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 9, 1993

TO: Deans, Directors, Chairpersons and Executive Managers

FROM: David B. Brower, Assistant Controller

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

Revisions to the Manual of Business Procedures dated March 31, 1993, 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 12 - Overall update to section with revised explanations and procedures.

Section 15 - In item I,E, note policy on departmental liability for not depositing checks on a timely basis.

Section 18 - New item V added, "Correspondence via University E-Mail."

Section 23 - Note Room number (page 23.3, Item IV,D) to obtain statement of tuition paid and awards received.

Section 30 - Retiree ID cards available at Staff Benefits, 140 Nisbet (item II,D). Clarification to item IV concerning spouse IDs.

Section 35 - Items in I,A revised/expanded. The deductible amount on University-owned vehicles has been removed from item V,A,2, because this amount may change annually. New Auto Accident or Loss Notice Report form (pages 35.12 and 35.13).

Section 40 - Full range of research grant accounts added in item I,E,2.

Section 45 - Emphasis (underlines) given to the use of University facilities for on-campus catered functions and Kellogg Center for lodging.

Section 46 - New item III inserted into section concerning departments that provide housing or make payments for housing for individuals. Information includes guidelines on how to process payments/reimbursements and federal tax withholding requirements. New page 46.8 is a Journal Voucher for Lodging Arrangements with University Housing which departments can copy and use.

Section 53 - Updated "Employee Moving Expense Information" form (page 53.4).

Section 55 - "Term" changed to "semester" throughout section. Effective 5/1/93, U.S. Savings Bonds no longer an option for Payroll deduction. In item II,H,1,d, the financial institutions available for direct deposit for graduate assistants and biweekly labor employees were updated consistent with recent bank changes. Item II,L,1,b, revised because Sailing Permits are no longer required by the IRS, but nonresident alien employees are still encouraged to obtain a Sailing Permit before leaving the U.S. Item V,A,2,a, concerning compensatory time off for overtime hours worked, states that this issue be handled within the purview of the relevant labor union contract. Clarification of item VI concerning Special Handling for checks. Updated W-4 and Direct Deposit forms. Special Payment Authorization form updated with accurate Human Resources information.

Section 70.I - Sentence added in Item C,7, "All meals are limited to those not prepaid in registration or conference fees." Item C,10 states that conference fees should be paid in advance on a Direct Payment Voucher (this item discusses the new requirements concerning the necessary details and materials needed for documentation on Direct Payment Vouchers and travel reimbursement vouchers).

Section 70.II - Item A,4 - new procedures and requirements concerning conference fees (payment of and reimbursement for). Item B,1 - Travel Voucher does not authorize travel related to outside work for pay. Item C,1,d - when travel is by ship or rail, time enroute should be measured against travel time by commercial air carrier. Item C,2,j - Unused tickets should be returned to the travel agency immediately for a possible refund. Item C,3,a,4) - The authorizing department is to determine lowest cost alternative before approving reimbursement for transportation by private car. Item C,4,a - Business purpose for use of rental car must be clearly documented on the travel reimbursement voucher as well as justification for the car rental as compared with transportation by common carrier. Item C,4,b - clarification of visitors using rental vehicles and the University's policy on Loss Damage Waiver/Liability coverage. Item C,4,c - new item on "Liability Coverage" when using a rented vehicle (policy on liability waiver costs for U.S. and foreign countries). Item E,7 - Reason for change must be documented on the Travel Voucher when changes in travel plans require cancellation or revision of airline ticket.

Section 70.IV - Item A,4 - new procedures and requirements concerning conference fees. Item E,3 on page 70.IV.4 - an invoice from the travel agency must accompany original airline passenger receipt to show actual amount paid for ticket (international travel); if ticket is purchased directly from the airline, a copy of the credit card statement will suffice.

Section 70.V - Item A,1 - travel advances will not be issued to cover conference registration fees, hotel deposits, stipends, honorariums or consulting fees. Item A,2,b - misuse of $350 minimum for travel advances will result in loss of privilege of receiving any future travel advances. Item A,2,c - no advance issued more than 30 calendar days prior to departure to comply with IRS regulations. Item A,2,f - failure to promptly repay advance when trip is cancelled will be considered misuse and grounds for cancellation of privileges. Item A,3 (a & b) - Undergraduate students and Non-MSU Personnel Eligibility clarified; also, item A,3,b documents existing policy concerning jointly payable checks when a non-MSU person is unavailable to pick up a travel advance. Item A,5,a - a valid student RV card or faculty/staff ID along with a pictured ID are required when picking up advance. Item A,6 (a - d) - outlines repayment policy and emphasizes the outcome of not repaying a travel advance; also states income tax liability for outstanding amounts. Item B,2,a - submit travel reimbursement voucher within 30 days after returning from a trip in the fiscal year the trip occurs. Item B,2,d - meal per diem not reimbursed if travel does not include overnight stay. Item B,2,f - travel agency invoices (for international travel) must also accompany Travel Voucher.

Section 70.VI - Reimbursement Chart updated (see footnote 7). Federal Key Cities updated with additional cities and new meal per diem rates for Canada and Mexico. In-State and Out-of-State Mileage Charts updated with additional, commonly-traveled destinations. "Selected Travel Policies and Procedures" updated (see footnote 7).

Section 74 - Item II,B revised concerning prompt payment discount procedures. New item II,C added concerning invoices submitted by the supplier that vary from the terms of the University's purchase order; a new form, "Supplier Invoice Price Approval Confirmation," has been created to handle this procedure (see page 74.5).

Section 75 - Item C,9 - new procedures and requirements concerning conference fees.

Section 76 - In item II,B,2,a, exception added concerning non-U.S. contractors. New items II,B,4 & 5 discuss when a purchase requisition and University purchase order are required for incorporated and unincorporated independent contractors; contracts for medical services or computer programming services with any contractor (incorporated or not), require the Professional Personal Services Contract with Independent Contractor form. Also, the "Professional Personal Services Contract with Independent Contractor" form and the listing of Tax Treaty Countries have been revised.

VOLUME II

Section 210 - Item II,G revised to include additional facilities and applications available through Administrative Information Services (AIS). Student Information System added under item III.

Section 220 - Section no longer contains information on Salvage (see Section 221). Additional option at the end of a lease period (item XIII). New equipment added for rent (item XIV). Rate schedule added (item XVI). (NOTE: figure 9 on page 220.36 is the last page of this section -- please delete old pages 220.36 and 220.37.)

Section 221 - Item II,B,1 - All equipment or supplies (with or WITHOUT a University inventory number) must be listed on an "Equipment Transfer Notice" form. If departments follow sorting guidelines, confidential document paper (after it is shredded) can be recycled. Also, item II,C "Recycling" has been revised concerning the recycling program planning and implementation initiatives which include "mixed paper" collection, computer paper, laser printer toner cartridge collection as well as clarifications on Shipping Packaging materials and Polyfoam (no cups or blocks). A mobile recycling center is available for residents of University apartments. Revised Equipment Transfer Notice (revisions to instructions on bottom).

Section 224 - Items concerning Government Furnished Equipment and Lost, Stolen or Damaged Government Equipment have been changed and expanded to comply with federal regulations. Item V summarizes the reporting of Stolen Equipment. Revised Equipment Transfer Notice form (revisions to instructions on bottom).

Section 235 - Note item II which provides copy center locations and hours. Item IV states that sales less the $5.00 cannot be charged on VISA or Mastercard. Item VII concerning additional services has been revised.

Section 236 - Physics-Astronomy Library added in item III.

Section 250 - Electronic Mail address included in item I. "A member of the Association of American University Presses" was added in item II,A.

Section 265 - Note changes in IMC business hours; additional equipment available in "Distribution Services;" additions to "Graphic Services;" and reorganization of "Photographic Services."

Section 270 - Item III,A,2, "will" changed to "may." Items III,A,3 & 4 added concerning independent contractors. Item III,C, updated with phone number and extension. In item III,H, "in writing" and "Farmer's week" were deleted. Items IV (D & E) have been reorganized for better flow.

Section 280 - In item III,A, "Personnel Resource Systems" was changed to "Human Resource Information Systems."

Section 290 - A mission statement was added; several room numbers were revised; addition of section on The Sports Information Office; and "Letterhead" added to graphic identity materials on page 290.4 (first paragraph under "University Publications").

Section 315 - Research proposals involving new space, alterations or renovations, require the approval of the Office of Facilities Planning and Space Management (Item I,B,9). New item (III) concerning non-cash gifts/gifts-in-kind.

Section 320 - Section reformatted to single line spacing. Item III,C updated.

Section 325 - Items II (B & C) include expanded and new details emphasizing the accurate preparation of GENERAL MAIL and INTERNATIONAL MAIL by departments to ensure the timely processing and delivery of mail. Updated examples of the Mail Service Request Cards (domestic and international). New listing of the University's zip+4 codes for 48824 and 48825.

Section 330 - Publications jointly funded by the General Fund and a revolving account, must have prior written approval by the Dean/MAU Head. Any exceptions to the policy stated in Section 330, must have prior written approval by the Provost.

Section 335 - Minor editing correction.

Section 340 - Item IV,B states that departments should allow three business days to have records returned from Archives. Emergency requests may take one business day.

Enclosures

Date: 3-31-93

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CONTROLLER'S OFFICE

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CONTROLLER'S OFFICE

BUDGET REALLOCATIONS

I. GENERAL INFORMATION

The university budget officer has the responsibility to ensure that financial integrity is maintained for the university's budgets. Within the scope of that responsibility is the recognition that while units must operate within the limits of their resources, budgets function in a dynamic environment and that circumstances or needs occur during the fiscal year which require adjustments to selected lines within a unit's budget. As a result, the budget reallocation process is provided to address those situations. All changes to the budgets must be made within the procedures outlined below.

II. GENERAL PROCEDURES

The following are procedures for requesting a budget reallocation for the general fund, the Agricultural Experiment Station (AES), and the Cooperative Extension Service (CES).

A. The basis for requesting a budget reallocation must result from a change in circumstances that was not known at the time the original unit budget was established. Additionally, sufficient funds are required in the account that will be debited and the reallocation must conform to appropriate accounting and budgetary conventions.

B. There are two categories of budget reallocations:

   1. Reallocation of special/contingency funds budgeted centrally in the office of the dean, vice president, or the directors of AES and CES;

   2. Reallocation of funds among accounts to accommodate changes in program needs or requirements after the budget has been established. This category consists of all reallocations not described in 1. above.

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

III. PREPARATION OF THE FORM

A. Reallocation Request - General Fund, AES, and CES

1. Reallocations of unit and centrally-budgeted special/contingency funds require a brief statement of the intended use or purpose of the reallocation. An additional explanation is not necessary.
2. Reallocations for changes in program needs or requirements require appropriate justification and supporting rationale. In the space provided on the form (or in a separate attachment), provide a statement of the intended use or purpose of the reallocation, this should highlight the circumstances that have changed or the conditions that have been altered since the time the budget was established which now make the reallocation necessary.
3. Form Routing - General Fund:
The reallocation form should be prepared in triplicate. Forward the original and first copy to the university Office of Planning and Budgets. The green copy should be retained for unit files.
4. Form Routing - AES/CES Funds:
The reallocation form should be prepared in triplicate. Forward the original and all copies to the College of Agriculture and Natural Resources Budget Office. Following this review, the original and the first copy should be sent to the university Office of Planning and Budgets for final review. A copy will be retained for unit files in the CANR Budget Office.

B. Form Completion - General Fund, AES, and CES

1. Complete the department name(s), common unit code(s), account number(s), and dollar amount(s) for both the debit and credit side of the reallocation entry.
2. Provide a precise description of the budget reallocation within the 19-space grid at the bottom of the form. Because this is the only explanation that will appear on the fund ledger, it should be self-explanatory. Please avoid such descriptions as "budget reallocation" or "transfer funds."

3. Reallocations are to be signed in accordance with the signature requirements in Section 66 of this manual.
4. The lightly shaded areas in the body of the form are only for the use of the Accounting Section of the Controller's Office.

CO-ac-5

BUDGET REALLOCATION

JVE No. ____________
(For Accounting Use Only)

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

REALLOCATION REQUEST

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

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

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

Description To Be Put On Ledger

Date ____ Authorized Signature ____ Phone ____

Date ____ Budget Office Approval ____

CC:

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

O-17170
MSU is an Affirmative Action Equal Opportunity Institution

STOCK # 140-2417

CASH HANDLING

I. RESPONSIBILITY

A. Each department is responsible for cash and checks it receives for the University. Funds may be received from sales of items, tickets, meals, etc.

B. If funds are received and the department does not have a cash register to record sales, prenumbered receipt forms must be used. The only exception to this would be in the case where prenumbered tickets are sold.

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

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

E. Departments are responsible for the deposit of cash, checks and/or bankcards no less than once per week. When receipts are infrequent, deposits of a nominal amount ($50.00 or less) may be made less frequently, but in no case less than every two weeks. All funds received must be accumulated in a secure place until deposited. Checks which are held from deposit for more than two weeks, which are subsequently returned unpaid, may result in the department being held liable for the University's returned check service charge.

II. CASH RECEIPT FORMS

A. The following forms are to be used for receipting transactions involving cash or checks:

1. Uarco numbered receipt form for use in an Uarco machine. This form may be obtained from Stores, stock #140-2814.

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

III. DEPOSITS

A. Departmental Deposit Receipt Form, form number CO-ca-45c (see sample, page 15.6) is to be used by the department to deposit money with the Cashier's Office, 110 Administration Building. This form may be obtained from Stores, stock order #140-2450. It should be prepared in the following manner:

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

III. TELEPHONE ENCUMBRANCES

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

IV. PHYSICAL PLANT JOB ENCUMBRANCES

Physical Plant job encumbrance amounts are established through the Physical Plant job order system. All questions regarding these encumbrances should be directed to the Physical Plant Business and Personnel Office at 355-3375.

V. CORRESPONDENCE VIA UNIVERSITY E-MAIL

Where practical, use of University E-mail is permissible to correspond with either Purchasing or Accounting regarding adjustments to encumbrances. When E-mail is utilized, the "sender" identified must be recognizable as an authorized signer on the account(s) involved. Inquiries or correspondence related to Physical Plant job encumbrances are handled by the Physical Plant Business and Personnel Office at 355-3375 (E-mail should not be used).

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, <u>not</u> 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 <u>not</u> 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 146, Administration Building, after February 1, each year for activity in the previous year.

<u>U.S. Citizens and Resident Aliens</u>

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).

<u>Nonresident Aliens</u>

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 <u>not</u> required to sign oath cards.

IDENTIFICATION CARDS

I. GENERAL

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

B. Identification cards are issued without charge to faculty, staff and hourly personnel who are full-time or half-time regular employees working at least 20 hours per week. **Temporary and on-call employees are not eligible for a University ID card.** The identification card is non-pictured and the replacement cost is $6.00. If it is deemed necessary or desirable to have a pictured identification card, one can be obtained for a $10.00 fee payable at the time the card is issued.

II. OBTAINING INITIAL ID CARDS

A. New Support Staff

ID cards for new support staff are processed at the time of employment by Human Resource Services.

B. New Faculty Members

The ID card is obtained by mailing a faculty-staff background card, properly filled out, signed by the employee and authorized by the unit administrator to the ID Card Department, Room 110 Administration Building. Unit administrators may request blank cards by calling 355-5023.

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

C. Temporary Faculty or Support Staff

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

D. Retirees

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

E. Expiration Date

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

F. Library Use

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

III. RENEWAL, CHANGE OR REPLACEMENT ID'S

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

IV. ID CARDS FOR SPOUSES OF FACULTY OR STAFF

A. The spouse of a regular University faculty or staff employee (including spouses of officially appointed clinical or adjunct faculty) may obtain an ID card by submitting the background card properly filled out, signed by the spouse and authorized by the employee's Unit Administrator. The employee's ID card must be current.

B. On the ID card, in the Title field substitute "Spouse of" and the employee's name. The expiration/not valid after date should be the same as the employee's.

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

D. Spouses of religious advisors or temporary (6 months or less) employees are not eligible for spouse ID cards.

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

V. ISSUANCE OF ID CARDS

New ID cards processed by Human Resource Services will be issued by the Human Resource Services Office. New and replacement ID cards processed by the ID Card Department will be mailed directly to the employing department's Unit Administrator for delivery to the employee. ID cards are normally processed and mailed daily.

VI. RETURNING ID CARDS

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

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

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 Risk Management Programs relating to liability and property exposures;

- for administration of the University's responsibilities as a member of the nonprofit corporation (MUSIC), whose membership includes twelve Michigan universities;

- for coordination of the activities of the University Risk Management Program relating to the medical services;

- for review of contractual transfers of risk;

- 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, 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 Risk Management Program. A copy of this Program, which also requires participation in the incident reporting system, 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 physical damage (collision) insurance to cover damage to university-owned vehicles, subject to a deductible amount which may change annually. Contact the Office of Risk Management to file a claim or inquire about the deductible.

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 <u>Waiver</u> (CDW) and Loss Damage <u>Waiver</u> 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.

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. For exceptions see Manual of Business Procedures, Vol. II, 224.5.

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

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 #	Damage Extent/Nature
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 not 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)

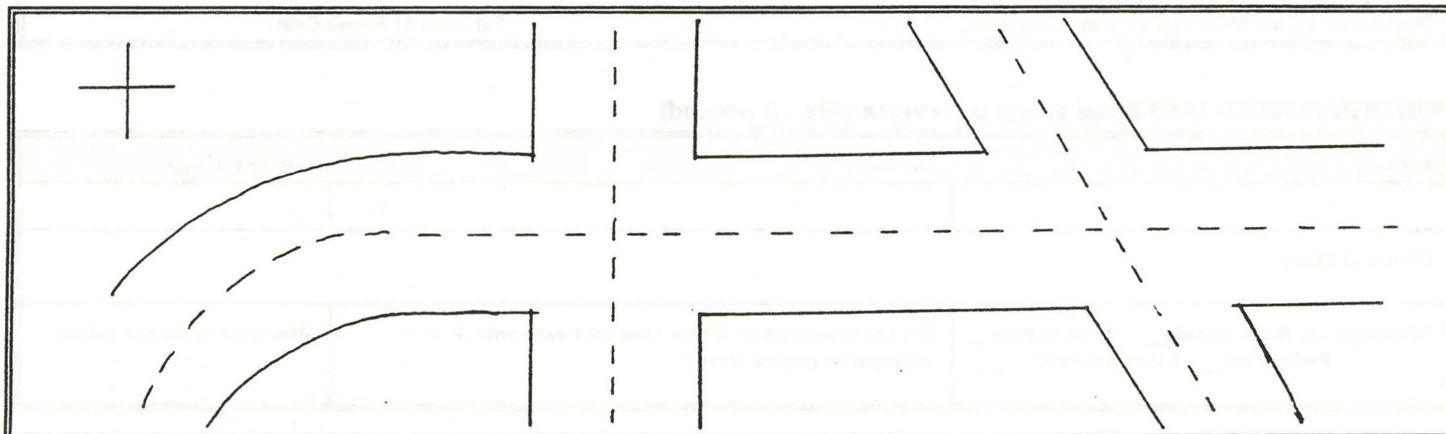
NAMES & ADDRESSES OF PASSENGERS & WITNESSES

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
☐ Clear ☐ Rain ☐ Fog ☐ Snow	☐ Day ☐ Dark ☐ Dawn/Dusk ☐ Street lights	☐ Dry ☐ Snowy/Icy ☐ Wet ☐ Slushy/Muddy	☐ Divided ☐ 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________________________

2. All entries which impact a research grant account (61-0000 - 61-9999 and 71-0100 - 71-5999), should be routed through the Office of Contract and Grant Administration for review and approval.

3. All entries impacting salary accounts in the Agricultural Experiment Station or Cooperative Extension Service groups (71-6000 - 71-7999), should be routed through the College of Agriculture and Natural Resources Budget Office for review and approval.

II. PREPARATION

A. Provide a detailed explanation of the Journal Voucher. The explanation should include the reason for making the entry, previous transaction document reference number(s) (CHK #, IDT #, CSH #, VOU #, JVE #, etc.), date(s) or period(s) covered by the entry and any other details needed for proper documentation. For services rendered, a description of the goods or services, the number of units sold and unit price are also needed. Journal vouchers are subject to audit. The explanation and documentation must be complete.

B. Indicate department name(s), complete account number(s), object code(s) and dollar amount(s) for both the debit and the credit side of the entry. If additional space is needed, indicate "continued" on the bottom line and attach a second page. The lightly shaded areas in the body of the form are for Accounting Department use only.

C. Provide a precise description of the Journal Voucher within the 19 space grid at the bottom of the form. Because this

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.

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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.

FOOD AND LODGING PURCHASED ON CAMPUS CHARGED TO UNIVERSITY ACCOUNTS

I. GENERAL

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

II. MEAL PURCHASES FROM RESIDENCE HALLS

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

A. When five or less tickets are purchased, the user should list the names of the ticket users on the transfer charge.

B. When more than five tickets are purchased, the name or purpose of the group should be listed on the transfer charge.

C. When meal tickets are purchased in a group, and used on a piecemeal basis, the department must record the ticket number, the name of the person using the ticket and the date the ticket was used on a University Housing Meal Ticket Record (see example, page 46.3). Departments may make copies of page 46.3 to use for this purpose. The completed Meal Ticket Record should be maintained in the department as documentation of the tickets used.

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. LODGING ARRANGEMENTS WITH UNIVERSITY HOUSING

A. As a general rule, and in order to comply with federal tax withholding requirements, University accounts cannot be charged directly for the costs of University housing (Residence Halls and University Apartments). A department can make housing arrangements or reimburse individuals for housing expenses incurred as noted below in item C. Payment for housing should be made by the individual receiving the housing either through a direct payment by them or through a payroll deduction.

B. There are two exceptions where the cost of the housing can be directly charged to an account on a JVE (see example, page 46.8; departments may make copies of page 46.8 to use for this purpose) or IDT:

1. When an individual meets the following federal tax rules which state that housing provided to employees is nontaxable if <u>all</u> of the following three conditions are met:

   a. The lodging is furnished **on the business premises** of the employer.

   b. The lodging is for the **convenience of the employer.**

   c. The employee must accept the lodging as a **condition of employment.**

All departments that provide housing or make payments for housing, on behalf of an individual who meets the above criteria, must have prior approval and documentation on file with the Office of Financial Analysis (5-5029).

2. When an individual is in travel status. An individual is considered to be in travel status when away from their regular place of employment for business purposes. This would cover most individuals employed by other universities who are here as visiting scholars or visiting researchers as long as they are not on MSU's payroll.

   Enrolled MSU students and MSU employees are, by definition, not considered to be in travel status.

C. When a contract or agreement states that housing will be provided to an individual, and the individual does not meet the exceptions noted above, the fair market value of the housing should be determined and paid to the individual as follows:

   1. Employees (anyone on the University payroll system) - Process on an Additional Payments Form through the payroll department (in calculating the amount, keep in mind the tax withholdings that may be processed against the payroll). If the lodging is being temporarily provided for a new employee, see Moving Expenses, section 53.

   2. Students - For graduate students under a fellowship, process as part of their fellowship award (see section 23). For undergraduate students and graduate students covered by a scholarship, process as part of their scholarship award through the Office of Financial Aids.

   3. All Others - Contact the Office of Financial Analysis (5-5029).

IV. 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.

JOURNAL VOUCHER

TO: Accounting Department
Controller's Office
Room 360 Administration Bldg.
Phone 5-5000

JVE No. ________________
(For Accounting Use Only)

Lodging Arrangements With University Housing

Policy and procedure regarding charging the cost of University housing (Residence Halls and University Apartments) are provided in Section 46 of the Manual of Business Procedures. Typically, this form may only be used to charge a University account number for the housing expense of a non-University individual who is in travel status. **It is not appropriate to use this form to pay the cost of University housing for either enrolled students or University employees.**

In the space below, all the following requested information must be provided: the name and tax ID number of the individual for whom the lodging is being provided; the period of time covered by this rental expense payment; the business affiliation of the individual; the status of the individual as one of the following (consultant, research collaborator, visiting researcher, visiting lecturer, non-enrolled fellowship recipient); indicate whether the individual is here with/without compensation by MSU; the business purpose for incurring this expense; status of individual as US citizen or non-resident alien; if non-resident alien indicate country of residence.

Provide Department Name, Account Number, Object Code and Amount for Each Entry

(Shaded areas for Accounting use only)

	Department Name	Acctg. T.C.	Account Number	Obj. Code	Amount	X
Debit						
Credit						

cc:

Description to be put on ledger |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

Date	Departmental Authorized Signature	Phone

Date	University Housing Authorized Signature	Phone

Form **4782**
(Rev. October 1992)
Department of the Treasury
Internal Revenue Service

Employee Moving Expense Information

Payments made during the calendar year 19 ....

▶ **See instructions on back.**

OMB No. 1545-0182
Expires 9-30-95

Do not file.
Keep for your records.

Name of employee | **Social security number** : :

Moving Expense Payments		**(a)** Amount paid to employee	**(b)** Amount paid to a third party for employee's benefit and value of services furnished in kind	**(c)** Total (Add columns **(a)** and **(b)**.)
Section A—Transportation of Household Goods				
1 Transportation and storage of household goods and personal effects	1			
Section B—Expenses of Moving From Old To New Home				
2 Travel and lodging payments **not** including meals	2			
3 Meal payments for travel	3			
Section C—Pre-move Househunting Expenses and Temporary Quarters for any 30 Days in a Row After Obtaining Employment (90 Days for a Foreign Move)				
4 Pre-move travel and lodging payments **not** including meals	4			
5 Temporary quarters payments **not** including meals	5			
6 Total meal payments for both pre-move househunting and temporary quarters . .	6			
Section D—Qualified Real Estate Expenses				
7 Qualified expenses of selling, buying, or renting a home	7			
Section E—Miscellaneous Payments				
8 List all other payments (specify) ▶	8			
9 Total moving expense payments. Add the amounts in column (c) of lines 1 through 8 . . . ▶				9

Note: *The amount on line 9* ***must*** *be included in the employee's income.*

Instructions for Employer

Paperwork Reduction Act Notice

We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that taxpayers are complying with these laws and to allow us to figure and collect the right amount of tax.

The time needed to complete this form will vary depending on individual circumstances. The estimated average time is: 7 hours and 3 minutes.

If you have comments concerning the accuracy of this time estimate or suggestions for making this form more simple, we would be happy to hear from you. You can write to both the **Internal Revenue Service,** Washington, DC 20224, Attention: IRS Reports Clearance Officer, T:FP; and the **Office of Management and Budget,** Paperwork Reduction Project (1545-0182), Washington, DC 20503. **DO NOT** send this form to either of these offices. Instead, give it to your employee.

Purpose of Form

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

Form W-2

Any payments you made for an employee's move (including the value of any services furnished in kind) must be included in box 10, "Wages, tips, other compensation," on the employee's Form W-2.

Payments for moving expenses that **are** deductible by your employee **are not** subject to withholding.

Payments for moving expenses that **are not** deductible by your employee **are** subject to withholding.

When To Give the Information

You must give Form 4782 (or your own form) to your employee by January 31 following the calendar year in which the employee received the reimbursement or payment. However, if the employee stops working for you before December 31 and submits a written request to receive the form earlier, you must give the completed form to the former employee within 30 days after you receive the request if the 30-day period ends before the regular January 31 deadline.

Penalty for Not Providing the Information or Providing Incorrect Information

If you fail to give Form 4782 (or your own form) to your employee by the due date or fail to include correct information on the form, you may be subject to a penalty. The penalty is $50 for each failure.

Additional Information

For more details on withholding requirements, get **Pub. 15,** Circular E, Employer's Tax Guide. For assistance in determining what moving expenses would be deductible by your employee, get **Form 3903,** Moving Expenses, and its instructions; **Form 3903F,** Foreign Moving Expenses, and its instructions; or **Pub. 521,** Moving Expenses.

General Information for Employees

Purpose of Form

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

Caution: *Do not use this form as verification of your moving expenses. It reports only amounts your employer included in your income for moving expenses, which may be different than the amounts you actually spent.*

Who May Deduct Moving Expenses

If you file Form 1040 and itemize your deductions, you may deduct the reasonable expenses you paid or incurred during the tax year to move to a new principal place of work (workplace). But you must generally meet the "distance" and "time" tests explained below. If you incurred expenses shown on this form and they qualify as deductible moving expenses, you may include them in figuring your moving expense deduction.

For moves within or to the United States, use **Form 3903,** Moving Expenses, to figure your deduction. If you moved outside the United States or its possessions, use **Form 3903F,** Foreign Moving Expenses, to figure your deduction.

Distance Test. Your new workplace must be at least 35 miles farther from your old home than your old workplace was.

Time Test. If you are an employee, you must work full time in the general area of your new workplace for at least 39 weeks during the 12 months right after you move.

Additional Information

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

PAYROLL DEPARTMENT

I. DETERMINING EMPLOYMENT STATUS - EMPLOYEE VERSUS INDEPENDENT CONTRACTOR

A. Employee

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

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

   a. Anyone teaching a course for credit.

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

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

   d. Anyone currently enrolled as a University student.

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

B. Independent Contractors

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

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

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

D. Appointment and Hiring

1. Academic Appointments

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

2. Salaried Support Staff and Hourly Employees

All employees under these classifications are processed by the Office of Human Resource Services, where the required forms are completed and forwarded to the Payroll Department.

3. Graduate Assistant Appointments

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

4. Student Employees

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

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

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

E. Forms Required for Payroll Processing

1. Academic, Graduate Assistants, Salaried Support Staff, and Clerical-Technical

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

b. Departments are responsible for reconciling all employees' time. Any factors that would alter an employee's compensation, such as termination, leave without pay or days lost without pay, should be reported to the appropriate personnel office <u>immediately</u>. Pay adjustments due to overtime should be processed as outlined in item V. of this section.

2. Hourly Employees (excluding Clerical-Technical)

a. Preprinted blue "Payroll Time Report" for Biweekly Labor Payroll (see sample, page 55.22).

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

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

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

This form may be completed at the Payroll Department, or at the MSU Federal Credit Union for direct deposits at that institution. Completed direct deposit cards received in Payroll by the 15th of the month will become effective for the payroll issued approximately 45 days later. Cards received after the 15th will be effective for the payroll issued approximately 75 days later.

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

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

d. Graduate Assistants and employees paid on the biweekly labor payroll may have their paychecks directly deposited into their personal checking or savings account by completing a "Direct Deposit Authorization" form. Completed direct deposit cards received in the Payroll Department at least five (5) days prior to a pay date will be effective for that next pay date. The financial institutions available for direct deposits are limited to the following eight (8) local banks: Bank One, First National Bank of Michigan, First of America Bank-Central, Old Kent Bank of Lansing, Comerica Bank, MSU Federal Credit Union, NBD Commerce Bank, and Michigan National Bank.

e. The time frames discussed above remain in effect when changing your direct deposit to a different bank. However, Salaried Employees will receive a check, and not a direct deposit, for the first pay date after they switch banks. To avoid confusion, please contact the Payroll Department at 355-5010 with any questions.

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

2. Distribution to Departments

a. Checks are picked up by the Campus Mail Service for delivery to the departments.

b. Checks or Direct Deposit Notifications should be handed directly to the payee or placed in sealed envelopes for delivery by a designated employee.

c. Payroll checks that must be canceled and rewritten due to any of the following reasons should be delivered immediately to the Payroll Department, 350 Administration Building:

1) Late termination.

2) Leave of absence without pay.

3) Too many hours submitted for a Student or Hourly employee.

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

I. Checks Not Distributed with Regular Payroll

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

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

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

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

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

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

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

J. Checks Not Prepared with Regular Payroll

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

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

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

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

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

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

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

Petty Cash Checks - Employees failing to receive a check on the expected pay date may obtain a petty cash check for wages earned. An appointment form, approved personnel information, or authorized time report must be on file in the Payroll Department before a petty cash check can be issued. Departments will be charged a $25.00 processing fee for all petty cash checks. Because of required processing time, a petty cash check generally is available to an employee 24 hours after the request is received by the Payroll Department.

L. Final Payments to Terminated Employees

1. Academic Employees

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

b. Sailing Permits - All nonresident alien employees leaving the U.S. who need to apply for a departure permit may request a certificate of compliance (sailing permit) from the Payroll Division. A letter from the chairperson of the employing department should be sent to the Payroll Department, stating that the employee is leaving the country, the date through which the employee is to be paid, and when the final paycheck is to be released. The Payroll Department will then prepare the final paycheck and sailing permit for pickup by the employee or a representative from the employing department.

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

C. Services performed by nonresident aliens temporarily in the United States under F, J or M visas are not covered under the social security program. As such, their wages may be exempt from social security withholding. Individuals who feel they qualify for this treatment should come to the Payroll Department to discuss their circumstances.

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

A. Change of Name

1. Support Staff

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

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

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

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

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

Overtime is earned when an employee works in excess of 40 hours in a standard work week or, in certain 7-day-per-week operations, over 8 hours per day and 80 hours in a two-week period. The standard work week is a 168-hour period which, for the University, generally starts at 12 midnight on Sunday and ends at 12 midnight on the following Sunday. However, some units of the University have established different work weeks. Such changes must be approved by the Controller.

b. Hours worked in excess of a standard work day or week by a nonexempt employee should be approved in advance of the work being performed by completing Form CO-pa-25a, Approval for Overtime Hours for Non-exempt Employees (Stores stock order #140-2604; see sample, page 55.27).

2. Compensation

a. Time Off for Overtime Hours

Compensation for overtime hours worked should be handled within the purview of the relevant labor union contract.

b. Payment for Overtime Hours

1) For hourly, clerical-technical, and nonexempt salaried employees, overtime must be submitted on a <u>blue</u> labor payroll time report. (See page 55.23 for sample of Labor Payroll Time Report.) Hours reported on the Labor Payroll Time Reports must be actual hours worked and must be rounded to the nearest tenth of an hour. Do <u>not</u> increase by 50% the overtime hours worked by employees; the system automatically calculates a time-and-one-half payment.

For student employees, overtime must be submitted on a <u>green</u> Student Payroll Time Report (see sample, page 55.25) using the STO earnings type and actual hours worked.

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

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

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

c. Rate of Payment

1) Hourly employees should be paid their regular rate.

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

3) Approval of Human Resource Services is necessary when overtime is submitted for administrative professional employees in levels 12 or above; overtime approval must be submitted on a Special Payment Authorization Form (see sample, page 55.29).

B. Compensation for Services Apart from Regular Work Assignments

1. Academic Employees - Every department paying individuals appointed in the academic personnel system for part-time work involving teaching or service activities in excess of load needs prior approval of the dean of the college. Deans should forward a yellow "Additional Payments" form (see sample, page 55.28) to pay overload to the Office of Planning and Budgets for processing. For details, consult the Office of Planning and Budgets at 355-9271. This type of pay is subject to the Board policy found under Overload Pay in the Faculty Handbook.

2. Support Staff

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

b. To pay the employee for these services, a white "Special Payment Authorization" form (see sample, page 55.29) must be submitted to Human Resources for approval.

where the duplicate receipt will be placed in the employee's file.

VI. SPECIAL HANDLING

A late fee charge of $25.00 will be charged to departments when notices of personnel action result in the need for a hand-drawn check to pay employees on a timely basis. Notices of personnel action, for purposes of this policy, which could result in the late fee charge if received too late to meet payroll processing deadlines are defined as follows:

A. Academic or support staff appointment forms.

B. Time reports for student and labor payrolls.

FORM W-4 (MSU)

Employee's Withholding Allowance Certificate

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

See IRS 1993 W-4 Instructions | 1993

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

2a. Your social security number

2b. If Student, your student number

Home address

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

City, State, and Zip Code

3b. Marital Status: ☐ Married ☐ Single ☐ Married, but withhold at higher Single rate
NOTE: If married, but legally separated, or spouse is a nonresident alien, check the Single box.

		FEDERAL	STATE
4. Total number of allowances you are claiming (from the Federal Form W-4 Worksheet) — NOTE: See instructions for claiming STATE exemptions when completing lines 4, 5, and 6.	4		
5. Additional amount, if any, you want deducted from each pay.	5	$	$

6. I claim exemption from withholding and I certify that I meet ALL of the following conditions for exemption:
- Last year I had a right to a refund of ALL Federal Income tax withheld because I had NO tax liability; AND
- This year I expect a refund of ALL Federal Income tax withheld because I expect to have NO tax liability; AND
- This year if my income exceeds $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 | 6

NOTE: See State of Michigan instructions for claiming STATE "EXEMPT" status.

7. Are you a full-time student? (Note: *Full-time students are not automatically exempt.*) | 7 | ☐ Yes ☐ No

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

EMPLOYEE'S SIGNATURE ______________________ DATE __________

MICHIGAN STATE UNIVERSITY
PAYROLL DEPARTMENT
350 ADMINISTRATION BLDG.
EAST LANSING, MI. 48824-1046
FED. TAX ID# 38-6005984W
STATE TAX ID# S69-0350502

3159-77C MSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

MSU 658 (01/93)

MICHIGAN STATE UNIVERSITY
DIRECT DEPOSIT AUTHORIZATION

PLEASE PRINT

Name: ______________________________ Social Security No. ____________________

LAST FIRST MIDDLE

Pay Cycle [check one] Salary [ ] CT/Labor [ ] Grad Assistant [ ]

** COMPLETE THIS SECTION FOR NEW DIRECT DEPOSIT OR CHANGE OF FINANCIAL INSTITUTION

[ ] Check if this is a change in financial institution

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

____ Checking ____ Savings

Financial Institution Account Number – Including dashes

WITH THE DIRECT DEPOSIT, I AUTHORIZE MICHIGAN STATE UNIVERSITY TO INITIATE CREDIT ENTRIES AND TO INITIATE, IF NECESSARY, DEBIT ENTRIES AND ADJUSTMENTS FOR ANY CREDIT ENTRIES IN ERROR TO MY ACCOUNT.

SIGNATURE DATE

YOU MUST ATTACH A DEPOSIT TICKET OR A VOIDED CHECK TO THIS DIRECT DEPOSIT AUTHORIZATION

** COMPLETE THIS SECTION IF YOU WISH TO DISCONTINUE DIRECT DEPOSIT SERVICE

I wish to discontinue direct deposit of my payroll check to:

Financial Institution Signature Date

FOR PAYROLL USE ONLY:

INPUT PRENOTE

** SEE REVERSE FOR MORE INFORMATION

DIRECT DEPOSIT RULES AND DEADLINES

BEGINNING A NEW DIRECT DEPOSIT

SALARY PAYROLL – Completed direct deposit cards received in Payroll by the 15th of the month will become effective for the payroll issued approximately 45 days later. Cards received after the 15th will be effective for the payroll issued approximately 75 days later.

GRAD and BI–WEEKLY LABOR EMPLOYEES – Completed direct deposit cards received in the Payroll Office at least 5 working days prior to a paydate will be effective for that next paydate.

CHANGING YOUR DIRECT DEPOSIT TO A DIFFERENT BANK

The time frames discussed above remain in effect when changing your direct deposit to a different bank. However, SALARIED EMPLOYEES will receive a check, and not a direct deposit, for the first paydate after they switch banks.

To avoid confusion, please contact the Payroll Division at (517)355–5010 with any questions.

O-19904

MICHIGAN STATE UNIVERSITY

SPECIAL PAYMENT AUTHORIZATION FORM

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

EMPLOYEE NAME: ______________________ EMPLOYEE ID NO.: __________
EMPLOYING DEPARTMENT: ______________________
DEPARTMENT FOR WHICH SERVICE WAS PERFORMED: ______________________
DEPARTMENT ACCOUNT TO BE CHARGED: ____ - __________ COMMON UNIT CODE: __________
DATE(S) WORK WAS PERFORMED: __________ __________ __________ __________

AMOUNT TO BE PAID (Show calculation):

Lump Sum Payment: $______________

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

TYPE OF SPECIAL PAYMENT:

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

REASON FOR PAYMENT: ______________________________________

____

____

____

TRANSACTION INPUT 008:

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

1. Complete the entry line using the end date of the pay period in which the payment is to be made. Enter the appropriate earnings type from the list above.
2. Enter the number of hours worked and the actual rate of pay. Do not adjust rate for overtime payments. If the payment is a lump sum amount, leave NUMBER OF HOURS blank and enter the amount in RATE OF PAY.
3. Enter the account number to be charged and the corresponding five digit department number.
4. Obtain DEPARTMENTAL AUTHORIZATION and forward to Human Resource Systems, 110 Nisbet Building.

DEPARTMENTAL AUTHORIZATION: ______________________ DATE: __________

PERSONNEL USE ONLY

EMPLOYEE RATE/SALARY: __________ TITLE: __________ LEVEL: __________
PERCENT EMPLOYED: ______ TERMINATION DATE: __________ RETIREMENT DATE: __________

PERSONNEL APPROVAL: ______________________ DATE: __________

7. Reimbursement is generally limited to actual cost of business related expenses, except for mileage and per diem meals. All meals are limited to those not prepaid in registration or conference fees.

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 on a Direct Payment Voucher. This voucher must detail the attendee, date, and location of the conference. **Copies of the original conference materials (documenting specific items, such as meals included in the conference fee) <u>must accompany any related travel reimbursement voucher</u>.**

D. <u>University Travel Office</u>

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. <u>American Express Corporate Card</u>

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. <u>Preferred Travel Agency</u>

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

II. DOMESTIC TRAVEL

A. <u>General Information</u>

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

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

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

4. Conference fees should be paid in advance on a Direct Payment Voucher. This voucher must detail the attendee, date, and location of the conference. **Copies of the original conference materials (documenting specific items, such as meals included in the conference fee) <u>must accompany any related travel reimbursement voucher</u>.**

B. <u>Authorization</u>

1. Before departure, the travel authorization part of the Travel Voucher should be submitted to and approved by someone administratively senior to the traveler. The form provides evidence that the traveler is on University business and may be critical in the event of an insurance claim, worker's compensation claim or other litigation. <u>The Travel Voucher form does not authorize travel related to Outside Work for Pay.</u> These forms are available from General Stores, stock number 140-2786.

2. If reimbursement is requested, the "Reviewed and Verified" space on the form must be signed by a person responsible for the account being charged.

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

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

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

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

C. Transportation

1. Common Carrier

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

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

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

d. When travel is by ship or rail, the fare may not exceed the cost of the lowest available airfare. Time enroute for the traveler to be away from his/her duties should be measured against travel time by a commercial air carrier.

2. Preferred Travel Agency Air Policies

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

b. Lowest airfare for travel is defined as travel in coach, economy, or tourist class, unless the preferred agency certifies that such classes were not available. Subject to prior approval by the dean, separately reporting director, or equivalent level or above University official, a less than first class fare, other than coach/economy/tourist, may be selected for continuing flights, exceeding five (5) hours, to destinations outside the contiguous United States.

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

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

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

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

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

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

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

j. Unused tickets should be returned immediately to the travel agency for a possible refund. If no refund is possible, call the University Travel Office for other options.

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

l. MSU departments may establish an account with the preferred travel agency for non-MSU persons traveling on behalf of the University. This will enable the department to make the travel arrangements for the traveler and have the tickets delivered to the MSU department office. The department can send the tickets directly to the non-MSU person by using overnight delivery services (for available services call University Stores at 355-1700).

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
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. The authorizing department should determine the lowest cost alternative by comparing the total cost of mileage, meals and lodging enroute to be claimed by the traveler, against the lowest available discount airfare (according to the preferred travel agency). The dollar value of work hours lost while enroute should also be factored into the cost of automobile travel.

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

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

4. <u>Rented Vehicles</u>

a. Under certain circumstances, the use of a rental car may be necessary. The business purpose for use of a rental car must be clearly documented on the travel reimbursement voucher. Justification for the expense of car rental as compared with transport by common carrier must be documented. Many rental car agencies will give a discount or offer "specials" to employees for either personal or business travel upon presentation of University identification. Rental cars should be economy class whenever they are available.

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

c. <u>Liability coverage.</u> Personal automotive liability policies normally provide liability coverage while driving another vehicle. The University's liability policy provides excess coverage for the University over any other valid and collectible insurance. Because coverage is provided, the University will <u>not</u> reimburse employees for liability waiver costs. Because of unique laws in foreign countries, complications in settling claims and personal policy restrictions, it is recommended that travelers be instructed to buy back the liability waivers in all areas except the United States and Canada; the University will reimburse for this expense.

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

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

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

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

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

6. University-owned Vehicles

a. Travel over 500 miles one way must be approved in advance by the Office of Planning and Budgets. Within the limits of availability and the criteria outlined on page 70.II.4, item 3.a., Private Car, University-owned vehicles may be used for any authorized travel. University-owned vehicles may not be used by student clubs, student organizations, non-University groups, or by employees engaged in private consulting.

b. Procedures

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

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

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

7. Charter Air Service

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

8. Private Plane

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

D. Lodging

1. General Information

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

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

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

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. The University does not reimburse for meals taken while not in overnight travel status -- travel to an out-of-town meeting and return on the same day.

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. Meals and lodging furnished to guests in the local area and charged to University accounts must be furnished by on-campus facilities when available.

   c. Graduate students. University general funds may not be used for travel to collect data primarily for theses and/or dissertations.

   d. Undergraduate students employed by the University or representing the University in intercollegiate athletics, scholastic or music competitions and other sanctioned University events.

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

   When changes in travel plans require cancellation or revision of airline tickets, the reason for the change must be documented on the voucher.

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

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

   c. If an employee had a death in his/her family on the dates originally ticketed, MSU will follow the Human Resource Services Policies and Procedures Funeral Policy to determine whether the employee is eligible for departmental reimbursement.

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

IV. FOREIGN TRAVEL

A. General Information

1. Foreign travel includes travel for which the destination is outside the United States. The United States is defined to include Alaska, Hawaii, Puerto Rico, Guam, the U.S. Virgin Islands, Canada and Mexico.

2. For travel supported by contracts and grants, the funding agreement must be examined for the definition of foreign travel. Travel from the point of origin and return is considered part of foreign travel.

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

4. Conference fees should be paid in advance on a Direct Payment Voucher. This voucher must detail the attendee, date, and location of the conference. **Copies of the original conference materials (documenting specific items, such as meals included in the conference fee) <u>must accompany any related travel reimbursement voucher</u>.**

B. Authorization

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

C. Transportation

1. Grants and contracts supported by the U.S. Government require that travel be on American Flag carriers by the most direct and expeditious route and at less than first class rates. For all other funding sources, subject to prior approval by the dean, separately-reporting director, or equivalent level or above University official, a less than first class fare, other than economy, coach or tourist class, may be selected for continuing flights exceeding five (5) hours to destinations outside the area contiguous to the United States.

2. When travel is by ship, the fare may not exceed the cost of the lowest available airfare as authorized by the most direct and expeditious route. Per diem is not payable on board ship where meals and lodging are included in the fare.

D. Reimbursement - Computation of Lodging and M&IE Per Diem Amounts

1. Reimbursement for lodging and subsistence will be made on a "lodgings-plus per diem system" in accordance with the U.S. Department of State rates. Per diem rates include a maximum amount for lodging expenses and a fixed allowance for meals and incidental expenses (M&IE). Per diem is the maximum daily allowance. Foreign countries (and localities within those countries) are assigned a daily rate by the U.S. Department of State. The rates are subject to their review and

Reimbursement voucher which must be properly completed in order to obtain reimbursement for travel expenses. Work sheets may be copied from pages 70.VI.8 and 70.VI.9.

E. Travel Vouchers

1. An international travel scenario is included, with completed forms, to illustrate the computation of per diem and lodging expense reimbursement claims (see pages 70.VI.10 - 70.VI.13). **NOTE**: If more than one account number is to be charged and if specific travel expenses must be charged to a particular account, the various costs claimed should be marked, e.g. using an asterisk, to indicate the appropriate account.

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

3. All original airline passenger receipts, accompanied by an invoice from the travel agency showing the amount actually paid for the ticket, and any unused flight coupons must be attached to the travel voucher. For travelers purchasing directly from the airlines, a copy of the traveler's monthly credit card statement will suffice in lieu of the travel agency invoice. Tickets and coupons are necessary to provide audit documentation. Itemized original receipts for lodging must also be attached to the travel voucher, along with any documentation available for verifying expenses. The U.S. dollar equivalent for expenses claimed should be listed on the Travel Voucher with a notation of the foreign currency exchange rate used.

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

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

6. In order to expedite the processing of Travel Vouchers, the actual lodging expenses (see page 70.IV.1, item D.1) should be highlighted on the lodging receipt. Other incidental expenses charged to the room are not considered lodging expenses. If actual lodging expenses exceed the published maximum, travelers should not claim the excess.

F. Source of Funds for Foreign Travel

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

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

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

V. OTHER INFORMATION

A. Travel Advances

1. General Information

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

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

No advance will be issued to cover conference registration fees or hotel deposit fees. Conference fees may be paid by Direct Payment Voucher (see page 70.I.2, item I.,C.,10.).

No advance will be issued for stipends, honorariums or consulting fees.

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

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

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

c. No advance (domestic or international) will be issued to a traveler more than 30 calendar days prior to the departure date on the Travel Voucher in order to comply with IRS regulations. In cases where transportation reservations are made through the "preferred travel agency" and payment is required more than 30 days in advance of the trip to insure that the reservations are at the lowest possible fare, an exception to the 30-day limit will be granted with prior approval of the Travel Office.

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

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

f. When a trip is cancelled, for any reason, the travel advance must be repaid immediately. If the trip is rescheduled, a new Travel Voucher and advance must be issued. Failure to promptly repay the advance upon trip cancellation will be considered misuse and grounds for cancellation of travel advance privileges.

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

3. Undergraduate Students and Non-MSU Personnel Eligibility

a. Undergraduate students on approved travel are not eligible for travel advances. An exception is made when a faculty or staff member is willing to be responsible for the advance. The minimum amount for an advance for an undergraduate student is $50. The student must be registered for the current semester. The faculty or staff member must accompany the student to the Cashier's Office and request the exception. For more information see item 5.,d. below.

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

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

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

4. Employees Who are Eligible for a Corporate Card

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

1) If an airline reservation is made 45 days or less prior to the departure date of the trip and the resultant charge for the airfare to the employee's corporate card requires repayment prior to reimbursement, then the traveler may request a travel advance.

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

Under both conditions, the traveler is required to bring the original, approved Travel Voucher and the American Express Corporate Card statement to the Travel Office, 390 Administration Bldg., for approval. No advance will be made more than 20 days after the traveler's return date. For travelers who receive a corporate card statement under these conditions prior to making the trip, advances will be given to avoid delinquency.

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

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

5. Obtaining an Advance

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

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

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

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

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

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

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

6. Repayment of an Advance

a. All travel advances are due no later than 30 days after the date the trip is completed (return date). Due dates may be extended for an additional 30 days upon approval of a written request submitted to the Travel Advance Section prior to the original due date. Failure to promptly repay a travel advance may result in the traveler incurring taxable income for the outstanding amount. Repayment of the unpaid advance will remain an obligation of the traveler.

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

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

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

7. Graduate Fellow Advance

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

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

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

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

B. Travel Vouchers

1. Voucher Forms

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

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

c. A pocket guide of University travel policies and procedures, containing a memorandum space, is found on pages 70.VI.14 & 70.VI.15. Travelers can make copies of this form to assist them in keeping records.

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

2. Preparation of Vouchers

a. Travel Vouchers for reimbursement are to be submitted to Accounts Payable within 30 days after return from a trip. Additionally, Travel Vouchers should be submitted for reimbursement within the fiscal year to which they relate when practicable.

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

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

d. Cost of individual meals should be itemized if away for less than a day. In case the traveler is away for a full day, the claim should be lumped together for the three meals. Meal per diem will not be paid if the trip does not include an overnight stay.

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

f. Original ticket receipts (travel agency invoices also required for international travel), unused flight coupons, and other original receipts are to be stapled to the original Travel Voucher.

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

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

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

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

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

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

REIMBURSEMENT CHART

Type of Expenditure	Reimbursement Rate		Original Receipts Required
Lodging			
Room	At actual cost (single rate)		Itemized receipt from hotel or motel (single occupancy)
Suite or Conference Room	At actual cost		Itemized receipt and statement of its use
Tips	Only once each occupancy not to exceed $2.00		None
Meals-not included in conference fees. Includes tips.			
	Standard	**Federal Key Cities (7)**	
Full Day	$25.00 maximum	$33.00 maximum	None
Breakfast	4.50 maximum	6.00 maximum	None
Lunch	6.50 maximum	8.00 maximum	None
Dinner	14.00 maximum	19.00 maximum	None
Guest (1, 2)	Full Reimbursement	Full Reimbursement	Specific business purpose, name of guest(s) and his/her affiliation. Receipts if more than maximum for one individual.
Transportation			
Personal car-miles (3)	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		None
	Over $3.75 per day		Itemized receipts
Other			
Conference expenses (6)	Full reimbursement		Receipts & conference fee detail required
Telephone and telegram	Actual cost		Date of call, name, business affiliation and location of person contacted
Travelers checks	Actual cost/Intl only		Receipt required
Miscellaneous	Up to $2.50 per day		Itemize
	Over $2.50 per day		Itemize and receipts
Limited Reimbursement	Determined prior to departure for an amount less than anticipated expense		Same as listed above

(1) MSU staff members who entertain guests may also receive reimbursement in excess of the maximum allowance if (a) entertainment of guests is a part of the approved purpose of the trip, (b) on-campus facilities are used if possible, (c) reimbursement excludes alcoholic beverages, (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 should be paid in advance on a Direct Payment 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. For all locations in Canada and Mexico, use $33.00 per diem rate except for select cities where special $45.00 per diem rate applies (see Federal Key Cities listing in this section).

FEDERAL KEY CITIES

MEAL PER DIEM RATES

A. U.S. CITIES
$33.00 PER DAY (Breakfast 6.00; Lunch 8.00; Dinner 19.00)

ALASKA
- All Locations

ARIZONA
- Phoenix/Scottsdale

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

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

CONNECTICUT
- Hartford
- Salisbury

DISTRICT OF COLUMBIA
- Washington, D.C.

FLORIDA
- Miami
- Miami Beach
- West Palm Beach

GEORGIA
- Atlanta

HAWAII
- Island of Oahu

ILLINOIS
- Chicago

KANSAS
- Kansas City

KENTUCKY
- Louisville

LOUISIANA
- New Orleans

MARYLAND
- Annapolis
- Baltimore
- Columbia
- Ocean City

MASSACHUSETTS
- Boston
- Martha's Vineyard

MICHIGAN
- Detroit

MINNESOTA
- Minneapolis/St. Paul

MISSOURI
- Kansas City
- St. Louis

NEVADA
- Las Vegas

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

NEW MEXICO
- Santa Fe

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

OHIO
- Cleveland

PENNSYLVANIA
- Chester
- Fort Washington
- King of Prussia
- Philadelphia
- Pittsburgh
- Valley Forge

RHODE ISLAND
- Newport

TEXAS
- Dallas/Fort Worth
- Houston

VIRGINIA
- Williamsburg

WASHINGTON
- Seattle
- Vancouver

B. CANADA & MEXICO (All Locations)
$33.00 PER DAY (Breakfast 6.00; Lunch 8.00; Dinner 19.00)

C. SPECIAL $45.00 PER DIEM RATE (Breakfast 8.00; Lunch 12.00; Dinner 25.00)
for the following cities:

CANADA:
- Edmonton
- Montreal
- Ottawa
- Quebec
- Toronto
- Vancouver

MEXICO:
- Cancun
- Mexico City

IN-STATE MILEAGE CHART

Acme	175	Constantine	110	Hastings	50
Adrian	73	Coopersville	86	Hidden Lake	64
Albion	40	Corunna	35	Higgins Lake	130
Algonac	119	Croswell	125	Highland Park	80
Allegan	87	Crystal Falls	453	Hillsdale	70
Allendale	81	Davison	59	Holland	88
Alma	49	Dearborn	83	Holly	63
Alpena	211	Decatur	102	Holt	11
Ann Arbor	63	DeTour	286	Homer	60
Auburn Hills	74	Detroit	85	Houghton	504
Bad Axe	134	Dowagiac	118	Howard City	94
Baldwin	134	Drayton Plains	71	Howell	34
Bangor	102	Dunbar Exp.Sta.	280	Hubbell	505
Baraga	468	Dundee	88	Hudson	71
Battle Creek	49	Durand	35	Imlay City	84
Bay City	82	E. Grand Rapids	62	Ionia	38
Belding	55	East Jordan	196	Iron Mountain	423
Bellaire	194	Eaton Rapids	20	Iron River	469
Benton Harbor	120	Edmore	73	Ironwood	535
Berkley	78	Entrican	76	Ishpeming	409
Berrien Springs	132	Escanaba	372	Ithaca	43
Bessemer	534	Essexville	86	Jackson	32
Big Rapids	107	Evart	106	Jonesville	72
Birmingham	78	Farmington	63	Kalamazoo	75
Blissfield	87	Fennville	106	Kalkaska	172
Bloomfield Hills	75	Fenton	59	Kellogg Bio Sta	61
Boyne City	196	Ferndale	77	Kellogg Farm	61
Brighton	45	Flat Rock	95	Kellogg Forest	66
Bronson	85	Flint	50	Kettunen Ct.	130
Buchanan	136	Flushing	49	Kingsford	430
Cadillac	129	Fowlerville	25	L'Anse	457
Calumet	510	Frankenmuth	71	Lake City Exp Sta	138
Caro	98	Frankfort	177	Lake Linden	508
Carrolton	69	Fremont	114	Lake Odessa	36
Carson City	44	Galesburg	63	Lake Orion	82
Cass City	113	Gaylord	168	Lapeer	71
Cassopolis	118	Gladstone	363	Laurium	510
Cedar	196	Gladwin	111	Lawton	92
Cedar Springs	85	Graham Exp Sta	71	Leslie	24
Centreville	95	Grand Blanc	54	Litchfield	68
Charlevoix	206	Grand Haven	96	Livonia	70
Charlotte	23	Grand Ledge	15	Lowell	54
Chatham	356	Grand Rapids	66	Ludington	158
Cheboygan	216	Grandville	74	Mackinaw City	221
Chelsea	61	Grant	94	Mancelona	182
Chesaning	50	Grayling	143	Manchester	68
Clare	80	Gull Lake	61	Manistee	171
Clarkston	77	Greenville	65	Manistique	318
Clawson	77	Hancock	496	Manton	138
Clear Lake	60	Harbor Beach	150	Marcellus	110
Clinton	74	Harbor Springs	216	Marine City	123
Clio	57	Harrison	96	Marlette	107
Coldwater	69	Hart	136	Marquette	404
Comstock	71	Hartford	105	Marshall	45

Marysville	125
Mason	14
Menominee	426
Middleville	61
Midland	86
Milan	79
Milford	59
Mill Lake	59
Mohawk	517
Monroe	101
Montague	120
Morenci	87
Morrice	23
Mt Clements	94
Mt Pleasant	65
Munising	348
Muskegon	104
Nashville	39
Negaunee	407
New Baltimore	105
New Buffalo	148
Newaygo	103
Newberry	298
Niles	128
Northport	199
Northville	64
Norway	416
Novi	57
Olivet	34
Onaway	217
Ontonagon	505
Orchard Lake	71
Otsego	80
Ovid	26
Owosso	31
Oxford	85
Parma	46
Paw Paw	92
Perry	20
Petoskey	202
Pinconning	102
Pigeon	128
Plainwell	78
Plymouth	70
Pontiac	70
Port Austin	149
Port Huron	119
Port Sanilac	134
Portland	25
Quincy	77
Ramsay	535
Reed City	119
Reese	82
Richmond	115
Rochester	80
Rockford	78
Rogers City	249
Roscommon	141
Russ Forest	112
Saginaw	70
Sandusky	122
Saranac	48
Sault Ste Marie	278
Scottville	158
Sebewaing	111
Shelby	134
Southfield	71
South Haven	110
South Lyon	58
Sparta	85
Spring Arbor	45
Spring Lake	96
Springport	36
St. Charles	52
St. Clair	130
St. Ignace	231
St. Johns	21
St. Joseph	120
St. Louis	51
St. Mary's Lake	48
Stambaugh	471
Standish	114
Stanton	61
Sturgis	91
Sylvan Lake	65
Tawas City	146
Tecumseh	78
Three Oaks	145
Three Rivers	102
Traverse City	172
Troy	86
Tustin	147
Union City	76
Utica	85
Vassar	85
Vicksburg	77
Wakefield	530
Walden Woods	45
Walled Lake	58
Warren	85
Watervliet	105
Wayland	87
Webberville	19
West Branch	126
White Pigeon	111
Whitehall	121
Williamston	14
Wyandotte	96
Yale	108
Ypsilanti	71
Zeeland	88

<u>Airports</u>

Willow Run	72
Metropolitan	88
Capitol City	10

<u>Colleges & Universities</u>

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

<u>Hospitals</u>

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

OUT-OF-STATE MILEAGE CHART

ALABAMA	
Birmingham	706
Huntsville	610
Mobile	945
Montgomery	797
Tuscaloosa	754
ARIZONA	
Phoenix	1891
Tucson	1869
ARKANSAS	
Little Rock	805
CALIFORNIA	
Los Angeles	2219
Sacramento	2243
San Diego	2240
San Francisco	2336
COLORADO	
Boulder	1201
Colorado Springs	1222
Denver	1196
CONNECTICUT	
Hartford	763
New Haven	735
Stanford	696
DELAWARE	
Dores	635
Wilmington	604
DISTRICT OF COLUMBIA	
Washington, DC	551
FLORIDA	
Fort Lauderdale	1325
Miami	1348
Orlando	1142
Tampa	1160
GEORGIA	
Atlanta	790
Augusta	774
Savannah	892
IDAHO	
Boise	1884
ILLINOIS	
Argonne	266
Batavia	256
Chicago	216
Chicago (O'Hare)	233
Evanston	250
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
Gaithersburg	528
MASSACHUSETTS	
Boston	843
MINNESOTA	
Duluth	647
Minneapolis	611
St. Paul	601
MISSISSIPPI	
Columbus	560
Jackson	893
MISSOURI	
Columbia	560
Kansas City	683
Springfield	682
St. Louis	470
MONTANA	
Helena	1631
NEBRASKA	
Hastings	814
Lincoln	713
Omaha	656
NEVADA	
Carson City	2124
Las Vegas	1969
Reno	2110
NEW HAMPSHIRE	
Concord	835
Manchester	844
NEW JERSEY	
Atlantic City	679
Newark	661
Trenton	641
NEW MEXICO	
Albuquerque	1465
Santa Fe	1433
NEW YORK	
Albany	680
Buffalo	402
New York City	682
Syracuse	545
NORTH CAROLINA	
Charlotte	687
Greensboro	650
Raleigh	726
Winston-Salem	624
NORTH DAKOTA	
Bismark	1037
Fargo	844

OHIO	
Cincinnati	271
Cleveland	215
Columbus	244
Dayton	228
Toledo	106

OKLAHOMA	
Oklahoma City	970
Tulsa	866

OREGON	
Eugene	2322
Portland	2289
Salem	2327

PENNSYLVANIA	
Harrisburg	519
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
Milwaukee	293

WYOMING	
Casper	1235
Cheyenne	1151

CANADA	
Guelph	255
Kitchener	278
Montreal	634
Quebec	795
Toronto	298

COLLEGES & UNIVERSITIES	
Chicago, Univ of	216
Illinois, Univ of Urbana-Champaign	326
Indiana University	298
Iowa, Univ of	418
Minnesota, Univ of	611
Northwestern Univ	236
Notre Dame	134
Ohio State Univ	244
Penn State	438
Purdue University	235
Wisconsin, Univ of	354

Type of Expenditure	Reimbursement Rate		Original Receipts Required
Lodging			
Room	At actual cost (single rate)		Itemized receipt from hotel or motel (single occupancy)
Suite or Conference Room	At actual cost		Itemized receipt and statement of its use
Tips	Only once each occupancy not to exceed $2.00		None
Meals-not included in conference fees. Includes tips.			
	Standard	**Federal Key Cities (7)**	
Full Day	$25.00 maximum	$33.00 maximum	None
Breakfast	4.50 maximum	6.00 maximum	None
Lunch	6.50 maximum	8.00 maximum	None
Dinner	14.00 maximum	19.00 maximum	None
Guest (1, 2)	Full Reimbursement	Full Reimbursement	Specific business purpose, name of guest(s) and his/her affiliation. Receipts if more than maximum for one individual.
Transportation			
Personal car-miles (3)	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		None
	Over $3.75 per day		Itemized receipts
Other			
Conference expenses (6)	Full reimbursement		Receipts & conference fee detail required
Telephone and telegram	Actual cost		Date of call, name, business affiliation and location of person contacted
Travelers checks	Actual cost/Intl only		Receipt required
Miscellaneous	Up to $2.50 per day		Itemize
	Over $2.50 per day		Itemize and receipts
Limited Reimbursement	Determined prior to departure for an amount less than anticipated expense		Same as listed above

(1) MSU staff members who entertain guests may also receive reimbursement in excess of the maximum allowance if (a) entertainment of guests is a part of the approved purpose of the trip, (b) on-campus facilities are used if possible, (c) reimbursement excludes alcoholic beverages, (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 should be paid in advance on a Direct Payment 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. For all locations in Canada and Mexico, use $33.00 per diem rate except for select cities where special $45.00 per diem rate applies (see Federal Key Cities listing in this section).

MICHIGAN STATE UNIVERSITY

SELECTED

TRAVEL POLICIES

AND

PROCEDURES

MICHIGAN STATE UNIVERSITY FOUNDED 1855

MARCH 1993

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

Authorization

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

Private Vehicles

Gas, repairs, towing etc. are included in the mileage. Parking, tolls, etc. are separately reimbursable. For purposes of reimbursement, personal car mileage is taken from the most recent version of the Rand McNally **Standard Highway Mileage Guide.** This reference assumes that travel is to the center of the city you are going to. If your destination is not located at the center of the city, be sure to report the destination and the mileage difference as vicinity travel on a separate line of your Travel Voucher.

University-owned Vehicles

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

Rental Vehicles

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

Plane Fare

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

Deductible Expenses

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

Travel Advances

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

Obtaining an Advance

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

Repayment of an Advance

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

Insurance

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

List of Travel Expenses

Day	Meals	Hotel	Transport.	Tips/Misc.

INVOICE PROCESSING SYSTEM

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

II. **PROCEDURES**

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

B. If the invoice received by the Accounts Payable Department offers a prompt payment discount, the usual vendor invoice confirmation procedures may not be feasible due to the limited time available to make the payment. In these cases, special invoice payment notification procedures are followed.

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

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

C. If Accounts Payable determines, through audit, that the invoice submitted by the supplier is at variance with the terms of the University purchase order, a Supplier Invoice Price Approval Confirmation (see sample page 74.5) will be forwarded to the ordering department along with a copy of the relevant invoice. The ordering department will be instructed to contact the University Purchasing Department within 5 days to resolve the discrepancy noted.

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

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

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

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

F. Weekly, the Accounting Department will distribute a Departmental Invoice Summary (see sample, page 74.6) to the departments. This summary lists the invoices paid from departmental accounts during the week. If large numbers of vendor invoices are received at one time and paid on one check against one purchase order, the invoice number reference on the Departmental Invoice Summary will be listed as "VARIOUS." For these payments, an Invoice Data Sheet (see sample, page 74.7) will accompany the summary report which will provide the detail invoice numbers and invoice amounts. These reports are provided to notify departments of payments made and as an aid in reconciling monthly ledgers to departmental records.

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

SUPPLIER INVOICE PRICE APPROVAL CONFIRMATION

IMMEDIATE ATTENTION REQUIRED!!!!

TO: ______________________________

DEPT: ______________________________

ADDRESS: ______________________________

P.O. # ______________________________

AUDITOR: ______________ DATE: _______

The attached invoice cannot be processed due to inconsistancy with the Purchase Order.

In order to **resolve** this issue and **avoid payment delay** you must:

Contact your MSU buyer within 5 working days of the date of this notice.

Thank you for your prompt attention

Accounts Payable
360 Administration Bldg.
3-2011

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

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

Page: 74.6
Date: 3-31-93

CO-IA-22

INVOICE DATA SHEET

Page: 74.7
Date: 3-31-93

VENDOR ______________________ PO ______________

ACCT. #______________

$ AMT. ______________

CK # ______________

PAY DATE ______________

DOC # ______________

MAIL CODE ______________

o. Repairs to machinery and equipment not under a purchase order contract or serviceable through Stores Open Orders (section 220, item VI).

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

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

B. Form

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

C. Preparation

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

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

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

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

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

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

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

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

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

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

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

9. If prepaying conference fees, the voucher must detail the attendee, date, and location of the conference. **Copies of the original conference materials (documenting specific items, such as meals included in the conference fee) <u>must accompany any related travel reimbursement voucher.</u>**

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

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

D. Restrictions

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

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

3. Additional payments which are prohibited include:

   a. General Stores stock items.

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

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

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

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

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

C. When the status of a worker cannot be determined from the above guidelines, contact the Accounts Payable Department (5-0331) or Payroll Department (5-5010) for guidance <u>in advance of the services being performed</u>.

II. Independent Contractor Professional Personal Services Contract

A. Form - The Professional Personal Services Contract with Independent Contractor form (see sample, pages 76.7 and 76.8) may be obtained from Stores, stock order # 140-2601.

B. Purpose

1. The contract formalizes and documents independent contractor relationships with the University.

2. The contract must generally be completed for all independent contractors who:

a. are being paid from Contract and Grant accounts (61-0000 through 61-9999 and 71-0000 through 71-5999, except for non-U.S. contractors who perform services outside of the U.S. and are paid through project imprest funds), <u>or</u>

b. are teaching noncredit courses of five or fewer sessions during one term, <u>or</u>

c. are being paid $600.00 or more for the total contract (including honorarium payments).

3. Payments to research subjects or simulated patients do not require a contract.

4. The contract can be completed in other instances at the discretion of the department. **NOTE:** The Purchasing Department may determine that issuing a University purchase order to an unincorporated independent contractor may be appropriate in some instances. When a University purchase order is issued, the Professional Personal Services Contract with Independent Contractor form need not be completed.

5. With the exception of contracts for medical services or computer programming services, contracts with <u>incorporated</u> independent contractors (specifically those contractors whose legal entity name includes its "incorporated" designation) should be formalized using a purchase requisition and University purchase order. This would include those payees having the designation "incorporated," "inc.," "corporation," or "corp." in their name. <u>Contracts for medical services or computer programming services with any contractor (whether incorporated or not) are to be formalized using the Professional Personal Services Contract with Independent Contractor form.</u>

C. Restrictions

1. Payments to independent contractors cannot be made where a conflict of interest exists. For guidance, consult the Faculty Handbook or the Purchasing Department.

2. This contract form should not be used for any work-related alterations, renovations or construction of facilities. Engineering Services should be contacted for guidance in these matters.

3. General Fund salary and labor accounts may not be used for payments to independent contractors.

4. Partial payments totaling more than the original contract cannot be processed for payment. They will be returned to the originating department for completion of a new contract.

D. Preparation, Processing and Routing

1. The contract must be typed by the initiating department.

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

3. All applicable sections of the contract must be completed.

4. The contract must be routed for acceptance and signature to:

    a. The independent contractor.

    b. An authorized signer on the account being charged.

    c. Other persons as required by the college or MAU.

    d. Contract and Grant Administration, if charging accounts 61-0000 through 61-9999 and 71-0000 through 71-5999.

5. When terms to this contract are to be modified, any modifications must be approved in advance by the Vice President for Finance and Operations or a designee.

6. When using General Fund accounts for payments to independent contractors, the costs should be charged to a supplies and services account, using object code 071 or 072, depending upon the service.

7. Copies of the completely-signed contract are distributed as follows:

    a. The yellow copy of the signed contract is given to the contractor.

    b. The pink copy of the signed contract remains in the originating department.

    c. At the completion of the services, the white original copy, along with a Direct Payment Voucher and the appropriate documentation, should be sent to Accounts Payable, 360 Administration Bldg., for payment.

MICHIGAN STATE UNIVERSITY
PROFESSIONAL PERSONAL SERVICES CONTRACT WITH INDEPENDENT CONTRACTOR

Michigan State University (referred to in this Contract as University) enters into a binding agreement with:

Contractor: ________________ Phone No.: ________

Address: ________________ (Home address, if individual)

City: ________ State: ________ Zip Code: ________

U.S. Citizen: Yes ___ No ___ If No, Country of Citizenship: ________

If No, are you a non-resident alien? ___ Resident alien? ___

Incorporated: Yes ___ No ___ If Yes, Profit ___ Nonprofit ___ If No, circle type of business (Partnership/Sole Proprietorship) and give name of Partner or Sole Proprietor, if different from Contractor above: ________

Social Security Number or Federal Employer Identification Number (Required) ________

Subject to backup withholding: Yes ___ No ___

NATURE OF SERVICES TO BE RENDERED: **PERFORMED AT (LOCATION):**

PERFORMANCE SCHEDULE:

Starting date: ________ Ending date: ________ Total hours: ________

COURSE INFORMATION (If applicable): ☐ CEU Term: ________

Course Number: ________ Title: ________

Meeting days: ________ Meeting hours: ________

COMPENSATION INFORMATION:

Account(s) to be charged: ________ Payment terms: ________

Rate of Pay ________ (indicate hourly, daily, total project, etc.)

Services shall not exceed: $ ________ Expenses shall not exceed: $ ________

Nature of Expenses: ________

DEPARTMENTAL CONTACT PERSON:

The Contractor should communicate with the following departmental respresentative regarding this contract:

Name: ________ Phone No.: ________

Address: ________

The Department's responsibility for supporting the performance of services is limited to the following: ________

CONTRACTOR ACCEPTANCE:

I agree to the terms above and on the reverse of this Contract. The amount of the charges for services under this Contract does not exceed my normal and customary rate. I certify that the above Social Security Number or Federal Employer Identification Number is correct and I am not subject to backup withholding unless otherwise noted. **I am not a current University employee or enrolled as an MSU student.**

Signature: ________ Date: ________

MICHIGAN STATE UNIVERSITY ACCEPTANCE:

The services to be provided are essential and the service cannot now be provided by current University employees. The attached selection process has been employed to secure the most qualified contractor available for amounts greater than $2,500.

Signature: ________ Date: ________
Authorized signer for account to be charged (also responsible for attaching documentation of bidding procedures followed or sole source justification).

Signature: ________ Date: ________
Dean's Office or other authorized signature, if required by College or MAU.

Signature: ________ Date: ________
Contract and Grant approval, if charging accounts 61-0000 to 71-5999.

Signature: ________ Date: ________
Purchasing Department for contracts greater than $2,500. (See section 76 of the Manual of Business Procedures for guidance)

SEE REVERSE FOR CONDITIONS AND ROUTING PROCEDURE.

Complete this section when processing payments for partial performance of services

	Current Payment (A)	Prior Payment(s) (B)	Total Payments (A + B)
Personal Services	$	$	$
Expenses			
Total	$	$	$

FURTHER, in accordance with the laws of the State of Michigan and the policies of Michigan State University, the parties agree as follows:

1. **INDEPENDENT CONTRACTOR.** The Contractor will act as an independent contractor under this Contract, and neither the Contractor nor any employee or agent of the Contractor is an employee of the University due to this Contract. The Contractor will provide the services and achieve the results specified by the University free from the direction or control of the University as to means and methods of performance.

2. **ACCESS TO RECORDS.** The Contractor shall maintain reasonable records, including evidence that the services actually were performed and the identity of all individuals paid for such services, and shall allow access to those records by the University, any sponsor, the State of Michigan, or the Comptroller General of the United States or their authorized representatives.

3. **OWNERSHIP OF WORK PRODUCTS.** Any discovery, patent, copyright, invention, work papers, software, software applications, written materials, publications, data, information, by-product or end-product arising as a direct result of the performance of this Contract shall be the sole property of the University. The University hereby grants to Contractor a non-exclusive royalty-free right and license to use for the Contractor's internal non-commercial research and development activities all unpublished data, know-how, materials and unpatented inventions or discoveries arising from this contract, reserving a right to the University to use such subject matter for any non-commercial uses.

4. **TERMINATON.** Either the University or the Contractor may terminate its obligations under this Contract by giving the other party prior written notice of such termination, specifying the intended date of termination; provided, however, that upon request from the University, the Contractor shall continue performance until the University can find a replacement contractor or for an additional thirty (30) days after the specified termination date, whichever is the shorter time period. Upon termination, an equitable settlement shall be made for actual costs incurred by the Contractor up to the date of termination.

5. **UNIVERSITY EMPLOYEES.** The Contractor will not hire any employee of the University to perform any services covered by this agreement without prior written approval from the Office of the Provost for academic employees or from the Office of Personnel and Employee Relations for non-academic employees.

6. **CONFIDENTIAL INFORMATION.** The Contractor shall not publish or otherwise disclose, except to the University and except matters of public record, any information or data obtained in the course of performance of this Contract from private individuals, organizations, or public agencies, in a publication by which the information or data furnished by any particular person or establishment can be identified, except with the written consent of such person or establishment.

7. **ACKNOWLEDGMENT OF SPONSORSHIP.** The Contractor agrees that in any publication acknowledgment shall be made of sponsorship by the University and/or other sponsor by use of the following statement: "This work was performed under the sponsorship of THE BOARD OF TRUSTEES OF MICHIGAN STATE UNIVERSITY and (insert any other sponsor). This work does not necessarily represent the views of the University or the sponsoring agency." If the publication is copyrighted, the statement, "Reproduction of this article, with the customary credit to the source, is permitted." shall be added. With the exception of acknowledging sponsorship of research, the name of the University may not be used in publications, news releases, advertising, speeches, technical papers, photographs, and other releases of information regarding this Contract or data developed under this Contract without written approval of the University.

8. **CONFLICT OF INTEREST.** The Contractor affirms that to the best of his/her knowledge there exists no actual or potential conflict between Contractor's family, business, or financial interests and his/her services under this Contract, and in the event of change in either his/her private interests or service under this Contract, he/she will inform the University regarding possible conflict of interest which may arise as a result of such change.

9. **TOTAL AGREEMENT.** This Contract contains the entire agreement between the parties superseding any prior or concurrent agreements as to the services being provided, and no oral or written terms or conditions which are not contained in this Contract shall be binding. This Contract may not be changed except by mutual agreement of the parties reduced to writing and signed.

10. **ASSIGNMENT/TRANSFER/SUBCONTRACTING.** The Contractor shall not assign, transfer, subcontract, or otherwise give to or impose on any other party any obligation or right of the Contractor under this Contract, without the prior written consent of the University.

11. **INDEMNIFICATION.** The Contractor shall indemnify, defend and hold the University harmless from any charge, fine, penalty, or judgment arising out of, or in any way resulting from, the Contractor's performance under this Contract, and should the University be required to make payments or incur costs of defense (including reasonable attorney fees) for any such reason, the Contractor shall fully reimburse the University. The obligations of the Contractor under this paragraph 11 shall survive any termination of this Contract or completion of the Contractor's performance under this Contract.

Procedure for routing of Contract:

1. Originating department for Contractor's signature and authorized signer for account to be charged.
2. Appropriate Dean or other authorized signer, if required by college or MAU.
3. Contract and Grant Administration, if charging accounts 61-0000 to 71-5999.
4. Purchasing Department, if required (see section 76 of the University's Manual of Business Procedures for guidance).
5. Originating department, maintain until completion of services.
6. At completion of services (or for each partial payment), originating department acknowledges performance, forwards original contract with the Direct Payment Voucher (for partial payments send original contract with the first payment and copies thereafter), original travel receipts, Contractor's signed invoice and other documentation, to Accounts Payable in the Controller's Office for payment.

Copy Distribution:
White - Accounts Payable
Pink - Originating Department
Yellow - Contractor

Please refer to Sections 55.1 and 76 of the Manual of Business Procedures for specific procedures on determining employee versus independent contractor status and processing of payments. Contact the Accounts Payable Dept. (5-0331) to determine proper payment procedure of nonresident alien Contractors and available tax treaty provisions.

NONRESIDENT ALIEN INDEPENDENT CONTRACTORS

Listing of Tax Treaty Countries

Limited tax treaties are available with the following countries:

Australia
Austria
Barbados
Belgium
Canada
China, People's Republic of
Commonwealth of Independent States
Cyprus
Denmark
Egypt
Finland
France
Germany
Greece
Hungary
Iceland
India
Indonesia
Ireland
Italy
Jamaica
Japan
Korea, Republic of
Luxembourg
Malta
Morocco
Netherlands
New Zealand
Norway
Pakistan
Philippines
Poland
Romania
Spain
Sweden
Switzerland
Trinidad and Tobago
Tunisia
United Kingdom

NOTE: These tax treaties do not exempt all payments from withholding. For details of treaty provisions, call Accounts Payable at 5-0331.

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CONTROLLER'S OFFICE

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CONTROLLER'S OFFICE

Date: 3-31-93

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SERVICE AREAS

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Michigan State University

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SERVICE AREAS - continued

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MISCELLANEOUS

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 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, should be addressed to the AIS Department, Attention, Help & Support Services Section.

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

(AIS Continued)

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

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/1P protocol. Contact Engineering Services at the Computer Laborator 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.

3. 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 Services Section, extension 311. The following information should be provided:

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

Charges received by AIS from vendors providing repair service because of misuse, or damage caused by vandalism or accident (i.e., food spillage, relocation, etc.) by the 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 Services Section, extension 311. The following information should be provided to the teleprocessing operator:

(AIS Continued)

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

Time spent by AIS personnel on problems determined to be caused by 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. AIS Access Procedures

The Administrative Information Services (AIS) office 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 SAS, 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 AIS mainframe and the various applications available through it. Requests for access and the associated physical connection to the network, are covered in the previous sections on "Network Access" and "Equipment Considerations."

1. AIS Mainframe Access

a. An operator sign-on (Accessor ID or ACID), an AIS issued password and a SecurID card are required for an operator to use the AIS network. If an operator only has access to EMC2 (Electronic Mail) a SecurID card is not required.

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 or on request. To order form, call 353-4420 extension 331.

(AIS Continued)

c. The ACID, password and SecurID will be communicated in writing to the individual requiring the operator sign-on.

2. Application Access Procedure

a. In order to access any of the application systems available through AIS, approval from the application owner must be obtained. Contact AIS Security and they will assist in the process.

b. The request for access should be sent to the aplication 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 ARM, 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

AIS client based computing services provide tools, training, and assistance for client offices that need direct access to administrative data, in order to write their own reporting programs of transfer copies of data to department computer systems.

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 Services 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 steward.

(AIS Continued)

d. The request for access to a file should be communicated to AIS using an Access Request Memorandum, see page 210.12. The AIS Help and Support Services Section will assist in completion of this form.

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 issue of individual privacy and the computer, therefore, can only be resolved by regulating the client.

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 below:

Data Bases	Functional Data Base Owner
Student Information System	Data Resource Administrator
Alumni/Development	University Development
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.

(AIS Continued)

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 interdepartmental billings against university account numbers. Units without University account numbers are billed by Departmental Receivables, a division of the Office of the Controller. These latter 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, Help & Support Services Section, 353-4420 extension 311.

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.

I. UNIVERSITY STORES

University Stores has the responsibility for meeting the supply needs of the Michigan State University colleges and departments. This is handled either through the Stores stockkeeping or Open Order non-stock purchasing functions.

Stores is responsible for expediting all incoming University shipments, central receiving, the filing of damages and claims, distribution of incoming shipments, internal distribution of packages and campus mail, and central shipping.

To order supplies carried in stock, the "Request for Supplies from Stores" form **#140-2703 (see Figure 1)**, available at Stores, must be typed or printed using a ball-point pen.

To expedite and ensure delivery of items, the individual completing the form must specify:

1) Building and room number (the delivery address)
2) Account number (one account number per order)
3) Full name of the authorized individual ordering the supplies
4) Date the requisition is submitted by the department
5) Stock number, quantity ordered, unit of issue, and a brief description (see catalog)

List only one item per line, and group items according to their catalog listing. Separate requisitions must be used for cylinder gases and water softener salt.

Plan ahead by ordering at least a thirty day supply to reduce emergencies and unnecessary deliveries. Orders can be sent through campus mail or dropped off at the Stores department. All orders will be delivered unless otherwise requested.

Distribution of order form:

1) Keep the green copy for your records.
2) Send the white, canary, and pink copies (without signature) to Stores.
3) When the supplies are delivered, the canary copy is to be signed and returned to Stores.
4) The pink copy is left with the order so that the department can verify that the order has been properly filled.
5) The white copy will be retained by Stores for billing purposes.

If a department needs to contact Stores about their order, the department should provide the requisition number. The requisition number is assigned by Stores and can be found in the upper right hand corner of the order form.

If an unusually large quantity of an item is required, which would deplete Stores entire inventory, a special shipping release against the annual contract will be issued to fill the departments's order. Regular Stores prices will apply to the order. If delivery is required before a specific date, Stores will make every effort to fulfill this need.

receive credit for the cylinder gas charge. Departments should place an order for a replacement cylinder, if so desired.

f) A regulator is available for rental from Stores for use in filling balloons. Departments will be held liable for any damages to the regulator.

IV. UNIVERSITY STORES CATALOG

University Stores maintains a complete catalog for the campus community. This catalog is the primary source of information for campus employees who wish to purchase almost any type of supply **(except food items).**

The catalog insert stock number is **(100-0000),** and the accompanying binder number is **(140-4164).** Customers ordering a catalog are added to a departmental mailing list and catalog holders receive subsequent mailing free of charge.

Current updates are provided with each catalog mailing listing catalog additions, deletions and changes. Customers can keep their catalogs current by using the update sheets. Price sheets are mailed twice each year. Catalog sections are not updated yearly, so it is essential that you record changes.

Stores is constantly updating its inventory to provide a supply of items consistent with your demands and needs. This includes adding new products and elimination obsolete items. Customers wishing to suggest ways in which we can improve our line of stock may do so by using the **"New Stock Consideration Request"** form **(see Figure 9)** carried by Stores **(copies are available upon request).** If there is sufficient demand for an item and s savings can be effected in quantity buying and eliminates frequent purchases, the item will be added to Stores stock.

The quality of our merchandise and the satisfaction of our customer is very important to us. If you have any suggestions or comments regarding the University Stores catalog, please direct them to: **Mary Michaels, Stores, 355-1700, ext. 188.**

V. APPLE COMPUTER EQUIPMENT

University Stores has an annual contract with Apple Computer to purchase equipment for departments **(faculty, staff and students, should contact the Computer Laboratory)**. To obtain equipment, complete a Purchase Requisition following the instructions on the reverse side of the form and send it to the Purchasing Department. Purchasing will review the order for all required signatures and forward it to Stores to purchase. Stores will compile the order and ship the equipment as it is received in the warehouse.

Departments will be billed through the Stores billing system and will appear on the departmental monthly charge statements. Any systems purchased are also eligible for the **Lease/Purchase Program.**

Apple usually has at least one promotional bundle with a price savings which is passed on to departments. Stores will, on occasion, purchase a large quantity for immediate availability to campus. This will be published in our **Budget Booster** and **Newsletter** and will be sold on a first come/first serve basis.

If you have any questions concerning arrival dates on existing orders or availability of a specific product, contact **Nancy Smock** at Stores, **355-1700, ext. 195.** For technical information, please call the Computer Lab/Engineering Services.

VI. OPEN ORDERS

Open Orders are purchasing agreements negotiated by the Purchasing Department. Vendors are selected to supply the University with supplies and services at established terms of purchase when the vendor is provided with an open order release. The system is designated for use by all University departments to obtain small quantity, low value items. The objective is to get material quickly, keep the ordering process as simple as possible and minimize the cost of ordering.

Material from Open Order suppliers may be ordered using the **"University Stores Non-Stock Order Form"** stock **#140-2704 (see Figure 6)** available from Stores. The non-stock order **(open order release)** form is to be used for obtaining supplies and services through Open Orders. It is easy to use and is normally filled out in printing as opposed to typing.

The non-stock order form is a combination requisition, open order release and receiving document. No other prepared document will be required. The requisitioner completes the department and delivery information, a company that supplies the items required, order quantity, part or catalog number, description of items and price. If ordering from a company catalog, be sure to indicate the page number and issue of the catalog.

Listed below are various ways of ordering supplies:

1) Department locates desired item, obtains price information, and part number. Department calls or stops at Stores to obtain shipping release authorization. Department picks up material.

2) Department representative shops local suppliers, finds items wanted, calls Stores for release number and picks up item.

3) Department locates items in vendor catalog and sends in order form.

a) Order forms can be faxed to Stores at **5-4484**
b) Dropped off at the Stores service counter or
c) mailed through campus mail

4) Department locates items in vendor catalog and calls Stores to prepare an order form. The department must specify a supplier as well as a catalog and page number. If any questions arise regarding the order, and no one in the department is available to answer them, the order cannot be placed. **(This method of order placement should be used with caution. Stores order handlers are not familiar with terms related to**

XIII. LEASE/PURCHASE PROGRAM

Most types of equipment can be leased through the Stores Lease/Purchase Program. The program requires a commitment to lease the equipment from one to sixty months in 12 month increments.

Stores retains ownership until the leasing department converts the lease to a purchase. Equipment can be purchased at any time during the contract period, by paying the equipment's depreciated balance.

At the end of the contract period, the department may:

- Continue the lease despite the fact that no further purchase credits will accrue.
- Submit a Purchase Requisition to Stores authorizing an account to charge the final buyout (**10% of the original purchase price**).
- Contact Stores to arrange for replacement or disposal of the equipment.
- Pay the buyout on a monthly basis until completely paid off.

Equipment funds must be used when exercising the purchase option.

Stores strongly recommends that departments exercise their buyout options and use equipment for trade-in on new equipment or sell on campus, if still in working condition. Departments are responsible for the **maintenance** contract on leased equipment. Contact **Erma Sanders** in Purchasing for details, **353-7221, ext. 100.**

Stores is always willing to work with departments on campus to arrange a satisfactory lease that will fit most budgets.

To initiate a lease, departments must complete a Purchasing Requisition follow the instructions on the reverse side of the form. The only differences are:

- The account number field should be completed with the account that is to be billed for the monthly lease charge.
- In the body of the requisition, the statement "to be leased with a purchase option through Stores over ____ years" must be included.
- The requisition, once approved, is sent to stores Equipment Rental, University Services Building.

Stores will record the information needed for their records, insert the appropriate Stores account number and forward the requisition back to the Purchasing Department. The monthly lease charge will begin when the equipment is received and the invoice is paid by Stores. Since the Stores account number and address is now on the requisition, the department will **NOT** receive a copy of the Purchase Order.

For further information and lease payment amounts, contact **Nancy Smock 355-1700, ext. 195.**

XIV. EQUIPMENT RENTAL PROGRAM

University Stores provides a variety of office equipment and other items for rental on a monthly basis. All items are under maintenance contracts for immediate repair in the field. All equipment will have the needed supplies to start the rental period and departments are responsible for replacing them when necessary. Departments are also responsible for expenses incurred due to misuse, theft, or destruction of the equipment.

Monthly rental will be billed through the Stores billing system and will appear on the departmental monthly charge statements. We are always looking for new ideas to expand our rental capabilities and welcome any suggestions. When updating old equipment, we sell the used items if they are still in working condition.

Listed below are the items for rent and the monthly rates. For further information on rental procedures, call **Nancy Smock, 355-1700, ext. 195.**

PAGERS

Service only	(must own pager)	**$7.50**
Pageboy II	(tone/voice)	**$10.20**
Pageboy III	(tone/voice)	**$17.20**
BPR2000	(tone/voice)	**$14.85**
Bravo	(tone/vibra/digital)	**$14.55**
Keynote	(tone/vibra/voice/earplug)	**$15.35/$15.90**
Sensar	(tone/digital)	**$14.90**

DICTATION/TRANSCRIBER

Portable/standard cassette		**$12.80**
Desk-top/standard cassette	(old models)	**$13.70**
Desk-top/standard cassette	(new models)	**$22.00**
Desk-top/micro cassette	(new models)	**$22.00**

TYPEWRITERS

IBM Selectric II	**$21.10**
IBM Selectric III	**$22.20**
IBM Wheelwriter III	**$22.60**

MISCELLANEOUS RENTALS

Xerox 1012 Copier (.05 per copy)		**$146.00**
Xerox 7020 Fax Machine (plain paper)		**$65.00**
Answering Machine		**$17.50**
Apple Powerbook Computers	(140)	**$80.00**
	(160)	**$115.55**
	(170 w/modem)	**$135.00**

XVI. SERVICES AND RATES

ON CAMPUS

MAIL	One (1) hamper load or less---no charge More than 1 load: $20.00/hour/man $25.00 minimum charge
CARTONS	Eight (8) paper size, stackable--n/c More than 8 ctns.-- $20.00/hour/man $25.00 minimum charge
SPECIAL HANDLING	(uncrating, moving, setup, anything requiring special equipment, extra men, excessive time, etc.) $20.00/hour/man $25.00 minimum charge
SPECIAL DELIVERY	Delivery or pick-up other than normally scheduled--$20.00/hour/man $25.00 minimum charge
DELIVERY POINT	Other than specified on order $20.00/hour/man $25.00 minimum charge

OFF CAMPUS

ALL VEHICLES WILL BE OPERATED BY OUR OWN PERSONNEL. THE COST OF THE DRIVER IS INCLUDED. EXTRA HELP IS ADDITIONAL.

LOCAL	(Lansing and East Lansing area) Pick-up or delivery to/from vendor	
	VAN/PICK UP	Downtown run - $8.50/stop
	FREIGHT TRUCK	$38.00/hour - $25.00 minimum charge
LONG DISTANCE		
	VAN/PICK UP	$26.00/hour/man/plus gas, meals and lodging $26.00 minimum charge
	FREIGHT TRUCK	$38.00/hour/man/plus gas, meals and lodging- $38.00 minimum charge

EFFECTIVE 3-31-93

XVII. SALVAGE AND FEDERAL SURPLUS

Information regarding the Salvage Yard can be found in section 221, under the Office of Recycling and Waste Reduction.

UNIVERSITY STORES
133 Service Road

BUSINESS HOURS

Counter	**10:00 a.m.**	to	**2:00 p.m.**
Phone-In/Open Orders **(3-5392)**	**8:00 a.m.**	to	**5:00 p.m.**
Phone-In/Pickup Orders **(5-1703)**	**8:00 a.m.**	to	**5:00 p.m.**

Two business hours processing time--Orders called in after 3 p.m. will be ready for pickup the following business day.

Mini-Store	**8:00 a.m.**	to	**5:00 p.m.**
Receiving	**7:30 a.m.**	to	**11:45 a.m.**
	12:30 p.m.	to	**3:45 p.m.**
Shipping	**7:30 a.m.**	to	**12:00 noon**
	12:30 p.m.	to	**4:00 p.m.**
Main Office	**8:00 a.m.**	to	**5:00 p.m.**
Stores West	**7:30 a.m.**	to	**12:00 noon**
	12:30 p.m.	to	**4:00 p.m.**

United Parcel Service Shipments should be in by **1 p.m.**

Air Freight Shipments should be in by **3 p.m.**

MICHIGAN STATE UNIVERSITY

University Stores

NEW STOCK CONSIDERATION REQUEST

Date ______________________

Department ______________________ Telephone Number ______________________

Building Name ______________________ Room Number ______________________

Requested By ______________________
Name

* * * * * * * *

Item Description ______________________

____

If this item replaces an existing stock item, enter Stores stock number. ______________________

Reason for Requesting Change: ______________________

Supplier's Catalog Number ______________________

Manufacturer's Number if Different from Supplier ______________________

Packaging Description ______________________

Estimated Monthly Usage ______________________

If you discontinue using this item, please give Stores 90 days notice before doing so.

____
Department Manager, or Chairman Signature

Return To: University Stores, University Services Building
133 Service Road

* * * * * * * *

Figure 9

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. <u>Waste Reduction</u>
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. <u>Salvage (Re-use)</u>
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 ALL EQUIPMENT or supplies to be picked up (with or WITHOUT an 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 all 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.

*** Confidential Document Shredding --**
for any sensitive records. The paper can be recycled after shredding if departments follow sorting guidelines provided.

(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. <u>Recycling</u>
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 the status of these initiatives as of 3/31/93:

1. **OFFICE PAPER**
The Office of Recycling and Waste Reduction has implemented a campus-wide Office Paper Recycling Program. **White and Mixed Paper** collection from academic and administrative buildings has begun and is available in over 100 academic and administrative buildings. The program works 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 an "intermediate" container located in centralized area in their department (usually near a copy machine, computer, mail boxes, etc.)

    c. Office of Recycling Staff will collect the materials from there and remove from the building for processing and marketing.

2. **COMPUTER PAPER**
Medium to large generators of Computer Print Out (CPO) will be able to recycle this paper separately from White and Mixed paper collection system. **"Computer Print Out"** is any dot-matrix (non-laser), impact printed paper of any size. Please call the MSU Recycles! HOTLINE for more information.

(RECYCLING/SALVAGE - Continued)

3. **LASER PRINTER TONER CARTRIDGES**
Empty **Toner Cartridges** will be collected for reuse by the Office Paper recycling staff if they are placed in the original packaging and left next to the office paper "intermediate" container.

4. **SHIPPING PACKAGING**
Corrugated cardboard cartons will be collected from major generators of this type of waste from the major receiving areas around campus. The Office of Recycling and Waste Reduction will provide containers and guidelines to follow for preparation.

In addition, **Polyfoam** "packing peanuts" only (no cups or blocks) will be recovered and distributed by University Stores for re-use by shipping departments.

5. **RESIDENTIAL MATERIALS**
A mobile 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 is also being developed.

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

MSU Recycles!

Office of Recycling and Waste Reduction
University Services Division

Call 5-1723

Michigan State University

EQUIPMENT TRANSFER NOTICE

PURPOSE: CHECK ONE

- ☐ 1. To transfer equipment to Salvage for no credit
- ☐ 2. To transfer equipment to Salvage for credit
- ☐ 3. To transfer equipment to another department for no credit
- ☐ 4. To transfer equipment to another department for credit
- ☐ 5. To transfer equipment to an off-campus purchaser (Purchasing Dept. approval required)

Date

RELEASING DEPARTMENT	RECEIVING DEPARTMENT OR PURCHASER
CREDIT ACCOUNT NO.:	CHARGE ACCOUNT NO.:
DEPARTMENT NAME:	DEPARTMENT NAME:
EQUIPMENT LOCATION:	EQUIPMENT LOCATION:
TELEPHONE NUMBER:	TELEPHONE NUMBER:

DESCRIPTION	Original Purchase Account Number	MSU Equipment Inventory Number	Inventory Department Use Only	Credit Amount (If Sold)

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

INSTRUCTIONS

1. **Refer to the Manual of Business Procedures, Section 300, for regulations covering the use of this form.**
2. **Form to remain intact until all necessary signatures have been obtained.**
3. **When completed by Receiving Department, please distribute as follows:**
   - White — **Salvage**
     - If checked No. 1 and No. 2 above
     - If checked No. 3 recycle copy
     - **Accounting**, if checked No. 4, or 5 above, (if No. 5 attach payment check) Accounting Dept., 360 Admin. Bldg.
   - Canary — Releasing Department
   - Pink — Receiving Department or Off-Campus Purchaser
   - Goldenrod — Inventory Department

Michigan State University Printing O-19056

Printed on Recycled/Recyclable with Mixed Office Paper

MSU is an Affirmative Action/Equal Opportunity Institution

Stores Stock No. 140-2492

INVENTORY DEPARTMENT

The Inventory Department is located in the "Old" Purchasing Building, 88 Service Road - telephone number, 355-1710.

POLICY STATEMENT:

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

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

FUNCTION:

The Inventory Department was established to ensure equipment records are maintained for Michigan State University. The Inventory Department is responsible for identifying, tagging and keeping records on equipment that is valued at $500.00 or more with a useful life of two or more years. The Inventory Department is also responsible for **coordinating** the University's annual physical inventory, department insurance reports and federal property control reviews. The compiled data provides necessary reports required by Financial Analysis, Contract and Grant Administration, Controller's Office, Risk Management and Insurance, Internal Audit, external auditors and federal agencies. Therefore, it is absolutely essential that equipment records are precise and up-to-date.

I. EQUIPMENT INVENTORY

A. PURCHASE ORDERS

1. The Inventory Department receives copies of all purchase orders initiated by the Purchasing Department and the Cyclotron. Equipment purchases are identified by expenditure object code 090 (equipment), 091 (equipment/installment purchase agreement), and 099 (equipment, government owned).

2. Upon notification of payment from Accounting, Inventory then proceeds to collect all pertinent data on the equipment.

(Inventory Department - Continued)

B. GIFTS

1. All equipment received by the University as a gift requires completion of the Consignment Equipment-Gift form (example on page 224.11). The form should be completed by the recipient and forwarded to the Development Fund for further processing. **See section 315 for further instructions.**

2. Inventory receives copies of all equipment gifts after acceptance by the Board of Trustees. The white (original) copy is retained by Inventory and the yellow is returned to the originating department.

3. If the value of the equipment is greater than or equal to $500, and is expected to have a useful life of two or more years, then the equipment will be inventoried. The dollar value is determined by the declared value on the consignment-gift form.

C. CONSIGNMENT EQUIPMENT (on loan)

1. All items and equipment received by the University as a loan requires the completion of the Consignment Equipment-Gift form (example on page 224.11). The form should be completed by the recipient and forwarded to the appropriate areas. **See Section 315 for further instructions.** Any questions should be directed to Contract and Grant Administration.

2. The Inventory Department maintains records on everything on loan to the University. Similar information will be gathered as required for all University property and will be coded in the Inventory System as a "loan". It is the department's responsibility to notify the Inventory Department in the event the consignment status changes; i.e., changes to a gift, returned to donor, etc.

D. FABRICATED EQUIPMENT

The expenditure classification code 092 is used to account for materials purchased to fabricate equipment. The requisitioning department must record all costs (092 expenditures) of the fabricated equipment. Upon completion of the equipment, the department must submit the total dollar amount and a description of the equipment to the Inventory Department. Once Inventory receives written notification, the fabricated equipment will be tagged and inventoried.

II. CHANGES TO THE EQUIPMENT INVENTORY

A. TRANSFER OR DISPOSAL OF EQUIPMENT

1. An Equipment Transfer Notice (example on page 224.12) is completed by departments whenever equipment is salvaged, sold or transferred. The procedures outlined in the Manual of Business Procedures, Volume II, Section 300 should be followed.

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

2. Inventory receives a copy of the Equipment Transfer Notice. Upon receipt, the equipment records are altered to reflect the revised status of the equipment; i.e., salvaged, sold, or transferred. If the equipment is transferred to another University department, a new tag is placed on the item to reflect the current responsible department.

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

B. SPECIAL WRITTEN NOTICE

1. Equipment items may be added or removed from Inventory's records upon approval and written notice from Contract and Grant Administration. Details of the action requested should be documented; i.e., contract #, letter of agreement, etc., and approved by Contract and Grant Administration.

2. Memos from departmental administrators may initiate a change in Inventory's equipment records. However, this change will only result <u>after</u> appropriate documentation or approvals are received.

(Inventory Department - Continued)

III. TAGGING EQUIPMENT

A. MSU EQUIPMENT

All MSU equipment receives a numbered "Property of Michigan State University" inventory tag. Under most circumstances, the inventory tag is placed on equipment where it is visible and easy to identify. Location of the tag will be on the front of the equipment, unless this is not feasible, then the tag will be placed on another side of the equipment or the number can be etched in the casing of the equipment.

B. GOVERNMENT EQUIPMENT

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

C. LOANS - GOVERNMENT AND OTHER

All items on loan to the University will be tagged the same as MSU or Government equipment.

IV. PHYSICAL INVENTORY

A. After the close of each fiscal year, the Inventory Department prepares a detailed list of all equipment assigned to each University department. This list, accompanied by a Certification of Inventory statement and an Annual Insurance Report, is delivered to each department. The department administrator or delegated representative must conduct a physical inventory, and compute a value of non-inventoried items for the Risk Management and Insurance Office.

B. Verification of records include not only the information about the equipment, but also its permanent location and use. If the location of the equipment changes during the year, you must notify the Inventory Department immediately so that the University's inventory records can be updated. Verification also means that the equipment is being properly utilized and a continued need exists. Corrections can be noted directly on the computer generated list, but disposals or transfers must be accompanied by the appropriate paperwork. (See section on "Transfer or Disposal of Equipment", page 224.3)

C. The Certification of Inventory statement and the Annual Insurance Report must be returned to the Inventory Department for verification purposes. Internal Audit, during the course of conducting its annual departmental audits, will verify the accuracy of the departmental certifications and will conduct spot checks.

V. STOLEN EQUIPMENT

A. Stolen equipment must be immediately reported by the department chairperson, director or authorized representative to the Department of Public Safety, followed by a written report outlining a complete description of missing or damaged items, date and circumstances of loss, building and room number, steps taken to recover property and any other relevant information.

B. A copy of this report must be sent to the Inventory Department and the Office of Risk Management & Insurance. Upon receipt of this report, Inventory will remove the equipment from the department's active records and the item will be reflected on the department's annual disposal list as stolen.

C. If government equipment is stolen, a copy of the above referenced report must be forwarded to the Government property administrator via the MSU Contract & Grant Administration Office. Your department could be liable for this government property. (For more information see Page: 224.7)

VI. EQUIPMENT TAKEN OFF CAMPUS

University policy stipulates that equipment owned by the University cannot be taken off campus. Any exception to this policy can only be made with the approval of the department chairperson, director or administrative head prior to written approval from the Secretary of the Board of Trustees. Requests must include a description of the item(s), inventory number(s), off campus location and person responsible for its use while off campus. A copy of the approved request **must** be submitted to the Inventory Department.

VII. GOVERNMENT EQUIPMENT

A. PURCHASING GOVERNMENT EQUIPMENT

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

For further information, see section on "Screening for Research Equipment and Shared Usage", page 224.7.

B. TRACKING GOVERNMENT EQUIPMENT

1. **Tagging.** In addition to the MSU inventory tag, all government-owned equipment, where title remains vested with the Federal Government, will receive a "Property of the U.S. Government" tag. This tag will announce Federal ownership and the accountable Federal agency (DOE, NSF, NAVY, AIR FORCE, etc.) and will be located next to the MSU tag. It is the responsibility of each department that has government-owned equipment to insure that the proper tags are on the equipment and to remove the government tag when title is transferred to MSU. The Inventory Department **must** be notified when title changes so that the inventory records will show the change in ownership.

2. **Annual inventory certification.** During the regular annual inventory, those departments that have government equipment will receive an additional list that will only show the government equipment. This is only to assist you in identifying and locating this equipment.

3. **Annual federal property survey.** Due to the large volume of federal equipment at MSU, the Office of Naval Research comes periodically to perform a random check on government equipment and verify the integrity of the University's inventory system.

C. TRANSFER OR DISPOSAL OF GOVERNMENT EQUIPMENT

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

D. GOVERNMENT FURNISHED EQUIPMENT (GFE)

A copy of all documents concerning each item of government loaned equipment MUST be sent to the Inventory Department AND the Office of Contract and Grant Administration so that the University can comply with the Federal regulations governing the loaned equipment. (See section on "Consignment Equipment, page 224.2)

University inventory numbers will be assigned. Information gathered will be equivalent to all university property and tagged the same as other government equipment. The equipment will be coded as a "loan" in the University's Inventory System.

E. LOST, STOLEN OR DAMAGED GOVERNMENT EQUIPMENT

1. The department could be liable for any lost, stolen or damaged government equipment.

2. Stolen equipment must be reported immediately by the department chairperson, director or authorized representative to the Department of Public Safety.

3. The department must furnish the federal contracting officer with a written report on the lost, stolen or damaged government equipment.

4. This report must be forwarded through the MSU Contract and Grant Administration office and must include a description of the missing or damaged equipment, date and circumstances of the loss or damage, building and room number, steps taken to recover the property and any other relevant information.

VIII. SCREENING FOR RESEARCH EQUIPMENT AND SHARED USAGE

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

(Inventory Department - Continued)

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

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

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

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

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

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

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

Requisitions for equipment with a value in excess of $10,000 shall be accompanied by an Equipment Screening

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

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

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

IX. RESEARCH EQUIPMENT AVAILABILITY

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

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

B. The CONDITION CODES are:
   1=Excellent
   2=Worn but usable
   3=Needs minor repair
   4=Needs major repair

C. Departments will be provided the Research Equipment Availability listing annually. At that time, the list should be reviewed, corrections made on the list, and returned to Inventory for record updating. Departments should notify Inventory of any change in the equipment data; i.e., location, condition, percent of utilization, will share, or person responsible.

D. Reporting requirements and responsibility for submission differ for the various Federal Departments. Contact the Contract and Grant Administration office for details regarding specific contract requirements.

MICHIGAN STATE UNIVERSITY

Consignment Equipment – Gifts

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

Department ______________________ Used by ______________________

Owner or donor ______________________

Owner's address ______________________

Description of equipment with model and serial number ______________________

____

____

____

Estimated value ____________ Check if gift ____________ or loan ____________

Period of loan. From ______________________ To ______________________

Purpose or use ______________________

____

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

____

____

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

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

Mark appropriate boxes –

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

Date of deposit ______________________ Deposit receipt No. ____________

Date ____________ Approved ______________________
Department Chairman

Date ____________ Approved ______________________
Dean

Date ____________ Approved ______________________
Secretary to the Board of Trustees

Req. number ____________ Purchase order ____________ Sheet number ____________

Return this copy to Inventory Department when consignment status changes.

Disposition date: Returned ____________ Purchased ____________ Gift ____________

Remarks ______________________

____
Signature

O-8159

MSU is an Affirmative Action/Equal Opportunity Institution

Stores Stock #140-2498

Michigan State University

EQUIPMENT TRANSFER NOTICE

PURPOSE: CHECK ONE

☐ 1. To transfer equipment to Salvage for no credit
☐ 2. To transfer equipment to Salvage for credit
☐ 3. To transfer equipment to another department for no credit
☐ 4. To transfer equipment to another department for credit
☐ 5. To transfer equipment to an off-campus purchaser (Purchasing Dept. approval required)

Date

RELEASING DEPARTMENT	RECEIVING DEPARTMENT OR PURCHASER
CREDIT ACCOUNT NO.:	CHARGE ACCOUNT NO.:
DEPARTMENT NAME:	DEPARTMENT NAME:
EQUIPMENT LOCATION:	EQUIPMENT LOCATION:
TELEPHONE NUMBER:	TELEPHONE NUMBER:

DESCRIPTION	Original Purchase Account Number	MSU Equipment Inventory Number	Inventory Department Use Only	Credit Amount (If Sold)

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

INSTRUCTIONS

1. **Refer to the Manual of Business Procedures, Section 300, for regulations covering the use of this form.**
2. **Form to remain intact until all necessary signatures have been obtained.**
3. **When completed by Receiving Department, please distribute as follows:**

White — **Salvage**
If checked No. 1 and No. 2 above
If checked No. 3 recycle copy
Accounting, if checked No. 4, or 5 above, (if No. 5 attach payment check) Accounting Dept., 360 Admin. Bldg.
Canary — Releasing Department
Pink — Receiving Department or Off-Campus Purchaser
Goldenrod — Inventory Department

EQUIPMENT SCREENING CERTIFICATION

Requisition No.____________________ Department ____________________________

Source of Funds (Budget Number)____

Equipment Description:____

____

____

____

____

CERTIFICATION

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

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

____
Department Chairperson Date

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

____
Dean or Equivalent Unit Director Date

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

____
Vice President for Research Date
and Graduate Studies

THE FOLLOWING IS TO BE COMPLETED IF ANY PART OF THE ABOVE ITEM(S) ARE TO BE PURCHASED FROM FEDERAL GOVERNMENT CONTRACT OR GRANT FUNDS.

This certifies that the items(s) of equipment listed above is required for conducting the research of the project funded by the grant to which the cost is to be charged.

____
Signature of P.I. (or Project Representative)

6/8/87

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 I, situated in the east 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 10:45 p.m., Sunday through Thursday, and at 5:45 p.m. Friday and Saturday. These centers are closed during term breaks. Hours may vary.

III. Patrons can copy their own materials 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 five dollars 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, 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, the Mathematics Library, or the Physics-Astronomy 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.

Michigan State University

MANUAL OF BUSINESS PROCEDURES

MICHIGAN STATE UNIVERSITY PRESS

I. General

Michigan State University Press is located in Suite 25, Manly Miles Building, 1405 South Harrison Road, East Lansing, Michigan 48823-5202. Office hours are 8:00 a.m. to noon and 1:00-5:00 p.m. weekdays, on the days the university is in operation.

Telephone:	(517) 355-9543
Fax:	(800) 678-2120
	336-2611 (in the greater Lansing area)
E-Mail:	MSP02@MSU.EDU

II. Services Offered

A. Michigan State University Press, a member of the Association of American University Presses, serves as the scholarly publishing arm of the University. Consonant with MSU's Land-Grant mission and its stature as a member of the Association of American Universities, MSU Press's primary function is to publish the results of research and intellectual inquiry undertaken by scholars.

B. A manuscript, prospectus, or query letter may be sent to the Press for consideration any time. After an initial evaluation by the Press editorial staff, works submitted for publication are subject to peer review by scholars in the relevent field of specialty. In addition, these works will undergo evaluation by the MSU Press Editorial Advisory Board, after which the Press will make a determination of suitability for publication.

C. MSU Press will market, sell, and otherwise make available its books to scholars, libraries, and to members of the informed reading public. A catalog of the Press's in-print, published works is available on request.

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 8:00 am to 5:00 pm; during the summer and between semesters, these hours may vary. The telephone number is 3-3960. 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 3-8670 or 3-9810.

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 3-9011.

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; photo CD 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** only 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 3-9011.

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; stat photographs, hand-lettered certificates; banners; vinyl lettered signs; posters; brochures; fliers; newsletters; nameplates; nametags; and sign production in accordance with the provisions of the American Disabilities Act (ADA), including complete building signage systems. A Desk-top publishing option with an optical scanner is available for development of camera-ready, printer ready copy. Graphic Services also maintains an area for the construction and fabrication of props and displays for use at conventions and trade shows, as well as by the departments themselves. These services are available on a fee basis, which includes materials, labor and consultation. For more information call 3-8670.

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 3-9229.

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 classroom 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 3-3960.

F. **Photographic Services**

1. 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; and medical and scientific photography.

2. A wide variety of Computer Graphics services are available through the Instructional Media Center. These services include computer generated slides, color and black and white transparencies and prints. These can be created for you or produced from your files. It is advisable to contact us prior to creating your first set of images so that we can advise you on the best method creating the file types we need.
3. Pressure sensitive labels are also available in sizes ranging from 1" x 1" up to 5" x 10", made to customer specifications.
4. 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. **<u>Technical Services</u>**

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 IMC 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. The use by Faculty, Staff and Students of departmental account numbers is the responsibility of each department.

PURCHASING DEPARTMENT

I. GENERAL POLICY

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

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

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

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

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

II. PURCHASE REQUISITION

A. Form

The requisition is a numbered form which can be obtained from General Stores, stock order #140-2674 (see exhibit I, pages 270.8 and 270.9).

B. Purpose

1. This form is used to request equipment, materials, supplies or certain services from an off-campus source.

2. A purchase requisition is not required to obtain materials and supplies from General Stores with the exception of Ethyl Alcohol (see Stores, Section 220).

C. Preparation

1. Instructions for completing the requisition are listed on the back of the yellow copy of the form (see page 270.9). The form is designed for double space typing. Please type only on the lines provided. Attach a plain bond sheet(s) if an additional page is necessary.

2. Each department is responsible for determining that funds are available to cover the cost of the purchase.

D. Authorized signatures for purchases and expenditures

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

E. Distribution

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

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

3. The Accounting Department will review the requisition for authorized signatures and availability of funds. The requisition is then returned to the Purchasing Department for preparation of the Purchase order.

III. Purchase Order

A. Purpose

1. To officially authorize a supplier to deliver and charge the University for equipment, materials and/or services (see pages 270.10 and 270.11).

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

3. Section 76 of the Manual, "Independent Contractors", addresses a special form which must be completed to formalize personal services relationships with unincorporated contractors and all providers of medical and/or computer programing services (whether incorporated or not).

4. With the exception of contracts for medical or computer programing services, contracts with incorporated independent contractors (specifically those contractors whose legal entity name includes its "incorporated" designation) should be formalized using a purchase requisition and University purchase order. This would include those payees having the designation "incorporated", "inc." or "corp." in their name.

B. Preparation

The purchase order is issued and distributed to the requisitioning department via Campus Messenger Service.

C. Shipping Inquiries

Questions concerning an order, up to the time of delivery and acceptance of the materials, or services, should be directed to General Stores, Expediting Section, telephone 355-1700 ext 186.

D. Distribution

1. Purchase order copies are distributed as follows:

   a. Supplier

   b. Accounting Department (payment file)

   c. Purchasing Department (numerical)

   d. Purchasing Department (alphabetical file)

   e. General Stores (Receiving)

   f. General Stores (Expediting)

   g. Inventory Department

   h. Requisitioning Department

2. Department Copies

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

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

E. Receipt of Damaged Materials

1. Damaged materials with a value in excess of $25.00 should be reported immediately upon receipt to General Stores, Receiving Section, telephone 355-1700.

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

3. A General Stores representative will arrange for the transfer of materials to the Receiving Section.

F. Open Purchase Orders

1. These orders are issued to cover certain supplies, services or emergency repair items for frequent small purchases which are not available from an on-campus source and the Purchasing Department agrees that the establishment of an open order will best serve the interests of the University.

2. Open orders cover a specified period of time and are restricted to a fixed dollar amount.

3. Equipment items (expenditure code 090) cannot be charged against open orders. (The only exception is for computer orders facilitated through the Computer Laboratory.)

4. Requests to establish open orders should be directed to the Purchasing Department.

5. General Stores has more than 300 open orders with local suppliers. These facilities should be utilized whenever possible (see Stores, Section 220 for ordering procedures).

G. Emergency Orders

1. These orders will be handled on a rush basis. Emergency orders should be so designated and restricted to cases involving the breakdown of equipment, or where human or animal life is endangered.

2. Call the Purchasing Department, telephone 355-0357. After explanation of the nature of the requirement, you will be referred to the appropriate buyer who will place the order in the most expeditious manner.

3. Materials that can be obtained locally can be picked up by a Stores truck and delivered where requested. Call 355-1700 and provide an account number to arrange pickup.

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

H. Vendor Exhibits On Campus

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

I. Maintenance Service Contracts

1. Departments desiring a maintenance service contract for equipment to be serviced periodically, should sign a Maintenance Service Contract Notice, Form No. CO-ge-15c (see Exhibit V, page 270.14) and indicate:

   a. Type of equipment

   b. Serial number

   c. Period covered

   d. Location of unit

   e. Account name and number

2. If the company fails to make the inspection(s) noted by the contract, an appropriate credit will be claimed by the Purchasing Department and returned to the department that paid the charge.

3. Renewal notices sent to the department upon expiration of contracts should be forwarded to the Purchasing Department for continuance or termination.

4. When a contract is terminated due to sale, trade-in, transfer of equipment, or any other purpose, notify the Purchasing Department immediately. If contract is terminated prior to expiration date, a proportionate refund will be obtained by the Purchasing Department and returned to the account originally charged.

IV. RETURNING MERCHANDISE TO VENDORS

A. Form

The Material Return Slip and/or Shipping Permit, Stores stock order #140-2562, is a six-part form (see Exhibit III, page 270.12).

B. Purpose

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

C. Preparation

1. The form must be completely filled out by the department. A full description of the articles being returned should be given so that if the shipment is lost, a claim can be filed with the carrier.

2. Particular attention should be given to completing the following blocks on the form:

   a. Material received on purchase order number

   b. Account number

   c. Dollar value of shipment

   d. Authorized signature

D. Distribution and Routing

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

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

3. Purchasing Department must obtain approval from the vendor before materials can be returned. Therefore, do not return materials directly to the vendor before approval is granted.

4. After approval, if required, the Purchasing Department will forward the first five copies of the MR to Stores. If not approved, the copies will be returned to the department with an explanation for disposition of the materials.

5. Stores will pick up the materials and leave the green copy with the department. The green copy will indicate driver's name and the date of pick up.

6. The pink copy will be returned to the vendor with the materials and is used as a packing slip.

7. Stores will indicate the shipping information on the white and blue copies. The blue copy is retained by Stores and filed alphabetically by vendor.

8. The white copy is forwarded to the Accounting Department where a debit memo is prepared. The amount of the debit memo will be deducted from the next invoice processed for that vendor. A copy of the debit memo will be forwarded to the department (see Exhibit IV, page 270.13). The account originally charged will receive credit, if the amount is $10 or more. In those cases where the original payment was made from funds budgeted for a prior year, credit will not be given.

9. Departments inquiring about the status of the materials should call:

   a. The Purchasing Department, telephone 355-0357 prior to the time that the materials are picked up.

   b. Stores, telephone 355-1700, after the materials have been picked up.

E. Alternative to Item IV A above

   1. For small packages such as research grant proposals, etc., an MR permit number will not be necessary for shipment via Federal Express, Emery Air, Purolator, etc. Please refer to Section 220.16 for information on "Quick Ship (QS) form.

TELEPHONE SERVICE, DIRECTORY INFORMATION AND TELEPHONE CHARGES

I. PURPOSE OF THE SECTION

To detail procedures for directory information changes, telephone equipment changes and telephone service charges.

II. GENERAL

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

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

C. For information on monthly telephone charges, see Item V below or call 355-3375.

III. TELEPHONE DIRECTORY INFORMATION CHANGES

A. The Personnel Action Notice (PAN) or Address Information Notice (AIN) is used to change directory information for employees and persons affiliated with MSU for the University telephone listing and in other unpublished directories. The information is updated regularly; timeliness and accuracy depend on prompt and accurate input from University departments. Departments can obtain information by calling the Office of Academic Personnel Records at 355-1526 for faculty and academic personnel, Human Resource Information Systems at 353-4330 for non-academic personnel and Registrar's Office at 353-4490 for graduate assistants and MSU associates.

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

UNIVERSITY RELATIONS

Mission Statement

As advocates and messengers of Michigan State University's land-grant mission and policies, the Division of University Relations is designated to provide and coordinate public relations consultation, expertise, and products that communicate with the University's internal and external publics.

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 MSU News Bulletin office is in 120 Linton Hall; the MSU 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 MSU 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, 113 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)

SPORTS INFORMATION

The Sports Information Office serves as the liaison between the Department of Athletics and the local and national news media: newspapers, radio and television stations, magazines, specialty publications, and wire services. The staff initiates and assists news coverage for the 25 varsity sports through weekly press releases and information sent to athletes' home town media. Sports Information coordinates, with the Athletic Department, weekly press conferences for revenue-producing sports. All MSU athletic events are staffed by Sports Information personnel, who compile statistics and send information to media following each game.

A. The Sports Information office is located in 116 Linton Hall. The main telephone number is 355-2271. A "Spartan Hotline," **353-7990**, offers scheduled coaches' remarks and sports updates.

B. Publications include annual media guides for each sport, game programs for their events, brochures, flyers, and printed material for the Department of Athletics.

C. Sports Information obtains, through the Broadcast/Marketing/Photo unit, photos and slides for use in their publications, also public service videos and MSU features that are aired during football and basketball games throughout the year.

D. The staff makes regular contact with area and statewide media through press releases, press conferences, personal contact at sporting events, and with national media. The staff works closely with the coaches, seeking the best means to facilitate media interest in their sport.

PUBLICATIONS AVAILABLE:

Programs sold at football, basketball and hockey games; media guides. These are available in the Sports Information office.

(continued)

UNIVERSITY PUBLICATIONS

The office of University Publications produces student recruitment, institutional advancement, promotional, and scholarly publications, as well as graphic identity materials (e.g., logos and letterhead) 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 paper, 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.

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. Proposals involving new space, alterations, or renovations of existing space and/or facilities require approval of the Office of Facilities Planning and Space Management.

10. One copy of the proposal should be prepared for each person signing the transmittal sheet in addition to those required by the sponsoring agency.

11. A "Transmittal Sheet for Request for Contract, Grant or Gift Support" (see example, page 315.7) 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.

12. Sufficient time for processing within the University should be allowed so that the Office of the Vice President for Finance and Operations and Treasurer (Contract and Grant Administration) has two days to review the proposal and the Office of 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.

13. 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 <u>before</u> the agreement is completed.

E. 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. NONCASH GIFTS/GIFTS-IN-KIND (SECURITIES, REAL ESTATE, MINERAL INTERESTS, OR OTHER PERSONAL PROPERTY).

A. Gifts of real and personal property and gifts-in-kind must be documented on a Consignment Equipment-Gift Form (see page 315.10) and approved by the Secretary to the Board of Trustees for submission to the Board for acceptance. The Office of University Development or the MSU Foundation is to be contacted immediately if gifts of this nature are contemplated. All property or equipment received by the University as a <u>loan</u> should be processed according to instructions on page 224.2, item C.

B. A donor must have a written appraisal from an independent, qualified appraiser for gifts of $5,000 or more. The appraisal must conform to current IRS guidelines. It is the donor's responsibility to secure, arrange and pay for appraisals of gift property, with assistance from University Development. The University may request a second independent appraisal or may require its own appraisal prior to establishing gift value. Contact University Development or the MSU Foundation for further information.

C. <u>Tax Requirements</u>: Internal Revenue Form 8283, Noncash Charitable Contributions, is required from a donor if the gift is over $500. This form must be signed by the MSU Foundation if the gift is over $5,000.

The Internal Revenue Service requires Form 8282 to be completed when the donated property over $500 has been sold, exchanged, consumed or disposed of within two years after the date the original donee received the property. The MSU Foundation must be notified of any disposition of noncash gifts within the first two years so that they may prepare the proper notification. <u>NOTE</u>: The donor receives a copy of this form. If the selling/disposal price is much lower than the gift value, the donor's charitable gift value <u>could</u> be challenged.

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. <u>Grants or Contracts</u> - 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. <u>Gifts</u> - 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. <u>Scholarship and Loan Gifts</u> - Forms should be submitted for approval in the following order:

a. Office of Financial Aids
b. Vice President for University Development

V. CONSIGNMENT EQUIPMENT - GIFTS (General Stores, stock number 140-2498; see sample, page 315.10). This form should be processed **after** the gift-in-kind has been received by the University. Documentation for the gift-in-kind (appraisals, etc.) should be attached. Include your common unit code, date **received**, and required signatures as follows:

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 <u>MSU News Bulletin</u> as well as through information provided to departmental and Deans' offices.

B. Final approval for all gifts, grants or contracts presented to the University <u>must</u> 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).

<u>Departments and colleges are not permitted to deposit or cash checks</u>.

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.

SUPPLEMENTARY STATEMENT REGARDING DISPOSITION OF PATENTS

Except as otherwise provided, any discovery or invention which results from research carried on by, or under the direction of, any employee of the University and having the cost thereof paid from University funds or from funds under the control of, or of the employee's duties with the University, or which has been developed in whole or in part by the utilization of University resources or facilities, shall belong to the University and shall be used and controlled in such a manner as to produce the greatest benefit to the University and the public.

Any proposed deviation from this standard University patent policy shall be referred to the Vice President for Research and Graduate Studies.

Lease, Lease-Purchase and Installment Purchase Agreements

I. EXECUTION OF AGREEMENTS

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

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

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

II. EVALUATION CRITERIA

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

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

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

2. Title is transferred to the University.

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

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

III. ACCOUNTING

A. Year end balances will <u>not</u> be carried forward to cover 091 encumbrances.

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

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

C. Payments under agreements which are exclusively rental in nature (no option to purchase available) will continue to be accounted for as supplies and services (052 object code).

IV. AMENDING EXISTING AGREEMENTS - if a department wishes to either amend a rental/lease agreement to incorporate a purchase option, or to consummate a rental/lease agreement with a purchase, a requisition must be submitted to Purchasing advising them of the proposed change.

U.S. MAIL AND POSTAGE CHARGES

MAIL PROCESSING is located in 113 Angell University Services Building, 133 Service Road - telephone, 355-1700 ext 216; fax, 355-4484.

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

C. A complete list of the University's zip+4 codes can be found in the back of this section.

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.

<u>**U.S. MAIL AND POSTAGE CHARGES**</u> (continued)

B. General Mail Preparation

Improperly sorted or prepared mail will result in delays and could result in the return of your mail.

1. **Mail Sorting**
   The primary sort of the University's mail must be done at the departmental level. Campus mail, stamped mail and mail requiring metering at Mail Processing must be kept separate.

   NO PERSONAL MAIL should be sent through the University system. Please deposit personal mail in designated USPS drop boxes.

2. **Mail Cards**
   Each letter, group of letters or parcels sent to Mail Processing must be accompanied by the appropriate "Mail Service Request" card. The "Green" card for domestic mail and the "White" card for International mail, see page 325.5. Be sure the card is secured to the mailing (rubber bands are preferred).

   The top of the "Mail Service Request" card must be completed with the appropriate department name, account number and authorized signature. Designate the method (First-Class, Third-Class, etc.) or write the desired service in the space provided. If nothing is designated, Mail Processing will use its own discretion.

3. **MSU Return Address**
   All mail to be processed through Mail Processing MUST have a Michigan State University return address on the envelope or parcel.

4. **Sealing Policy**
   Individual Mail 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.

   For the security of your mail, all bulky #10 business envelopes should be sealed by your department.

   All flats **must** be sealed by your department. Flats are envelopes that are larger than the standard #10 business envelope. These should be sealed with tape or glue, **NOT staples**, and envelopes with metal clasps should not be used.

U.S. MAIL AND POSTAGE CHARGES (continued)

5. **Service Endorsements**
   All flats, packages and foreign mail must be endorsed with the appropriate type of service.

   Sample endorsements:

First Class	Library Rate
Air Mail	Printed Matter
Parcel Post	Special 4th Class Book Rate

6. **"Specialty Item" Mailings**
   Letter mail and its contents need to be reasonably flexible and flat, to ensure proper transport through Mail Processing's equipment and the USPS automated system. Because they can cause damage to mail and the equipment, pens, pencils, keys, booster buttons, lapel pins and other rigid items should not be included in letter mail. To assure deliverability of this type of mail, please use padded mailers (available at Stores).

7. **USPS Size Standards**
   a. All pieces must be at least .007 inch thick, and
   b. All pieces that are 1/4 inch or less in thickness must be:
      (1) Rectangular in shape,
      (2) At least 3 1/2 inches high, and
      (3) At least 5 inches long.

   Note: Pieces greater than 1/4 inch thick can be mailed even if they measure less than 3 1/2 by 5 inches.

   Packages over 70 pounds are non-mailable. See Stores Section 220 for shipping instructions.

8. **USPS Non-Standard Surcharge**
   First-Class mail and single piece third-class mail weighing one ounce or less is considered as "non-standard" mail by the United States Postal Service and is subject to a $0.10 surcharge in addition to the applicable postage if:

   a. Any of the following dimensions are exceeded:
      Length - 11 1/2 inches,
      Height - 6 1/8 inches,
      Thickness - 1/4 inch, or

   b. The length divided by the height is not between 1.3 and 2.5, inclusive.

<u>**U.S. MAIL AND POSTAGE CHARGES**</u> (continued)

C. International Mail Preparation

1. International mail must be kept <u>separate</u> from domestic mail so it will not delay dispatch due to insufficient postage. **Please use the WHITE "International Only" mail card.**

   Postage rates to Canada and Mexico are less than other foreign countries. To assure that the proper postage is applied, please use a separate white mail card and note "Canada" or "Mexico" on the front.

2. All classes of mail going to foreign countries require special rates of postage and handling requirements may vary by destination. Mail that is not considered printed matter, business papers, or First-Class correspondence may require special custom declaration forms. If you have any questions on what may require these special forms, please call Mail Processing prior to mailing.

3. All mail going to foreign countries must be enveloped or wrapped (except post cards).

4. All foreign mail should be sealed by your department.

5. Foreign mailings should have the country name, printed in capital letters, as the only information on the bottom line. The postal delivery zone, if any, should be included with the city. For example:

   MR THOMAS CLARK
   117 RUSSELL DRIVE
   LONDON W1P6HQ
   ENGLAND

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.

IV. Campus Mail Service

For information on Campus Mail Service, see University Stores Section 220.

MAIL SERVICE REQUEST CARDS

The GREEN "Mail Service Request" card is for domestic mail only. Domestic mail is mail transmitted within, among, and between the United States; its territories and possessions, Army/Air Force (APO) and Navy (FPO) post offices. The term "territories and possessions" include Guam, Puerto Rico and the U.S. Virgin Islands. Stores Stock Number 140-2557.

Department Name | Account Number | Classification Code

MICHIGAN STATE UNIVERSITY
MAIL SERVICE REQUEST

Date ____ Approved by: ____ Signature

U.S. Mail Only

First Class ☐
Third Class ☐
Parcel Post ☐
Spec. Fourth ☐
Other ____
Specify

Includes:
Guam
Puerto Rico
U.S. Virgin Islands

CAMPUS MAIL ROOM ONLY
POSTAGE CHARGES

____
____
____
____
TOTAL

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 O-12464
MSU is an Affirmative Action/Equal Opportunity Institution
Stock No. 140-2557

The WHITE "Mail Service Request" card is for international mail only. International mail is mail sent to all foreign countries, which includes Canada and Mexico. Stores Stock Number 140-2559.

Department Name | Account Number | Classification Code

MICHIGAN STATE UNIVERSITY
MAIL SERVICE REQUEST

Date ____ Approved by: ____ Signature

INTERNATIONAL ONLY

DOMESTIC
First Class ☐
Third Class ☐
Parcel Post ☐
Spec. Fourth ☐
Other ____
Specify

INTERNATIONAL
Air Mail ☐
Surface ☐
Books ☐
Printed Matter ☐

CAMPUS MAIL ROOM ONLY
POSTAGE CHARGES

____
____
____
____
TOTAL

Service Endorsements Must Also Be On Packages and Flats

THIS CARD **MUST** BE SIGNED AND ATTACHED
TO ALL MAIL THAT YOU WISH PROCESSED.

C-20064
MSU is an Affirmative Action/Equal Opportunity Institution
Stock No. 140-2559
Printed by Michigan State University Printing Services

48824 ZIP+4 CODES

ABRAMS PLANETARIUM	1324
AGRICULTURE HALL	1039
ANGELL UNIVERSITY SERVICES BLDG	1234
ANTHONY HALL	1225
AUDITORIUM	1120
BAKER HALL	1118
BERKEY HALL	1111
BESSEY HALL	1033
BIOCHEMISTRY	1319
BIOLOGY RESEARCH CTR	1320
BRESLIN STUDENT EVENTS CTR	1003
CENTRAL SERVICES	1001
CHEMISTRY	1322
CHITTENDEN HALL	1023
CLINICAL CTR	1313
COMMUNICATION ARTS & SCIENCES	1212
COMPUTER CTR	1042
CONRAD HALL	1327
COOK HALL	1024
COWLES HOUSE	1000
CYCLOTRON	1321
DAUGHERTY FOOTBALL BLDG	1214
DEMONSTRATION HALL	1028
ENGINEERING BLDG	1226
EPPLEY CTR	1121
ERICKSON HALL	1034
EUSTACE HALL	1041
FARRALL AGRICULTURAL ENGINEERING HALL	1323
E FEE HALL	1316
W FEE HALL	1315
FOOD STORES	1233
GILTNER HALL	1101
GROUNDS HEADQUARTERS	1216
HANNAH ADMINISTRATION BLDG	1046
HUMAN ECOLOGY	1030
INTERNATIONAL CTR	1035
INTRAMURAL-RECREATIVE SPORTS-CIRCLE	1049
INTRAMURAL-RECREATIVE SPORTS-EAST	1375
INTRAMURAL-RECREATIVE SPORTS-WEST	1026
JENISON FIELDHOUSE	1025
KEDZIE HALL-NORTH	1031
KEDZIE HALL-SOUTH	1032
KELLOGG CTR	1022
KRESGE ART CTR	1119
LAUNDRY BLDG	1218
LIBRARY	1048
LIFE SCIENCE-UNIT 1	1317

48824 ZIP+4 CODES

LINTON HALL	1044
MANLY MILES BLDG	1230
MARSHALL HALL	1038
MEATS LABORATORY	1236
MORRILL HALL	1036
MUNN ICE ARENA	1051
MUSEUM	1045
MUSIC	1043
MUSIC PRACTICE	1053
NATURAL RESOURCES	1222
NATURAL SCIENCE	1115
NISBET BLDG	1229
OLD BOTANY	1040
OLD HORTICULTURE	1112
OLDS HALL	1047
OLIN MEMORIAL HEALTH CTR	1037
OYER SPEECH & HEARING CLINIC	1220
PACKAGING LABORATORY	1223
PAOLUCCI BLDG	1110
PESTICIDE RESEARCH CTR	1311
PHYSICAL PLANT SHOPS & OFFICE	1215
PHYSICS-ASTRONOMY	1116
PLANT AND SOIL SCIENCE	1325
PLANT BIOLOGY LABORATORIES	1312
PSYCHOLOGY RESEARCH	1117
PUBLIC SAFETY	1219
PURCHASING	1232
RESEARCH COMPLEX-ENGINEERING	1326
SALVAGE BLDG	1227
SIMON POWER PLANT	1217
STUDENT SERVICES	1113
TROUT FOOD SCIENCE BLDG	1224
UNION BLDG	1029
URBAN PLAN-LANDSCAPE ARCH/INSTRUCT MEDIA	1221
VETERINARY MEDICAL CTR	1314
WELLS HALL	1027
WHARTON CENTER FOR PERFORMING ARTS	1318
WILLS HOUSE	1050

48825 ZIP+4 CODES

ABBOT HALL	1104
E AKERS HALL	1302
W AKERS HALL	1304
ARMSTRONG HALL	1006
BAILEY HALL	1007
BRODY HALL	1018
BRYAN HALL	1019
BUTTERFIELD HALL	1021
CAMPBELL HALL	1013
N CASE HALL	1205
S CASE HALL	1210
EMMONS HALL	1017
GILCHRIST HALL	1010
E HOLDEN HALL	1206
W HOLDEN HALL	1211
E HOLMES HALL	1107
W HOLMES HALL	1115
N HUBBARD HALL	1303
S HUBBARD HALL	1305
LANDON HALL	1008
MARY MAYO HALL	1011
MASON HALL	1103
E MCDONEL HALL	1108
W MCDONEL HALL	1114
OWEN GRADUATE HALL	1109
PHILLIPS HALL	1105
RATHER HALL	1020
E SHAW HALL	1110
W SHAW HALL	1113
SNYDER HALL	1106
VANHOOSEN HALL	1111
WILLIAMS HALL	1012
E WILSON HALL	1208
W WILSON HALL	1212
N WONDERS HALL	1207
S WONDERS HALL	1209
YAKELEY HALL	1009

PUBLICATIONS JOINTLY FUNDED BY THE GENERAL FUND AND A REVOLVING ACCOUNT

Publications to be jointly funded by the General Fund and a revolving account must have prior written approval of the Dean/MAU Head. All applicable publication expenditures should be charged to the revolving account with a subsequent transfer of expenditures to the other supporting accounts.

When there is General Fund support for a publication funded jointly, any revenues received in excess of costs charged to the revolving account plus estimated revision costs, if applicable, should revert to the General Fund until the General Fund portion has been refunded. Then all remaining revenue thereafter becomes the property of the revolving account which will be subject to the conditions of the account request form.

Exceptions to the policy must have prior written approval of the Provost.

RETENTION OF FISCAL RECORDS

I. DEFINITION

Fiscal records are those records that directly pertain to carrying out the business affairs of the University. Examples of the type of records included are: Ledgers and all supporting documents, Financial Reports, Payroll Documents, Paid Invoices, Service Unit Charge Detail, etc.

Retention of nonfiscal records is detailed in Section 340 of this manual.

II. GENERAL GUIDELINES

The retention of fiscal records for departments within the University is subject to several general guidelines.

A. The Accounting Department in the Controller's Office maintains the basic business documents of the University for a period of seven years to support federal audit. These documents include all documents related to revenues, expenditures, and transfers shown on the monthly ledgers that are provided to them by the department in processing the original transaction.

B. <u>Departmental copies</u> of fiscal records maintained by the Accounting Department should be retained fifteen months past the end of the fiscal year to facilitate departmental audits. Departments may wish to keep these records longer for the sake of convenience, particularly if there is a continuing need to refer to them. This should be kept to a minimum due to the cost of additional filing space.

   <u>Originals</u> of fiscal records not included with the documents sent to the Accounting Department when the transaction was originally processed, should be kept a minimum of four years (seven years if related to a federal contract or grant) past the end of the fiscal year to facilitate federal and state audits. Examples of these types of records include employee time records, job cost sheets, etc.

C. Service units <u>must</u> provide back-up documentation for ledger charges, for a period of <u>seven years</u>, if the nature of the charges is not readily discernible from the ledger description. Alternatives to this must be arranged between the service unit and the Office of Contract and Grant Administration. Information in support of charges must be available to permit federal audit for the appropriate period of time.

D. These guidelines have been approved by the director of the University Archives and Historical Collections. Units following these guidelines need not seek prior approval from the director of the Archives before destroying such fiscal records.

E. If you have a question concerning retention of fiscal records, please address it to: Office of Financial Analysis, 394 Administration Building, telephone number 355-5029.

<u>RETENTION OF NONFISCAL RECORDS</u>

I. **DEFINITIONS**

A. Official University records include all correspondence, reports, administrative documents, meeting minutes, personnel and student records, publications, photographs, maps, drawings, and plans, and taped recordings, films, machine-readable records, data and electronic mail, that have been made or received by any unit in connection with its operations.

B. Inactive records are those records, in whatever format, which must be retained for legal, administrative, fiscal, or historical reasons beyond their immediate purpose, and which are not referred to more than a few times per year.

II. **BOARD OF TRUSTEES RESOLUTION**

A. In 1969, the MSU Board of Trustees resolved that inactive records having long-term or permanent value should be transferred to the University Archives and Historical Collections.

B. Inactive records which need not be preserved are to be destroyed only with the joint approval of the unit head and the director of the University Archives.

III. **PROCEDURES FOR TRANSFERRING RECORDS TO THE ARCHIVES**

A. Procedures for the efficient transfer of records to the Archives are detailed in the <u>MSU Records Management Handbook, 1989</u> available free of charge from the Archives.

B. Good management of official MSU records requires the establishment of specific retention schedules for records created and maintained in all units of the University. Records retention schedules may be produced by individual units or on behalf of units by Archives staff. However, such schedules **<u>must</u>** have the signed approval of both the unit head and the Archives director.

C. Boxing official inactive records and preparing box inventories is the responsibility of the unit transferring records to the Archives.

IV. **RESTRICTIONS AND ACCESS TO RECORDS IN THE ARCHIVES**

A. When necessary, access to records in the Archives may be restricted. Access restrictions may vary widely, but should be based on the University's written Freedom of Information Policy, copies of which are available from the Archives.

B. University departments and offices may have their own records returned from the Archives, usually within three business days. Emergency requests may be returned within one business day.

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