327

PENNSYLVANIA
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Philadelphia 618
Pittsburgh 332
State College 438

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
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WYOMING
Casper 1235
Cheyenne 1151

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Penn State 438
Purdue University 235
Wisconsin, Univ of 354

TRAVEL AUTHORIZATION

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

Name Newhouse Loismarie 123-45-6789
 (Last) (First) (Soc. Sec. or Student #)

Department Accounts Payable/Controller Unit Code 76200

Room/Building 360 Administration Bldg

One: Faculty Staff Graduate Student Undergraduate Other

Date of Departure Jan 7, 1991 Date of Return Jan 21, 1991

Destination(s): London, Oxford, Cambridge, UNITED KINGDOM

Travel Reimbursed by: MSU Funds Non-MSU Funds Travel Advance \$ None

Reimbursement Limited to: _____

Approval for use of Motor Pool Vehicle: Yes No

Approval for Overseas Travel-Dean or Vice President J. M. Dean

ACCOUNT TO BE CHARGED

DEPARTMENT Accounts Payable/Controller

ADDRESS 360 Administration Bldg

ACCOUNT NUMBER	OBJECT CLASS	AMOUNT
<u>11-2533</u>	<u>026</u>	<u>3,507.76</u>

Page: 70.VI.11
Date: 3-31-92

Administrative Approval (Signature)
Unit Administrator 12/19/90
 Unit Administrator _____ Date _____

Contract and Grant _____ Cashier's _____ Planning and Budgets _____

PURPOSE OF TRIP: Visit various British universities to discuss methods of travel reimbursements.

SUBSISTENCE AND MISCELLANEOUS
 Br - Breakfast LU - Lunch Di - Dinner
 Lo - Lodging M - Miscellaneous

THIS FORM DOES NOT AUTHORIZE TRAVEL RELATED TO OUTSIDE WORK FOR PAY.

EXPENSE REIMBURSEMENT

DATE	STARTING POINT	DESTINATION	Manner of Travel MILEAGE	RATE	AMOUNT
1/7	LV 2:00 PM MSU	Detroit	Limo		75.00
1/7	LV 5:40 PM Detroit				
3		ARR 8:00 AM London	Air		352.00
1/8	Airport	hotel	Airline Bus	8 ¢	15.22
1/10	LV 7:00 AM London	ARR 8:00 AM Oxford	Train	10.2¢	19.45
1/10-1/13	hotel	Oxford University	Various Bus Trips	7 ¢	13.32
1/14	LV 7:00 AM Oxford	ARR 8:00 AM Cambridge	Train	18.4¢	35.00
1/15-1/17	hotel	Cambridge University	Various Bus Trips	5 ¢	9.52
1/18	LV 1:00 PM Cambridge	ARR 2:00 PM London	Train	10.2¢	19.45
1/19-1/20	hotel	University of London	Various Bus Trips	6 ¢	11.42
1/21	hotel	airport	Airline Bus	8 ¢	15.22

DATE		AMOUNT
12/17	Passport	40.00
1/7	Limo tip	7.50
1/7	1/2 London M&IE	48.50
1/8	London M&IE	97.00
1/8	London Lo	144.00
1/9	London M&IE 97.00 Lo 144.00	241.00
1/10	Oxford M&IE	54.00
1/10	Oxford Lo	61.00
1/11-1/13	3 @ Oxford M&IE 54.00 Lo 61.00	345.00
Travel Sub-Total		\$ 992.60
Subsistence and Misc-Sub-Total		\$ 2,515.16

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

Traveller's Signature Loismarie Newhouse Date 1/23/91
 Reviewed and Verified: Unit Administrator Designate Date _____

Contracts and Grants	Travel Sub-Total	\$ 992.60
Accounts Payable	Total Claim	\$ 3,507.76
Accounting	Limit	\$
	Check number	Date

Report on Out-of-State Travel

Major purpose 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

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

TRAVEL AUTHORIZATION

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

Name Newhouse Loismarie 123-45-6789
 (Last) (First) (Soc. Sec. or Student #)

Department Accounts Payable/Controller Unit Code 76200

Room/Building 360 Administration Bldg
 One: Faculty Staff Graduate Student Undergraduate Other

Date of Departure _____ Date of Return _____

Destination(s): _____

Travel Reimbursed by: MSU Funds _____ Non-MSU Funds _____ Travel Advance \$ _____ None _____

Reimbursement Limited to: _____

Approval for use of Motor Pool Vehicle: Yes _____ No _____

Approval for Overseas Travel-Dean or Vice President J. M. Dean

ACCOUNT TO BE CHARGED

DEPARTMENT Accounts Payable/Controller

ADDRESS 360 Administration Bldg

ACCOUNT NUMBER	OBJECT CLASS	AMOUNT
<u>11-2533</u>	<u>026</u>	

Page: 70.VI.12
Date: 3-31-92

Administrative Approval (Signature)
Unit Administrator 12/19/90
 Unit Administrator _____ Date _____

Unit Administrator _____ Date _____

Contract and Grant _____ Cashier's _____ Planning and Budgets _____

PURPOSE OF TRIP:

SUBSISTENCE AND MISCELLANEOUS
 Br - Breakfast LU - Lunch Di - Dinner
 Lo - Lodging M - Miscellaneous

THIS FORM DOES NOT AUTHORIZE TRAVEL RELATED TO OUTSIDE WORK FOR PAY.

EXPENSE REIMBURSEMENT

DATE	STARTING POINT	DESTINATION	Manner of Travel MILEAGE	RATE	AMOUNT
1/21	LV 10:45 AM London	ARR 3:40 PM Detroit	Air		352.00
1/21	Detroit	ARR 6:10 PM Lansing	Limo		75.00

Exchange rate:		1.9030			
Maximum per diem rates: Lodging	M&IE	Actual per diem rates: Lodging	U.S. & equiv		
London	144.00	97.00	97 £		\$184.59
Oxford	61.00	54.00	35 £		\$ 66.61
Cambridge	114.00	82.00	55 £		\$104.66

DATE		AMOUNT
1/14	Cambridge M&IE	82.00
1/14	Cambridge Lo	104.66
1/15-1/17	3 @ Cambridge M&IE 82.00 Lo 104.66	560.00
1/18	London M&IE	97.00
1/18	London Lo	144.00
1/19	Meals paid by conf London Lo	144.00
1/20	London M&IE 97.00 Lo 144.00	241.00
1/21	London M&IE	97.00
1/21	Limo tip	7.50

Travel Sub-Total \$

Subsistence and Misc-Sub-Total \$

I certify that the expenses claimed herein were necessary 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 purpose 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

Page: 70.VI.14
Date: 3-31-92

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
Breakfast	4.50 maximum	6.00 maximum
Lunch	6.50 maximum	8.00 maximum
Dinner	14.00 maximum	19.00 maximum
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)	28 cents per mile	None
Mileage-vicinity travel	28 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)	28 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 \$3.75 per day Over \$3.75 per day	None 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 Over \$2.50 per day	Itemize Itemize and receipts
Limited Reimbursement	Determined prior to departure for an amount less than anticipated expense	Same as listed above

MICHIGAN STATE UNIVERSITY

SELECTED
TRAVEL POLICIES
AND
PROCEDURES



- (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, (d) receipts, names and business affiliations of guests are provided, and (e) tips are limited to 15%.
- (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.

MARCH 1992

MANUAL OF BUSINESS PROCEDURES - VOLUME I

Michigan State University

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Michigan State University

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Michigan State University

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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, they will prepare in triplicate the form "Request for Interdepartment Material or Service"; the form signed by the unit administrator is forwarded through the corresponding dean or appropriate administrative officer 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. OBLIGATION 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.
- 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 semester by all departments of the University.
2. At the beginning of each semester, the MSU Book Store sends Textbook and Supply Adoption forms and instruction sheets to all departments for completion based on required and optional materials for the following semester.
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 semester.
4. The MSU Book Store accepts book lists each semester 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 that subscribe for this information.

B. Request Form and Its Preparation

1. The "Textbook and Supply Adoption" form is a three 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 packets 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 non-book 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 - MSU Book Store
 - b. Pink - Instructor
 - c. Yellow - Departmental Office
2. The book lists should not be delayed pending late additions; instead, the departments may supplement the requests by sending an additional list.

(MSU Book Store Continued)

II. BOOKS - DESK COPIES

- 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 non members;
 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 that 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. Departmental personnel must note the specific business purpose on the IDT.
- 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.
- C. Faculty are entitled to a 10% discount on any book purchase.

(MSU Book Store Continued)

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.
- 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 handling charges differ with method of shipment. Shipping charges are not refundable.
- B. Special Orders are NON-RETURNABLE (Except for defective or incorrect materials.)

VIII. SHIPMENT OFF CAMPUS

- A. The MSU Book Store will ship books and/or other merchandise to off-campus locations, either on a departmental account, credit card, or by prepaid check.
- 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.

(MSU Book Store Continued)

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 that is defective or which is received incorrectly from the vendor, special imprint or special order merchandises 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. Purchases made at the MSU Book Store are receipted with a four part form (White, Yellow, Pink, and Onion Skin as above.)

D. 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.

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.

(MSU Book Store Continued)

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.

MSU BOOK STORE - INTERNATIONAL CENTER CAMPUS
TEXTBOOK AND SUPPLY ADOPTION FORM

PAGE: 205.6
DATE: 3-31-92

DUE DATE: APRIL 15, 1992

DEPARTMENT: _____ SEMESTER: _____

COURSE NUMBER: _____ SECTION NUMBER: _____ EST ENROLL: _____

INSTRUCTOR: _____ PHONE: _____

SHOULD THE STUDENT HAVE THESE BOOKS FROM PRIOR COURSE? YES ___ NO ___
WILL THESE BOOKS BE USED IN THE NEXT SEMESTER? YES ___ NO ___

FOR BOOK STORE USE ONLY

RESEARCHED BY: _____ COPIED BY: _____ ENTERED BY: _____

CRS	SECT	ISBN/PUB	AUTHOR	TITLE	YR/ED	REQ/OPT
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INSTRUCTIONS ***

PLEASE RETURN WHITE COPY TO: MSU BOOK STORE - INTERNATIONAL CENTER CAMPUS

1. REVIEW BOOK ORDER. IF NO CHANGES, PLEASE RETURN TO THE MSU BOOK STORE.
2. MAKE SURE YOU HAVE THE CORRECT EDITION!!!
3. PLEASE INDICATE IF BOOKS ARE REQUIRED OR OPTIONAL OR NO TEXT IF APPROP.
4. RETAIN PINK COPY FOR THE INSTRUCTOR'S COPY.
5. RETAIN YELLOW COPY FOR THE DEPARTMENT'S COPY.

SIGNATURE(INSTRUCTOR): _____ DATE: _____

SIGNATURE(DEAN): _____ DATE: _____

ADMINISTRATIVE INFORMATION SERVICES DEPARTMENT

I. GENERAL

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

II. REQUEST FOR SERVICES

A. Programming Services

Requesting department must send a Request for Application Support form (Stores Stock Order Number 140-2448) to the AIS Department outlining the programming services required. Requests for programming services not submitted on a Request for Application Support form will be returned to the requesting department. See page 210.10 for a sample and instructions on completing the Request for Application Support form. Completed requests should be carried or mailed to the AIS Department Office, Room 2 Administration Building.

B. Signature Digitization

Signatures may now be digitized for a fee for use on output from Xerox Advanced Electronic Printing Systems. Depending on the use of the signature, two (2) security levels will be observed.

Level 1: Signatures for forms or output that have no security requirements will be permanently housed in the Xerox Advanced Electronic Printing System. The client will sign a release, page 210.11 and the release will be retained as the documentation of authorization.

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

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

a) All secured forms and signatures will be permanently housed on a special printer floppy disk. This floppy disk

(AIS Continued)

will be given to the client and must be supplied to AIS for printing. No backups will be maintained in AIS for secured forms and signatures.

b) Production printing of secured forms.

In addition to scheduling the job(s) necessary for creation of secured form output, the client will schedule a time for printing of secured form output. At the scheduled time the client will present a secured floppy disk to AIS Operations. The secured output will be printed. The client will remain present for the entire printing operation. At the conclusion of printing, the operations staff will delete and verify deletion of all secured files.

C. Production Services

Productional jobs should be requested from AIS via a "Standard Request Memo" at least three (3) days prior to the desired run date. The 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 uploading of diskette data by AIS, will require additional lead time depending on volume of work to be completed. This time may be determined by contacting the AIS Input/Output window, extension 207.

"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 Memos for jobs U0002AD8 and U0001AD8, which produce address mailing labels, are found in the Manual Of Business Procedures, section 240, Mail Distribution Labels, beginning at page 240.2.

D. Network Access (Connection)

1. Administrative Information Network

Requests for additional connection(s) to the Administrative Information Network should be addressed to Administrative Information Services, Attention, Manager of Consulting Services and contain the following information:

(AIS Continued)

- a. If the equipment is currently owned by the client, state type of equipment and quantity to be connected. For AIS supplied equipment or client supplied equipment, see section E.1, page 210.4 for acceptable device types. If equipment has not yet been purchased, state the number of connections desired.
- b. Location at which equipment is to be installed.
- c. Client department 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 staff will prepare a cost estimate for the specific equipment required to meet the needs of the client department and will consult with the client department, as required, to facilitate the installation. Estimates for site preparation will be provided if requested.

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

2. Office Information Services

AIS services include assisting client units with selection and implementation of office systems technology. Requests to AIS for office systems services, including connections to Administrative Office Automation Network should be addressed to the AIS Department, Attention, Manager of Client Services.

A representative of the AIS Consulting Services staff will assist in the evaluation and selection of available alternatives. A written recommendation, cost estimate, installation and training plans will be developed to meet the requesting department's needs.

(AIS Continued)

A representative of the AIS Client Services staff will assist in the physical installation specifications, prepare the installation site pertaining to the work request, and install the hardware.

Departments requesting office systems services 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 SNA Attachment - Directly attached to the AIS IBM 3090/300J 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 SNA Attachment - Attached to the AIS IBM 3090/300J 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.
- c. Attachment to AIS via the campus ethernet(MSUnet)- Client department equipment can be used to access the AIS 3090/300J host over ethernet on broadband (MSUnet)

(AIS Continued)

using 3270 emulation software and the TCP/IP protocol. Contact Engineering Services at the Computer Laboratory for MSUnet equipment considerations.

- d. Other - Alternative equipment or connection options may become available with changes in technology. Contact AIS Consulting Services if you have specific questions.

2. Remote Job Entry (RJE)

- a. 2780 bysync device or emulator over dedicated telephone line at a speed of 2400 or 4800 BPS.

F. Equipment Repairs

1. AIS Equipment

The AIS department will secure repair service for all equipment currently on lease or purchased through AIS at no charge to the client department. Requests for repairs should be phoned to the AIS Help & Support Center, extension 311. The following information should be provided:

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

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

2. Client Department Equipment

Client departments are responsible for repairs to their equipment. AIS will investigate problems with client department equipment and if it is determined the cause of the problem is in AIS equipment, AIS will secure repair service at no charge to the client department. Problems should be phoned to the AIS Help & Support Center, extension 311. The following information should be provided to the teleprocessing operator:

(AIS Continued)

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

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

G. CICS Access Procedures

The CICS network provides a major vehicle for bringing information, and data processing functions, directly to the client community. Through the use of predefined transactions, and software products such as DYL280 and Easytrieve, clients are able to access and maintain their own data, and other institutional data relevant to their business functions.

This section describes the procedures required to obtain operator authorization to access the CICS network and the various transactions available through it. Requests for operator acquisition and the associated physical connection to the network, however, are covered in the previous sections on "Network Access" and "Equipment Considerations."

1. CICS Access for Terminal Operators

- a. An operator sign-on (Accessor ID) and an AIS issued password are required for an operator to use the CICS network.
- b. The request for an operator sign-on should be communicated to AIS using an Access Request Memorandum (ARM), see page 210.12. These are available from the AIS Security Section, and will be supplied when a new college or department is installed or connected to the network.
- c. The accessor ID and password will be communicated in writing to the individual requiring the operator sign-on.

2. CICS Application Access Procedure

(AIS Continued)

- a. In order to access any of the application systems available through the CICS network, approval from the application owner must be obtained.
- b. The request for access should be sent to the application owner. They will authorize the request and forward it to AIS.
- c. The access request may be for a single individual operator or for an entire unit. If access is granted for the unit, future requests can be made directly to AIS without specific authorization from the application owner for each request. These direct requests must be communicated to AIS using an Access Request Memorandum, see page 210.12. These requests must be signed by the individual within the unit who has been authorized by the application owner to request this access for his/her unit.

3. Client Based Computing Access Procedure

- a. Access to client based computing facilities and tools is granted on a departmental basis. The initial request will be addressed to the Help & Support Center Section of AIS.
- b. A meeting will be arranged between the requestor and appropriate AIS Staff. At this time specific requirements including files to be accessed and training materials will be discussed.
- c. File access must be approved in writing by the functional data base owner.
- d. The request for access to a file should be communicated to AIS using an Access Request Memorandum, see page 210.12.

III. PRESERVATION OF PERSONAL PRIVACY AND CONTROL OF SENSITIVE FILES

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

(AIS Continued)

- B. Overall responsibility for the security of the AIS Department and all facilities located in the Department rests with the Director of AIS, who prescribes the procedures by which clients may gain access to the Department. Beyond the responsibilities of the Director, the overall responsibility for security of data and application software resides with the functional data base owner as listed here:

<u>Data Bases</u>	<u>Functional Data Base Owner</u>
Student Records	Registrar
Admissions	Office of Admissions
Alumni/Development	Development Fund
University Business	Ass't Vice President for Finance
Budget	Office of Planning and Budgets
Academic Personnel	Provost
Non-Academic Personnel	Director of Human Resources

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

IV. LONG-TERM RETENTION TAPE FILES

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

- A. Long-term retention tapes will be exercised and/or copied on a regular schedule to insure that all the data on the tape still exists and is readable.
- 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 210.10, 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.

(AIS Continued)

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.

RECYCLING/SALVAGE

MSU OFFICE OF RECYCLING AND WASTE REDUCTION
88 Service Rd. * MSU Recycles! Hotline 355-1723

I. FUNCTION:

The Office of Recycling and Waste Reduction was established to provide the University community with information and resources to help minimize waste of material items (including usable equipment and supplies, as well as those considered "scrap" or waste) through waste prevention, re-use and recycling/composting. Its programs and services are guided by the following policy:

MICHIGAN STATE UNIVERSITY MATERIALS RECOVERY POLICY

This policy is developed as part of the University's Waste Management Strategy, to allow for the recovery of all materials generated at the University which have a reuse or recycling value.

Purpose: To provide a framework to guide procedures for the appropriate disposition of all equipment, items, and non-hazardous materials which are no longer needed by the current user, yet have a residual value to the University.

Policy: All items acquired by University departments, regardless of the source of funds, are under University control and subject to the disposal procedures below:

- A. **Inventoried Equipment** (initial cost \$500 or higher) shall be disposed in accordance to the options listed in Section 300, "EQUIPMENT RESPONSIBILITY, CREDITS, TRANSFERS, AND DISPOSAL". For more complete information about equipment at Michigan State University, see Section 224, "INVENTORY DEPARTMENT" or call the Inventory Department at 355-1710.
- B. **All Other Equipment, Supplies, and Non-Hazardous Materials**, no matter the size or quantity, are subject to the following procedures for determining how to dispose of them. Before placing materials in a waste container for Custodial/Grounds Pick up:
 1. Evaluate the item for potential of continued departmental use either through repair or use by other units or staff.

(RECYCLING/SALVAGE - Continued)

2. If no internal use is found, consider placing a free "classified ad" in the "Budget Booster" Newsletter (see Section 220.24) for sale, trade or gift to other departments.
3. Most items, if not used internally or transferred directly to another department, should be sent to Salvage for sale to other departments or the public. Call Salvage at 5-0364 for a determination of whether the item is appropriate for Salvage pick up and resale.
4. If items are determined to be inappropriate for sale or trade, such as scrap paper, metal, wood, plastic or other recyclable "waste" materials, you will be referred to the Recycling HOTLINE staff for the latest information on the University Recycling Program available for these types of materials. Such items must be recycled through the system in place at that time as advised by the Office of Recycling and Waste Reduction. In no instance should surplus items or materials be picked up by or delivered to off-campus entities, unless otherwise directed.

II. SERVICES:

The Office of Recycling and Waste Reduction currently provides services in Waste Reduction, Salvage (Re-use), and Recycling to help you comply with these policies.

A. Waste Reduction

Education is the key to solving our waste problem. Much of our waste can be eliminated through examining purchase, use and disposal practices. The Office of Recycling and Waste Reduction can provide information to faculty, staff and students on ways to reduce the amount of waste they produce, and how to get items either reused or recycled instead of landfilled. The MSU Recycles! HOTLINE is 355-1723.

B. Salvage (Re-use)

The Office of Recycling and Waste Reduction incorporates the activities of the Salvage Yard, which has operated for over 50 years to provide an outlet to facilitate the re-use of unwanted departmental equipment and materials. Here, surplus items ranging from nuts and bolts to cars and boats may be purchased by other departments, or sold to staff and the general public.

(RECYCLING/SALVAGE - Continued)

MSU Salvage, located west of University Printing, at 1330 S. Harrison Rd., is open from 7:30 a.m. to 4 p.m. Phone: 355-0364.

1. For materials assigned a University inventory number, an "Equipment Transfer Notice" (ETN) stock #140-2492 (see page 221.6) must be completed and sent to 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. Further instructions on the use of the ETN can be found in Section 300 of this manual.
2. Credit for equipment or materials declared salvageable must be negotiated prior to the materials being sent to Salvage. The amount of credit will be reduced by the actual costs incurred by Salvage to handle the materials. If disposal is necessary, the furnishing department will incur the cost.
3. Departmental sales will be made to authorized departmental representatives any day during regular Salvage hours. Any such purchases must be charged to a valid University account number.

In addition, Salvage offers the following services:

* Sales to the Public --

Public sale days are Tuesdays and Fridays, 7:30 a.m. to 3:30 p.m. (no sale on University Holidays). This includes purchases by University faculty and staff for their own personal use. Cash or check (written on a local financial institution) are accepted.

Occasionally, scrap materials such as metals are sold in bulk through a sealed bid process.

* Access to Federal Surplus --

for departmental purchase, must first obtain a pass from Salvage. (For more details see Section 220.26)

* Confidential Document Shredding --

for any sensitive records. The paper is recycled after the shredding process whenever feasible.

(RECYCLING/SALVAGE - Continued)

* Storage for Departmental Items --

This allows departments to hold onto materials for which there is no immediate need, preventing undesirable disposal. Both **heated** and **non-heated** storage are available, as well as portable storage in trailers.

The shredding and storage services have applicable fees, call **Salvage** at **355-0364** for current rates.

C. **Recycling**

In response to the growing need and demand for recycling services at MSU, the **Office of Recycling and Waste Reduction** was formed to initiate and coordinate collection and processing/marketing of recyclable wastes.

Program planning and implementation is on-going, and will encompass all areas of waste generation on campus. Below are listed status of these initiatives as of 3/31/92:

1. **OFFICE PAPER**

As its initial recycling effort, the Office of Recycling and Waste Reduction has implemented a campus-wide Office Paper Recycling Program. **White Paper** collection from academic and administrative buildings has begun, to be followed by collection of mixed types of paper which will be phased-in as the program is expanded to over 75 academic and administrative buildings. The program will work as follows:

- a. Each desk will be supplied with a container for each of the grades of paper collected (Use of an alternative container is acceptable).
- b. Faculty and staff will take these containers to a centralized point in their department (usually near a copy machine, computer, mail boxes, etc.)
- c. Recycling Staff will collect the materials from there and take to a storage area in the building.

2. **COMPUTER PAPER**

Medium to large generators of Computer Print Out (CPO) will be able to recycle this paper separately from the office paper collection system. Containers will be provided to effectively collect the volumes of this material that many printing stations generate. Generators of 14 7/8 x 11 "green/blue bar" paper should call for information.

(RECYCLING/SALVAGE - Continued)

3. **WAREHOUSE/SHIPPING WASTE**

Corrugated cardboard cartons will be collected from major generators of this type of waste from the major receiving areas around campus.

In addition, polyfoam "packing peanuts" will be recovered and distributed by University Stores for re-use by shipping departments.

4. **RESIDENTIAL MATERIALS**

A Recycling Center is available for residents of the University Apartments. It will accept household materials such as Newspaper, Corrugated Cardboard; and Glass, Plastic and Metal Containers.

A plan for serving the Residence Halls will also be developed.

For status updates and further Recycling information, call the HOTLINE at 355-1723.



Office of Recycling and Waste Reduction
University Services Division

INTERIOR DESIGN

I. INITIAL REQUEST

All requests for interior design services including but not limited to carpeting, draperies and reupholstering should be sent on the form "Request for Interdepartment Material or Service" (Stores stock order #140-2842); the form signed by the unit administrator is forwarded through the corresponding dean or appropriate administrative officer to 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.

II. FINAL REQUEST - If the department wishes to proceed with the project, it will submit the "blue" estimate sheet from Interior Design to Facilities Planning and Space Management requesting that the project be undertaken in accordance with the estimate. The form must be signed by the corresponding dean or appropriate administrative officer, and 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.

IV. Alterations and Improvements precipitated by Interior Design projects shall be accomplished in accordance with section 200.1 - 200.2.

See Section Title Alterations and Improvements of Facilities, Section Number 200.1-200.2; 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.
 - 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.

II. TECHNICAL SERVICES

University Laboratory Animal Resources offers, on a charge basis, the following services:

- A. Care of animals (specimens or colonies) on a per diem basis. This includes feed, bedding, equipment, cage washing, trucking, etc.
- B. Surgical and anesthetic services.
- C. Technical services, injections, blood sampling, etc.

III. PROFESSIONAL SERVICES

University Laboratory Animal Resources 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 University Laboratory Animal Resources 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.

(UNIVERSITY LABORATORY ANIMAL RESOURCES CONTINUED)

V. SPACE ASSIGNMENT

- A. Assignment of space by the University Laboratory Animal Resources (ULAR) will be based on first come, first served. In the case of conflicting needs for space assigned to ULAR, if the issue cannot be resolved by the department chairperson(s) involved, the matter will be referred to the Dean's Advisory Group. In the case of space assigned to other units, those units have first priority on the space, and will be responsible for resolving conflicting needs within the unit.
- B. Compatible experiments utilizing identical or different species will sometimes be housed in the same room with notification and concurrence of the investigators involved.

VI. ANIMALS

- A. To order animals, Form 0-19313 (see page 230.4, Exhibit I), should be completed and submitted to the University Laboratory Animal Resources office. This form can be obtained by calling 353-5063. Phone in all orders before noon on Thursday, for shipment the following week, or a late charge will be added. Paperwork should follow.
- B. Delivery of standard research animals requires up to one week after receipt of the order, while delivery of conditioned, exotic or non-standard species may need from four to eight weeks. Call University Laboratory Animal Resources for specific information concerning standard and non-standard animals.
- C. The pink copy of Form 0-19313 should be retained by the ordering department and the remaining copies should be sent to the University Laboratory Animal Resources office. The white original will be returned to the department when charges are processed.
- D. Claims for shortages, unusable animals, damaged shipping containers, etc., should be directed to University Laboratory Animal Resources by calling 353-5063.

VII. CHARGES FOR PURCHASE OF DOGS AND CATS AND WASTE PICKUP

- A. Upon receipt of a request by a department or investigator to supply animals, University Laboratory Animal Resources create the Dog and Cat Delivery Slip (see page 230.5, Exhibit II). When delivery takes place, the investigator or authorized departmental representative must sign the form and retain the yellow copy to check it against their monthly billings.
- B. Upon receipt of a request by a department or investigator to pick up waste, University Laboratory Animal Resources will fill out Form 0-17723 (see page 230.5, Exhibit III). When delivery takes place, the investigator or authorized departmental representative must sign the form and retain the first copy to check it against their monthly billings.

(UNIVERSITY LABORATORY ANIMAL RESOURCES CONTINUED)

VIII. BUDGET RESPONSIBILITY

It is the responsibility of each department to request only such materials, services or animals as can be paid out of available fund balances. Departments will provide University Laboratory Animal Resources current account numbers to ensure proper billing.

IX. STATEMENTS

- A. The cut-off date of the Friday before the 25th day of the month has been established to facilitate posting of departmental charges. Charges for materials, services or animals delivered between this date and the last day of the month will be charged in the following month.
- B. In reconciling ledger sheets, departments should advise University Laboratory Animal Resources 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.

X. TRAINING

University Laboratory Animal Resources maintains an extensive library consisting of:

- 1. books
- 2. periodicals
- 3. videotapes
- 4. slide tape programs
- 5. pamphlets and news clippings

These can be used 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. University Laboratory Animal Resources also distributes information to researchers who use animals.

The training coordinator for University Laboratory Animal Resources is responsible for educational programs for those who work with research animals. These programs provide information on:

- 1. Pertinent policies and regulations.
- 2. Laboratory animal care and disease monitoring.
- 3. Clinical techniques utilized in research animals.
- 4. The continuing debate surrounding the use of animals in research.

EXHIBIT I
FORM #0-19313

RELEASE FORM

MICHIGAN STATE UNIVERSITY
UNIVERSITY LABORATORY ANIMAL RESOURCES
C100 CLINICAL CENTER

RELEASE NO.
21337

DEPARTMENT		TELEPHONE NO.	ACCOUNT NO.
INVESTIGATOR		TELEPHONE NO.	AUF NO.

DELIVER TO (ROOM AND BUILDING)	BILL TO (ROOM AND BUILDING)
--------------------------------	-----------------------------

ORDER DATE		AUTHORIZED SIGNATURE			DELIVERY DATE	CONFIRMING <input type="checkbox"/> YES <input type="checkbox"/> NO		
QTY	SEX	SPECIES	WEIGHT	AGE	USDA CODE X Y Z			

SHIPPING INSTRUCTIONS
0-19313

White—Acct. copy
Pink—Dept. copy
Cardboard—ULAR copy

EXHIBIT II DOG/CAT DELIVERY SLIP

SHIPPED FROM: MICHIGAN STATE UNIVERSITY
UNIVERSITY LABORATORY ANIMAL RESOURCES
C BUILDING • CLINICAL CENTER
EAST LANSING • MICHIGAN • 48824-1313
TELEPHONE: (517) 353-5064

SHIP TO:

DELIVERED BY _____ DATE _____ RCVD. BY _____

EXHIBIT III FORM # 0-17723

ACCOUNT NO.	REL. NO.	REL. DATE	DEL. DATE	BILL. DATE	CODE	QUANTITY			SYM.	AMOUNT																																				
<p>INVESTIGATOR _____</p> <p>DELIVER TO ROOM _____ BLDG. _____</p> <p>DESCRIPTION _____</p> <p>_____</p> <p>SIGNATURES: DEALER: _____ RECEIVED BY: _____</p> <p>UNIVERSITY LABORATORY ANIMAL RESOURCES MICHIGAN STATE UNIVERSITY</p>							<p>Nº 29393</p> <p>ACCOUNT NO. <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td></tr></table></p> <p>RELEASE NO. <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td></tr></table></p> <p>RELEASE DATE <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td></tr></table></p> <p>DELIVERY DATE <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td></tr></table></p> <p>BILLING DATE <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td></tr></table></p> <p>CODE <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td></tr></table></p> <p>QUANTITY <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td></tr></table></p> <p>SYMBOL <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td></tr></table></p> <p>TOTAL CHARGE <table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td><td style="width: 10px; height: 15px;"></td></tr></table></p>																																							

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 fifty-one 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., Sunday through Thursday, 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 totalling 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.
- VII. Additional services available include public fax, supplies, typewriters on a fee-for-use basis, volume printing at discounted prices and color copying.

LIBRARY DATABASE SEARCHING SERVICES

- I. Customized retrospective searches of on-line bibliographic databases are conducted by librarians in the Social Science and Humanities Reference Library, the Science Reference Library and in a number of branch libraries. Current awareness searches which are run against each update of a database are also available.
- II. Rates charged are as specified in the Library Policy and Procedure Statement 11.20 and are set at a level calculated to recover the cost of the following direct cost elements: communications, on-line connect time, off-line printing and any other royalties for on-line time and printing. Therefore, the total cost of a search varies with the amount of usage. The average cost currently ranges from a low of approximately \$15 to a high of approximately \$125. Non-MSU users are charged at 1.5 times these costs.
- III. For more specific information on databases available, rates or procedures for arranging for a search, contact a librarian in the Science Reference Library, the Social Science and Humanities Reference Library, the Business Library, the Engineering Library, the Clinical Center Library, the Veterinary Medical Center Library, the Chemistry Library, or the Mathematics Library, as appropriate for the field of interest.
- IV. A search can be paid for in cash, billed to an approved organizational account, or a University account, or paid for with VISA or Mastercard.
- V. All searches are recorded on a paid search record form. Information recorded includes all details of the transaction: vendor, date, file, total on-line time, number of prints, total charges; also, user name, address, organization, unit, account number and method of payment, as appropriate.
- VI. A receipt is issued for each cash transaction.
- VII. Charges to organizations are posted to individual ledger sheets headed with the name of the organization, the department, address and account number. Searches completed during the month are listed individually with the following data provided: user name, file searched, total charge. Each month all charges for outside organizations are billed directly to the organization through the Database billing office. The billing office handles receivables and all follow-up billings. Delinquent accounts are sent to Delinquent Receivables.
- VIII. Charges to MSU Departmental accounts are billed monthly by Journal Voucher Entry. An individual statement is sent to the department for each account billed. Back-up documentation for all charges will be kept on file in the database billing office.

- E) Obtaining and maintaining Vehicle Operator Licenses, Chauffeur Licenses and Commercial Driver Licenses is a personal expense and the responsibility of the employee. Verification of licensing and medical certification is the responsibility of the employing department. Where the duties of a position necessitate vehicle operator licensure and medical certification, departments should reflect this requirement on the position requisition form to ensure that vacancies are posted with appropriate job requirements. Departments are also responsible for ensuring that these requirements are met on an ongoing basis.
- F) Additional information and clarification regarding licensing required to operate University vehicles may be obtained from any office of the Secretary of State or the Automotive Services Department, 353-5280.

IX. VEHICLE LICENSING AND REGISTRATION

University vehicles are licensed in accordance with the vehicle policy and the laws of the State of Michigan. License, registration, and title records are maintained by the Automotive Services Department. License plates may not be altered, transferred, destroyed, or removed from a vehicle without prior coordination with the Automotive Services Department.

X. PURCHASE AND OWNERSHIP

Vehicles may be purchased as stipulated in the vehicle policy. University vehicles will normally be purchased once annually. Requisitions for vehicles should be submitted to the Purchasing Department prior to September 1 of each fiscal year so that the University may purchase vehicles with the maximum fleet purchase discounts available. Questions pertaining to lease and purchase policies may be directed to the Automotive Services Department (353-5280) and the Purchasing Department (353-5400), as appropriate.

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

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

XII. VEHICLE RECEIPT, SALE, TRANSFER

New University vehicles are delivered to the Automotive Services Department where appropriate decals are installed in accordance with University policy, plates are affixed, and files for administrative and maintenance records are established. Transfer of vehicles between departments must be coordinated with the Automotive Services Department. University Equipment Transfer Notices are used to effect any transfer. Disposal of University vehicles is to be coordinated with the Automotive Services Department. Vehicles will be physically stripped of identification decals and appropriate University administrative records updated by processing the vehicle through the Automotive Services Department. Revenue from the sale of vehicles is generally deposited to the University General Fund Equipment Replacement Reserve Account or appropriate revolving account.

(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. RENTING OFFICE MACHINES

Please refer to section 220.23 for further information.

VII. ORDERING LEASED OFFICE MACHINES

Please refer to sections 220.21 and 220.22 for further information.

(Physical Plant Division Continued)

- 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 cable systems. Call Maintenance Services for procedures for electronics and broadband 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*:

<u>Section Title</u>	<u>Section Number</u>
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.

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 Scheduling Office of the Instructional Media Center is located in Room 126 IMC Building (corner of Wilson and Stadium Roads). Normal business hours are from 7:30am to 5:30 pm; during the summer and between semesters, these hours may vary. The telephone number is 353-3960. Audiovisual services and equipment are available to faculty, staff and registered student organizations.
- B. The Administrative and Marketing Office's are located in Room 207 of the Communication Arts Building.
- C. The Graphics 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.
- D. The Film Production Studio is located in Room 117 Communication Arts and Sciences Building. Business hours are normally 10:00 am to 5:00 pm. The telephone number is 353-9011.

II. TYPES OF SERVICES

A. Distribution Services

1. This division provides a vast array of audiovisual equipment, projectionist services and access to the 16mm film and videotape library. Available equipment includes: overhead projectors; 16mm film projectors; carousel slide projectors; LCD (liquid crystal displays) projectors and panels; videodisc players; 1/2" videocassette players and monitors; screens; audiotape recorders/players; filmstrip projectors, and record players. One piece of the above equipment may be ordered at no charge for regularly scheduled credit courses that meet both on and off campus. Multiple pieces of the same equipment or specialized 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, full projectionist services are provided on a free basis. For other classroom and non-classroom showings, customers are charged an hourly fee.

3. The 16mm educational film and video library contains a wide range of titles which are available for use in regularly scheduled credit courses both on and off campus 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. A catalog (on 3.5" or 5.25" diskette-IBM compatible only) of IMC's film and videotape collection may be obtained by contacting a Customer Service Representative at 3-3960. Films and videotapes from off-campus suppliers may be ordered through the IMC. Costs include the rental fee, service charge and round-trip shipping fees.
4. Requests for classroom service must be placed 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. Requests for films and videotapes from off-campus suppliers

should be placed no less than thirty (30) days in advance of the show date. All films and equipment are delivered and picked up according to class and program schedules for on campus courses. For off campus courses, IMC will deliver the materials to a departmental or faculty office or they can be picked up from IMC.

B. Film Production

This division is available for the production of multi-media presentations, (including script writing and editing) for slide/tape programs; filmstrips; 16mm films and public service announcements for television broadcast. A fully equipped sound stage, with studio and location lighting; sound recording, and 16mm camera equipment is maintained. 35mm and additional 16mm cameras and related production equipment is readily available through IMC's regular commercial suppliers. The telephone number is 353-9011.

C. Graphic Services

A wide variety of graphic design and production services are provided by this division. Items produced include: camera-ready art; original drawings, transparencies, poster session design, scientific illustration; graphic and logo design; three-dimensional displays;

slide art; charts and graphs; matting and framing; typesetting; hand lettered certificates; nameplates; lettering and sign production in accordance with the provisions of the American Disabilities Act (ADA), including complete building signage systems. A Desk-top publishing option is available for development of camera-ready copy for the printer in the areas of newsletters; fliers; prototype text; brochures, and overhead transparencies. Data may be directly entered through an optical scanner. The scanner can recognize most IBM type faces and computer printouts, other than laser printers. This division also maintains an area for the construction and fabrication of props and 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.

D. Marketing

This division is available to assist faculty with the dissemination of instructional and software programs which they have developed, and subsequently have been approved by the Marketing Advisory Committee for marketing as a University sponsored program. The staff will coordinate contract preparation and execution; determine packaging of the program(s); pricing; design and production of promotional brochures; direct mail

advertising to potential national and international customers; reproduction of materials; shipping and receiving; invoicing; payment collection; and royalty distribution. The telephone number is 353-9229.

E. Media Production Laboratory

The IMC Media Production Laboratory, located in the IMC, is a facility where faculty can gain hands-on experience, and design and prepare their own **prototype** visuals for classrooms use. The types of visuals which can be prepared in the Media Lab include: SVHS/VHS mini productions and editing; overhead transparencies; 35mm slides; mounted and laminated materials; charts and graphs, and signs and display materials. Appointments are recommended. The telephone number is 353-5530.

F. 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 include: color, negative and black and white film processing; custom color and black and white printing; slide duplication; black and white "Itek" prints; and various types of slide reproductions from original art. Also provided are location and studio photography; medical and scientific photography.

Computer-generated slides, large format transparencies and color and black and white prints from either customer generated artwork files or the files can be generated for you by IMC. It is recommended that you contact us prior to creating the files so that we may assist you in setting up your software defaults. 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. All photography orders are now placed into our computerized order, tracking and billing system. Customers are provided with an ID card which identifies them and allows the system to retrieve pertinent information for repeat visits to the Center for your photographic needs. Customers should bring this card with them each time they place an order. A card will be issued for each account number used. For your convenience, there is a drop-off box located at the North entrance to the IMC for orders delivered after hours. Please complete order bag following sample at this location. In addition, orders may be picked up after normal business hours, until 8:00 pm at the South door entrance.

G. Technical Services

Audiovisual services provided by this division include rental of portable video and video projection 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, teleconferencing, classroom lecture recordings, public address systems, two-way radio communication services, security systems design and installation, audio and videotape quality analysis and acoustical/noise abatement analysis. All services are available on a fee basis covering equipment, materials, parts and labor. Maintenance contracts are available for department owned equipment.

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. Please note that with the computerization of the Photographic Services Division certain billing restrictions apply. Multiple account number billing and the changing of an account number once the order has been entered into the system can no longer be handled by the IMC, and will be the responsibility of the requesting Department.

UNIVERSITY RELATIONS

BROADCASTING/MARKETING/PHOTO

The Broadcast/Marketing/Photo division of University Relations provides electronic media and photographic support for Michigan State University's news media dissemination. Basic services include publicity and promotional campaigns using broadcast-quality video and audio production and still photography services.

- A. Offices are located in 240 Nisbet Building, 1407 S. Harrison Road, telephone number is 355-7505, FAX 353-3029. Office hours are Mondays through Fridays, 8 a.m. - 5 p.m.
- B. PHOTO SERVICES: Complete professional photography services are available for projects coordinated through University Relations, including photo support for University Publications, MSU News Bureau, MSU News Bulletin and the Office of Public Relations. Limited location photographic services are available for the University community.

B/M/P maintains a comprehensive collection of archival color transparencies and black and white photos of University events, building and activities. Reproductions for official University business are available for University accounts. To make an appointment to review file photos, call the photo librarian at 355-7505.

- C. VIDEO SERVICES: Complete broadcast-quality video production services, including: producing and placing network TV institutional "spot" messages; demographically-targeted promotional video programs for University administrative and academic departments; news stories and news features about MSU people, programs and research; video programs for faculty and student recruiting, orientation, and fund raising.
- D. AUDIO SERVICES: B/M/P produces radio news features and packages for dissemination to Michigan radio stations and national news media outlets. More than 150 stories from MSU are distributed to over 200 radio stations.

The MSU News Hotline, **1-800-321-NEWS**, operates 24 hours a day, seven days a week. Updates are done on Mondays, Wednesdays and Fridays at noon. The audio coordinator advises and coordinates news stories with University faculty, staff and administrators.

- E. B/M/P COSTS AND PROCEDURES: Cost estimates for photography, video and audio production services are determined during the initial planning meeting. Costs are based on established rate lists for the campus community. Many projects are produced with University Relations "in-kind" contribution of costs, resulting in savings to the campus community. For more information, call 355-7505.

(continued)

NEWS BUREAU

The MSU News Bureau, a unit of University Relations, is the primary liaison between the university and the news media: newspapers, radio and television stations, magazines, specialty publications and wire services. It initiates and enhances news coverage of the university by local, state, national and international media. Its staff of five writers and editors works with news reporters to help them in covering the university. The staff also offers counsel to university faculty and administrators who work with the news media, works with the Broadcast/Marketing/Photo in reacting to news events and contacting potential broadcast outlets, and helps write speeches or other public comments for administrators on request.

- A. The News Bureau is located in 118 Linton Hall. The main telephone number is 355-2281. The News-Bulletin office is in 103-104 Linton Hall; the News-Bulletin telephone number is 355-2285. The office that produces MSU Today is located within the News Bureau main offices.
- B. The MSU News-Bulletin, which serves university faculty and staff, is published weekly during the academic year, bi-weekly during the summer. The MSU News-Bulletin also frequently serves as a distribution vehicle for inserts prepared by other university units that have a particular message for the News-Bulletin readership.
- C. MSU Today, the university's alumni newspaper, is also produced by the News Bureau. It is published twice a year, and is the only university publication sent to all 200,000-plus alumni in the U.S.
- D. PROCEDURES: News Bureau writers, editors and support staff make regular contact with departments and units throughout the university, and anyone from other departments or units may contact the News Bureau at any time with ideas, tips or requests for assistance. Those who have not worked with a specific writer or editor in the past should contact the director for help: 355-2281.

PUBLICATIONS AVAILABLE:

University Relations produces several campuswide publications that are available for a fee from the News Bureau, 120 Linton Hall, 355-3407.

- 1. The Campus Guide, a six-color 18" x 24" map of the campus that includes a series of color photographs and a description of points of interest to visitors.
- 2. Profile: 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.
- 3. MSU Facts in Brief, a brief overview of Michigan State University.

(continued)

UNIVERSITY PUBLICATIONS

The office of University Publications produces recruitment, institutional advancement, promotional, and scholarly publications, as well as graphic identity materials (e.g., logos) for academic and administrative departments. Editors and graphic designers create, plan, and supervise production of publications consistent with the goals of both the campus unit initiating the publication and the University.

- A. University Publications is located in 447 Berkey Hall, telephone number is 355-3290.
- B. A university staff member planning a publication should call University Publications and arrange a production planning meeting with an editor to discuss a publication budget, a production schedule, and procedural details.
- C. **UNIVERSITY PUBLICATIONS COSTS AND PROCEDURES:** The total cost of a publication, which is paid by the unit ordering the job, is based on the components below and can usually be estimated after the initial publication planning meeting. In many cases editorial and design services are free of charge.
 1. Preparing the publication up to the camera-ready stage:
 - a. Planning the publication, including budget and production schedule.
 - b. Writing the text (can be done by the initiating unit or by University Publications).
 - c. Taking the photos (can be arranged by the initiating unit or by University Publications).
 - d. Designing the publication.
 - e. Editing the text.
 - f. Typesetting or electronic conversion and proofreading (University Publications proofreads in cooperation with the initiating unit.).
 - g. Preparation of camera-ready mechanicals.
 - h. Writing technical specifications for the printer.
 - i. Obtaining competitive bids for papers, printing, and binding.
 2. 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.
 3. 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.
 4. After step #1 above is completed, the University client supplies University Publications with a requisition for the work involved in step #2. University Publications processes this requisition along with the bids through the MSU Purchasing Department.

GIFTS, GRANTS OR CONTRACTS

I. SPONSORED RESEARCH

A. Basic Policies for Administration

1. Research projects should be developed consistent with the University's goals.
2. Sponsored research should be accepted only if appropriate time, space and facilities can be made available. Provisions should be made for continuity of support in order to stabilize required staff.
3. The University should retain the rights of first publication for its scholars.
4. The complete cost of the research should be determined. If grants or contracts are accepted which do not cover all of the direct and indirect costs, the department/college may be asked to provide the additional financial support with the full recognition that it is making a contribution to the cost of the work.
5. Research projects should conform to established University patent policy (see "Supplementary Statement Regarding Disposition of Patents" on page 315.6).

B. Proposal

1. The proposal, which is generally developed in the department, should establish the terms and conditions for the provision of funds and the performance of research. Before the final draft of the proposal is completed, the budget should be reviewed by the Office of Contract and Grant Administration, for conformity with policies on such matters as allowable direct and indirect costs.
2. Direct costs involve expenditures that are directly related to a project such as salaries, supplies and services, and purchases of equipment. Indirect costs involve administrative services, maintenance and operation of physical facilities and other expenditures that cannot readily be related directly to the research project. Indirect costs are computed by multiplying a fixed percentage, which is negotiated with the federal government, times the total direct costs excluding equipment items costing \$500 each or more and the portion of each subcontract which exceeds \$25,000. Only the Vice President for Finance and Operations can negotiate indirect cost rates on behalf of the University.
3. The proposal should not be submitted to an outside agency before it is approved by the unit administrator, dean, Vice President for Finance and Operations and Treasurer (Contract and Grant Administration) and Vice President for Research and Graduate Studies.

4. If human subjects are involved in the proposed research, approval by the University Committee on Research Involving Human Subjects is required before an account number can be assigned.
5. If animals are to be used in the proposed research, approval by the Committee on Animal Facilities and Care is required.
6. Proposals which call for use of radioactive isotopes, some forms of recombinant DNA, or hazardous organisms or chemicals require approval of the appropriate committee.
7. Proposals involving acquisition of major computers or use of television equipment should be approved by the Vice Provost for Computing and Technology.
8. Proposals to do sponsored research or education projects overseas require approval by the Dean of International Studies and Programs.
9. One copy of the proposal should be prepared for each person signing the transmittal sheet in addition to those required by the sponsoring agency.
10. A "Transmittal Sheet for Request for Contract, Grant or Gift Support" (see example, page 315.7) should be completed and submitted with the proposal through appropriate channels as mentioned above, reaching the Office of the Vice President for Research and Graduate Studies after all other approvals have been obtained.
11. Sufficient time for processing within the University should be allowed so that the Office of the Vice President for Finance and Operations and Treasurer (Contract and Grant Administration) has two days to review the proposal and the Office of the Vice President for Research and Graduate Studies has adequate time to review the proposal in advance of the time needed to meet the deadline established by the sponsoring agency.
12. The Office of the Vice President for Research and Graduate Studies will mail proposals to the potential sponsor if requested by the department. Mailing is by first class postage only; therefore, the department should submit the proposal to the Office of Research Development 10 days before the grantor's proposal due date.

C. Cooperative Research Agreement

1. It is sometimes advantageous to substitute a Cooperative Research Agreement in lieu of a more extensive contract or grant document. These forms are available at the Office of the Vice President for Research and Graduate Studies (355-0306), (see sample of Agreement, page 315.8). Cooperative Research Agreements frequently commit resources of the University in a manner requiring special evaluation and legal counsel.
2. Research activities utilizing the Cooperative Research Agreement should be processed for campus approvals the same as formal proposals. These agreements should be accompanied by a "Transmittal Sheet for Request for Contract, Grant or Gift Support," which requires unit administrator, college and University level approval before the agreement is completed.

D. Procedures After Approval by Outside Agency

1. The sponsor should notify the project leader of action taken, with copies submitted to the Office of Contract and Grant Administration and the Office of the Vice President for Research and Graduate Studies.
2. For formal proposals, the project leader should prepare a Gift, Grant or Contract Transmittal Form (Stores stock order #140-2499; see sample, page 315.9), attach a copy of the letter of the award and submit it through channels for acceptance by the Board of Trustees.
3. Cooperative Research Agreements should be signed by the sponsor, accompanied by the sponsor's check, if applicable, and a completed Gift, Grant or Contract Transmittal Form, then be submitted for acceptance by the Board of Trustees. The number of copies of the Cooperative Research Agreement required will depend on requirements of the college.

II. GIFTS

- A. Definition: A gift is a voluntary transfer of funds or property by a person or organization to Michigan State University without any valuable consideration or compensation to the donor.
- B. Gifts will be processed by the Office of University Development to assure that:
 1. All gifts are properly receipted and recorded.
 2. Each donor receives a prompt and appropriate acknowledgement.
 3. Members of the Board of Trustees, the administration, faculty and volunteer organizations are kept fully informed.
 4. A central record is maintained on all gifts.
- C. Gifts are to be accepted, processed, acknowledged and recorded according to established University policies outlined in the "Procedures and Practices for the Development Program." Copies may be obtained from the Vice President for University Development (355-8257) or the Associate Vice President and Director of Development (355-8257).
- D. Checks for unrestricted and designated gifts to be deposited into 31-XXXX accounts should be forwarded immediately by departments to University Development, 220 Hannah Technology & Research Center, for processing. Any correspondence from the donor should be attached.

Gifts for research (non-Federal and non-State) of \$1,000 or less should be sent directly to University Development for direct deposit in existing sponsored project accounts. Any correspondence from the donor should be attached. Please include a transmittal listing the following information: account number, amount, AES project number (if applicable), name of researcher. Gifts for more than \$1,000 should be routed through Contract and Grant Administration with appropriate forms attached (see procedures beginning on page 315.1).

- E. Gifts of securities, real estate, mineral interests, other non-cash gifts and gifts by bequest are subject to special handling and should be referred separately to University Development or the MSU Foundation.
- F. Official acceptance of all gifts to Michigan State University will be made by the Board of Trustees based upon a consolidated quarterly report of the Vice President for University Development. Only those gifts which are in conformity with the needs of the University will be accepted. The University reserves the right to refuse any gift which is judged to be inconsistent with institutional needs or for which University resources are too limited to properly administer the gift. In addition, only those gifts from which disbursements are to be made on a nondiscriminatory basis will be accepted.

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

Gift, Grant or Contract Transmittal Form (Stores stock order #140-2499; see sample, page 315.9).

IV. GIFT, GRANT OR CONTRACT FORMS (for Contract and Grant ONLY)

A. Preparation

- 1. Forms should be typewritten by the department that will receive the grant or contract.
- 2. The letter of award, Cooperative Research Agreement or other documentation should be attached.

B. Required Signatures

- 1. Grants or Contracts - Forms should be submitted for approval in the following order:
 - a. Unit Administrator(s)
 - b. Director of Experiment Station (when applicable)
 - c. Dean(s) of College(s)
 - d. Vice President for Research and Graduate Studies
 - e. Vice President for Finance and Operations and Treasurer (Contract and Grant Administration)
- 2. Gifts - The Vice President for University Development will prepare a quarterly report to the Board of Trustees for approval of all gifts received for the period.
- 3. Scholarship and Loan Gifts - Forms should be submitted for approval in the following order:
 - a. Office of Financial Aids
 - b. Vice President for University Development

V. CONSIGNMENT EQUIPMENT - Forms (General Stores, stock number 140-2498; see sample, page 315.10) should be submitted for approval in the following order:

- A. Unit Administrator(s)
- B. Dean(s) of College(s)

- C. Vice President for University Development
- D. Vice President for Finance and Operations and Treasurer (Contract and Grant Administration)

VI. FINAL APPROVAL

- A. Forms (an original and one copy) should be prepared to allow sufficient time to reach the Office of the Vice President for Finance and Operations and Treasurer (Contract and Grant Administration) twenty (20) working days prior to the meeting of the Board of Trustees. Regular meetings of the Board are scheduled approximately every other month, and the annual schedule is announced in the MSU News Bulletin as well as through information provided to departmental and Deans' offices.
- B. Final approval for all gifts, grants or contracts presented to the University must be given by the Board of Trustees before these awards can be accepted.
- C. The Office of Contract and Grant Administration or University Development will notify the department of the account number to be used for a project or program.

VII. CASH RECEIPTS

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

- A. Checks received for Contracts and Grants should be attached to the Gift, Grant or Contract Transmittal Form. Checks for Gifts should be forwarded to University Development (see procedure, item II-D, on page 315.3).

Departments and colleges are not permitted to deposit or cash checks.
- B. When payment for sponsored programs is not received in advance, the Office of Contract and Grant Administration will bill the sponsor according to the terms of the grant or contract.

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

IX. REPORTS

- A. Project leaders will be responsible for preparing technical reports as required by the terms of the grants and contracts. Under no circumstances should project leaders submit financial reports.
- B. Financial reports to sponsors for grants and contracts will be prepared by the Office of Contract and Grant Administration.
- C. Reports of gifts will be prepared and/or coordinated by the Office of the Vice President for University Development.

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 University Stores 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 Robert D. Angell University Services Building at 133 Service Road and questions concerning U.S. Mail preparation should be directed to them at 355-1700, ext 216.
- 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 than 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 than 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, ext 221.

Department Name	Account Number	Classification Code
MICHIGAN STATE UNIVERSITY		
MAIL SERVICE REQUEST		
Date _____	Approved by: _____	Signature _____
DOMESTIC First Class <input type="checkbox"/> Third Class <input type="checkbox"/> Parcel Post <input type="checkbox"/> Spec. Fourth <input type="checkbox"/> Other _____ <small style="margin-left: 100px;">Specify</small>	INTERNATIONAL Air Mail <input type="checkbox"/> Surface <input type="checkbox"/> Books <input type="checkbox"/> Printed Matter <input type="checkbox"/>	<div style="border: 1px solid black; padding: 5px;"> CAMPUS MAIL ROOM ONLY POSTAGE CHARGES </div> <div style="margin-top: 10px;"> _____ _____ _____ _____ TOTAL </div>
Service Endorsements Must Also Be On Packages and Flats		
THIS CARD MUST BE SIGNED AND ATTACHED TO ALL MAIL THAT YOU WISH PROCESSED.		
Michigan State University Printing MSU is an Affirmative Action/Equal Opportunity Institution	O-12464	Stock No. 140-2557

V. COST

- A. Currently, there is no direct charge to units for transferring and storing records in the Archives.
- B. Paper records being transferred to the Archives must be in archival storage boxes which are available at a current cost of \$2.00 each from the Archives.

VI. GENERAL GUIDELINES FOR RETENTION OF NONFISCAL RECORDS

- A. 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 biographical data pertaining to publications, achievements, and honors suitable for publication should be sent to the News Bureau, 118 Linton Hall.
- B. Departments that maintain personnel folders for support staff should maintain these files for two years after the termination date of the employee.
- C. Student records are generated at all levels throughout the University. While the Office of the Registrar maintains the official transcripts, some units, especially professional schools, may need to retain advisor level student records indefinitely in accordance with the guidelines of accrediting and licensing bodies. University policy expressed in the Academic Freedom Report emphasizes that unit level student records should be created, used, and destroyed only as necessary in the routine course of operations.
- D. If you have questions regarding retention or disposition of nonfiscal records, please contact the University Archives and Historical Collections, EG-13 Main Library, telephone number 355-2330.

MANUAL OF BUSINESS PROCEDURES - VOLUME II

Michigan State University

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Michigan State University

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