

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

August 12, 1994

TO: Deans, Directors, Chairpersons and Executive Managers
FROM: R. T. Rollis, Jr., Controller *R.T. Rollis, Jr.*
SUBJECT: ANNUAL UPDATE TO THE MSU MANUAL OF BUSINESS PROCEDURES

Revisions to the Manual of Business Procedures dated March 31, 1994, and July 1, 1994, are enclosed. Pages of the sections referenced below should be substituted for corresponding pages with earlier dates. An updated listing of section/page numbers and the appropriate dates is provided to establish exactly what comprises an up-to-date manual. Table of Contents and Indexes are also included for both volumes.

Brief explanations of the changes follow:

VOLUME I

Section 5 - Addition of "81" account series for endowment principal and income accounts.

Section 12 - Cooperative Extension Service (CES) to Michigan State University Extension (MSUE).

Section 15 - Typographical error corrected.

Section 16 - In item E, note period between Spring and Summer semesters in which checks presented by students drawn on banks located in Lansing or East Lansing will not be cashed. Service charge for any check returned unpaid for any reason in item G increased to \$18.

Section 23 - Revised procedures on the issuance of excess fellowship and scholarship refund checks (third paragraph of item IV.,B). Note the documents that Nonresident Aliens will be asked to provide to the Office of Fees and Scholarships. Also, questions concerning the information reported on Form 1042S should be addressed to the Office of Fees and Scholarships (not Payroll) at 355-5050.

Section 25 - Field Trips expenses, according to Board of Trustees policy, should be covered by the participating students or by specifically designated gifts for field trips or funds in a Gift and Grant account (31-1000 - 31-1399). Other revisions clarify Field Trip procedures based on how the Field Trip is being funded. The Field Trip Office is located in Room 140, Administration Building.

Section 30 - Effective Fall Semester 1994, student identification cards will be handled by the Registrar's Office. Section 30 provides information on

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faculty-staff identification cards only. Also, item IV,F has been added to define "spouse" eligibility for ID cards.

Section 35 - Section revised and reworded; additional instructions on incident reporting. The following forms have been revised - departments should be sure to use current forms: Injury/Property Damage Report for Non-Employees (Pages 35.9 & 35.10) and Michigan State University Automobile Accident or Loss Notice Report (Pages 35.12 & 35.13).

Section 40 - Revision of CES to MSUE.

Section 46 - Editorial correction to name of Office of Financial Aid. Revised Journal Voucher form for on-campus housing (Page 46.8).

Section 50 - Revision of Michigan sales and use tax to 6%. A new item (VI,B) for departments that include sales or use tax in their price. A new tax collection schedule is provided (Page 50.4).

Section 53 - This section was revised January 1, 1994, and mailed to departments February 22, 1994. At this time, pages 1 - 5 are being sent; the dates on the pages reflect the time of the revisions. Note item III,C: The IRS has not issued the revised version of Form 4782, "Employee Moving Expense Information," for 1994; for the interim, departments are required to fill out the MSU form, "Employee Moving Expense Summary." Mileage rate updated in item III,F,2,b.

Section 55 - "Late fee charge" changed to "special handling fee" in item VI. New sample of IRS Form W-4 (MSU) for 1994 is provided.

Section 60 - Petty Cash funds may be picked up at the Cashier's Office or can be disbursed by mail. If more than one request is made for Petty Cash funds, by a single custodian, the request will be consolidated into one petty cash advance note. The custodian is the payee on a reimbursement voucher to replenish the petty cash fund.

Section 70.1 - Revised Table of Contents for Travel Regulations section.

Section 70.I - Exceptions to travel eligibility must be approved, in advance, by the Office of Planning and Budgets (item I,B) and exceptions to University travel regulations must be authorized, in advance, by the Controller's Office (item I,C,4). Information on travel eligibility of aliens added (item I,B). Item I,C,5 states that if spouse travel is approved, the expense reimbursement may result in taxable income to the employee.

Section 70.II - Rental car expense reimbursement criteria has been clarified in item C,4,a. Rental cars should be mid-size or smaller when available. Please note clarification of Reimbursement for Nonrefundable Air Tickets (E,7) as well as a new item (E,8) added on Reimbursement for Tips.

Section 70.IV - Item A,3 requires substantiation of foreign currency exchange transaction rates. When travel is by rail, the fare may not exceed the lowest available fare and most direct, expeditious route (item C,3). Note changes to "Procedures" under Special Foreign Travel Fund (item H).

Section 70.V - Item B,2,d concerning overnight travel and meal per diem reimbursement, has been rewritten. New item (E,3) states that employees whose international travel is funded by U.S. Agency for International Development contracts must be covered by Medical Emergency Evacuation insurance.

Section 70.VI - Reimbursement Chart and Selected Travel Policies and Procedures revised with the new mileage rate of 29 cents effective 7/1/94; allowance for daily parking is now \$4.00. Federal Key Cities meal per diem rates chart expanded. In-State and Out-of-State One-Way Mileage charts revised.

Section 75 - New item (I,A,2,i) concerning payment for food purchased off campus (while not in travel status) in excess of \$100; clarification on reimbursement for purchases of food, meals, lodging (while not in travel status) for University guests (item III,A,2). Item C,5 requires substantiation of foreign currency exchange transaction rates. Further revisions to this section may be necessary and will be mailed when finalized.

Section 76 - Updated IRS Forms 8233 and 4224 (form 4224 is a two-page document). Four countries added to the tax treaty list (76.13). Additional revisions are pending; updates to section will be mailed when finalized.

VOLUME II

Section 200 - Alterations and improvements of facilities are under the jurisdiction of the Office of Planning and Budgets, 325 Hannah Administration Building.

Section 205 - The MSU Book Store minimum handling charge for books increased to \$3.00 (previously \$2.00).

Section 210 - Requests to AIS for office systems services should be addressed to the AIS Department, Attention, Consulting and Integration Services. The Access Request Memorandum (ARM) requesting operator sign-on must be signed by an authorized "Security Contact" person from the college or administrative office. Application systems access should be signed by the unit's "Security Contact" person before being sent to the application owner.

Section 220 - The second paragraph of Item I, concerning the responsibility of Stores, has been revised. Item II (Counter, Call-in and Fax Service) states that "Orders not picked up by the closing of the next business day will be delivered and charged a delivery fee;" also under item II, "If a stock item is temporarily out-of-stock, a back order will be prepared so that no reordering is necessary." Item III, second paragraph states that "An announcement will be made when appointment books and calendars may be ordered, usually no earlier than August and no later than December, . . ." Item III,3),a) concerning Compressed Gases and Accessories states that "A cylinder rental charge is assessed each month. . ." and that "Cylinder rental cannot be charged against federal government grants and contracts. The only accounts that can be charged for cylinder rentals are those funded by on-going funds." Note changes under item IX on shipping. Item XIII has revisions to the options to departments at the end of a lease/purchase contract period.

Section 221 - Item I,B,3 has been expanded with further information and instructions when items are sent to the Office of Recycling & Waste Reduction's Salvage Yard (some of the information was previously under item II,B). Item II,C has additional information on the recycling of "other" paper, magazines/catalogs, and newspapers.

Section 223 - After unit approval, forward design services requests to the Office of Planning and Budgets, Room 325 Hannah Administration Building.

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Section 224 - Item I,B concerning gifts has been revised and the "Consignment/Non-Cash Gift Form" replaces the old "Consignment Equipment - Gifts" form.

Section 235 - Information/Reference Desk changed to Information/Referral Center in item III.

Section 255 - Specific references to PC's and software were deleted. Services remain the same.

Section 265 - "General Information" has been revised with some changes to business hours; some additions/revisions to the various "Types of Services."

Section 270 - Reference to Alterations and Improvements added under item III,A,5. Item IV,C,1 states that if shipment contains hazardous material, a Material Safety Data Sheet and full description must be included; also note additional instructions on completing Material Return form in item IV. New item V on "Returns - Shipping Permit."

Section 275 - Minor revisions to section.

Section 280 - Telecom Systems room number changed to W110 Public Safety Building.

Section 285 - Item II,B,3 provides phone number for copy center coordinator. Expanded information on phototypesetting (item III,A,1,e). Mail Operations (item VII) has been expanded with available services.

Section 290 - Overall revisions throughout section. Note new office locations in Olds Hall for Broadcast/Photo, News Bureau, Sports Information, and Publications and Design. Additional information has been provided on the Office of the Associate Vice President of University Relations for Public Service and Community Affairs; this office is located in Linton Hall.

Section 300 - Section condensed to pages 300.1 - 300.5 and revised. Option to sell surplus equipment to off-campus buyers (including agency account operations) has been eliminated from section; such arrangements will be handled on a one-on-one basis with Salvage. Item VI (Equipment Taken Off Campus) deleted from this section, refer to page 224.5.

Section 315 - Note signature requirements on the new Consignment/Non-Cash Gift Form (item V) and the new form. Item VIII,B requires substantiation of foreign currency exchange transaction rates.

Section 325 - New Zip+4 Codes listing; N Business College Complex and "Old" Purchasing were added to the listing.

Section 340 - Cost for archival storage boxes has increased to \$2.25 each.

Enclosures

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ACCOUNT NUMBERS AND ACCOUNT REQUESTS

I. PURPOSE OF PROCEDURE

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

II. COMPONENTS OF UNIVERSITY ACCOUNT NUMBERS

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

The components of an account number are as follows:

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

11 = General fund accounts

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

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

41 = Plant fund accounts

51 = General ledger accounts

61 = Sponsored research accounts

71 = Sponsored research, Experiment Station and MSU Extension accounts

81 = Endowment principal and income accounts

91 = General fund REED project accounts.

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

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

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 Michigan State University Extension (MSUE).

- 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 MSUE;
 - 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 MSUE

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/MSUE Funds:
The reallocation form should be prepared in triplicate. Forward the original and all copies to the College of Agriculture and Natural Resources (CANR) 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 MSUE

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.

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 a 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:

- * If a department uses an armored car service for transport of deposits, the prearranged pick-up schedule may occasionally conflict with the above guidelines.

The funds must be accumulated in a secure, locked location prior to making the deposit.

The University has a contract with an armored car service that will make scheduled pick-ups of departmental deposits from a department on a per trip fee basis and deliver them to the Cashier's Office. For further information, contact the Manager of the Cashier's Office, 110 Administration Building, telephone 355-5023.

- C. The Cashier's Office, 110 Administration Building, is open from 8:15 a.m. to 4:15 p.m., Monday through Friday. For deposits at other hours, a department may use the night depository located at the front of the Administration Building. Contact the Head Teller at 355-5023 for more information.
- D. For all deposits, the Cashier's Office will validate the deposit and return the duplicate copy to the department for its records.

IV. CASH HANDLING POLICY

- A. Checks should be made payable to Michigan State University. If checks are received by mail, the senders should be notified in advance to make their checks payable as indicated above and to mail them to the attention of the department involved. Checks which have been made payable to persons or departments must be endorsed by the payee prior to deposit. All checks must be restrictively endorsed "for deposit only, Michigan State University" at a minimum, in writing or with a stamp when received by a department.
- B. Checks drawn outside the continental United States should be made payable to Michigan State University in U.S. funds payable through a U.S. bank. Any check drawn on a foreign bank not having a correspondent bank in the United States may be returned for compliance with this policy. Any fees associated with the depositing of these checks will be charged to the depositing account number. Further information regarding the acceptance of checks drawn outside the U.S. may be obtained from the Manager of the Cashier's Office, 110 Administration Building, 355-5023.
- C. No personal check(s) in excess of the amount of the purchase should be accepted. Checks CANNOT be cashed at a department for the accommodation of the University faculty, staff or students. Persons responsible for handling University funds should, under no circumstances, cash personal checks from these funds.

CHECK CASHING

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

- A. This service is available to all currently-enrolled MSU students, faculty or staff with a validated University ID card.
- B. No check or checks totaling more than the following limits will be cashed on any given day:

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

- C. Effective September 1, 1991, there will be a charge of \$1.00 for each check cashed.
- D. No two-party checks will be cashed except checks received by students from their parents (or legal guardians) with an amount of \$100 or less.
- E. No checks presented by students drawn on banks located in Lansing or East Lansing will be cashed during the period between April 15th and the first day of classes for summer semester.
- F. Proper identification (student or staff ID) and a pictured-ID (driver's license or meal card) must be presented when cashing checks.
- G. A service charge of \$18 will be assessed for any check returned unpaid for any reason other than a bank error.

I. GENERAL

- A. A Graduate Fellowship/Traineeship Appointment Recommendation form must be prepared for each student receiving a fellowship or a traineeship grant.
- B. Fellowships or traineeships to be paid from funds awarded to Michigan State University by a federal government agency may require submission of separate appointment forms to the agency. If more information is required, contact the Office of Fees and Scholarships, telephone 355-5050.

II. FORMS

Appointment forms for graduate students may be obtained from The Graduate School (see sample, page 23.5).

III. AWARD REQUIREMENTS AND RESTRICTIONS

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

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

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

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

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

IV. AWARD PAYMENTS

- A. Authorization for payment of awards or stipends is provided by the approved fellowship appointment form. To maintain proper accounting control over the accounts, no payments can be made until the appointment form is properly completed, signed, and received by the Fellowship Section of the Office of Fees and Scholarships.

- B. Beginning Fall Semester 1992, the revised Graduate Fellowship/Traineeship Appointment/Amendment Form found on page 23.5 will be used to disburse awards to students. The AWARD section of the form was revised to allow for disbursal of funds in coordination with the Disbursement Module in the Student Information System. There are two methods to disburse funds to students in the new system. These methods are called Fixed Dollar Amount and Percent of Charges to Pay. The Fixed Dollar Amount option will credit the student's account with the amount as indicated on the fellowship form.

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

Excess fellowship and scholarship refund checks are mailed directly to students just prior to the start of classes and after the 8th day of classes. During the first 8 days of classes, students who have not received excess fellowship and scholarship checks in the mail, can pick up excess funds at the refund station at IM WEST (or at the first floor of the Administration Building for Summer Semester). Please refer to the Schedule of Courses for current details each semester.

EXAMPLE

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

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

For example:

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

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

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

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

- C. Awards are disbursed as a credit and are applied against the student's tuition, fee and/or housing charges for the semester. The student will receive this credit at the time of his/her registration billing. Departments should select this option at all times unless there are funding restrictions. Monthly stipend payments will be made to students receiving fellowships or traineeships only if these payments are required by an outside agency. Checks are mailed to the department for distribution on the 15th day of the month. These payments are processed through the Office of Fees and Scholarships, not the Payroll Office. Recipients of Post Doctoral Fellowship Awards will be paid through the Office of Fees and Scholarships.
- D. To the extent that these award payments to enrolled students exceed tuition, fees and other direct educational expenses, such payments are gross income subject to taxation. The University does not provide personal tax advice or consultation. Individual tax questions should be directed to a personal tax advisor or the IRS. A statement of tuition paid and awards received is available in Room 146, Administration Building, after February 1, each year for activity in the previous year.

U.S. Citizens and Resident Aliens

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

Nonresident Aliens

MSU is required to withhold income tax on fellowships awarded to nonresident aliens. Students will be asked to provide the following documents to the Office of Fees and Scholarships: (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 concerning

information reported on Form 1042S should be addressed to the Office of Fees and Scholarships, 355-5050.

V. AMENDMENT OR TERMINATION

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

VI. OATH CARDS

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

GRADUATE FELLOWSHIP/TRAINEESHIP APPOINTMENT/AMENDMENT FORM

A. NAME _____ PID # _____ DATE _____
 LAST FIRST MIDDLE

MICHIGAN RESIDENT ☐ YES ☐ NO GENDER ☐ MALE ☐ FEMALE CITIZEN OF _____ COUNTRY _____ RESIDENT ALIEN ☐ YES ☐ NO SOC SECURITY # _____

DEPARTMENT _____ COLLEGE _____

PROGRAM: _____ MASTERS _____ DOCTORAL _____ MEDICAL _____ POSTDOCTORAL _____ OTHER (SPECIFY) _____

5 DIGIT COMMON UNIT CODE _____

IF A GRADUATE OFFICE FELLOWSHIP: 1ST YEAR IN PROGRAM? ☐ YES ☐ NO APPOINTEE ALSO HAS GRADUATE ASSISTANTSHIP ☐ YES ☐ NO

CHECK ONE: ☐ NEW APPOINTMENT EFFECTIVE DATE _____ MSU GRAD GPA _____
☐ AMENDED APPOINTMENT EFFECTIVE DATE _____
 FOR THE FOLLOWING:
☐ 1. Account number changes ☐ 3. Change in fixed dollar amount of award – and/or percentage change
☐ 2. Award credit limitation changes ☐ 4. Change in stipend dates/period of appointment/dollar amount
☐ TERMINATION EFFECTIVE DATE _____

TUITION: FELLOWSHIP RECIPIENTS ARE NOT GIVEN IN-STATE STATUS – Appointee must pay out-of-state tuition, if non-Michigan resident.

B. FELLOWSHIP AWARD TUITION RESIDENCY: ☐ In-State ☐ Out-of-State

PERIOD OF APPOINTMENT		FIXED DOLLAR AMOUNT	% of TUITION CHARGES TO PAY	% OF FEES TO PAY	ACCOUNT NUMBER	CREDIT LIMIT (IF APPLICABLE)	COMMENTS/ OTHER
SEMESTER	YEAR						
SUMMER	19__						
FALL	19__						
SPRING	19__						

C. FELLOWSHIP/TRAINEESHIP STIPEND AWARD

Name of Fellowship/Traineeship	TOTAL STIPEND	MONTHLY STIPEND	ACCOUNT NUMBER	Period of Appointment
				SUMMER ____ 19__
				FALL ____ 19__
				SPRING ____ 19__
				OR SPECIFY DATES FROM: TO:

D. AMENDED APPOINTMENT

Name of Fellowship/Traineeship	TOTAL STIPEND	MONTHLY STIPEND	ACCOUNT NUMBER	Period of Appointment
				SUMMER ____ 19__
				FALL ____ 19__
				SPRING ____ 19__
				OR SPECIFY DATES FROM: TO:

CERTIFICATE

E. I hereby certify that under this appointment there will be no employer-employee relationship existing between the appointee and the University.
 The appointee will not be required to perform any services for Michigan State University or the granting agency.

CHAIRPERSON _____ DATE _____

F. APPROVED

DEAN OF COLLEGE _____ DATE _____

DATE _____

Form must be received by FEES AND SCHOLARSHIPS at 146 Administration Building, 355-5050, within established deadlines to assure payment on requested dates.

FIELD TRIPS

I. GENERAL

- A. This section sets forth procedures for instructors of organized groups of students to schedule transportation for field trips in connection with a University Program.
- B. The Board of Trustees has issued a policy that the cost of field trips, including the travel expenses of the instructor, should be paid by the participating students or can be paid with specifically designated gifts for field trips or discretionary funds in a Gift and Grant account (31-1000 - 31-1399). Departments are not permitted to subsidize any portion of the cost of a field trip from any other account.

II. UNIVERSITY TRANSPORTATION

- A. Buses, sedans, vans, station wagons and other vehicles are available for transportation.
- B. Qualifications of drivers must be in accordance with all laws and regulations of the Federal government, the State of Michigan and the stipulations of the Office of Risk Management and Insurance and the University Travel Regulations (see Sections 35 and 70).
- C. Employees (including graduate assistants) may drive University vehicles (except buses) on authorized University trips. Students (except graduate assistants) may drive only under conditions specified by the Office of Risk Management and Insurance (see Section 35).

III. INITIAL ARRANGEMENTS

- A. When students are required to pay, field trips should be planned far enough in advance of the departure date to enable the students to have the total estimated cost of the field trip paid to the Cashier's Office, 110 Administration Building, three (3) working days prior to the departure date. Field trip costs include:
 - 1. Transportation costs
 - 2. Travel expenses of instructor and instructor's aid, if any.
- B. If a field trip will be paid for using the funds specified in item I., B. above, the department should provide the appropriate account number to the Motor Pool when reserving

the vehicle(s). This account will subsequently be charged by the Motor Pool and the Field Trip Office will not need to be involved any further. The first step in scheduling a field trip is to furnish the Automotive Services Office (Motor Pool 353-5280) with the following information (see Section 245, Vol. II):

1. Type of vehicle(s) required
2. Date and time of departure
3. Destination
4. Date of return
5. Name of person to whom vehicle is to be assigned and/or person responsible for coordinating the field trip.

When University Motor Pool vehicles are not available for the date(s) requested, the customer will be offered the choice between leasing a vehicle from an off-campus source or using their personal automobile. Off-campus leases are arranged by the Motor Pool Office. Transportation estimates will be provided upon request.

- C. When students are paying the cost of a field trip and after arrangements have been made with Motor Pool, the following information should be furnished to the Field Trip Office, 140 Administration Building, 353-9175:

1. Name and department of person in charge of the trip
2. Date of departure and return
3. Destination
4. The number and type of vehicles
5. Estimated total cost given by Motor Pool
6. Total number of students expected to participate in the trip.

Upon receipt of the above information, the Field Trip Office will assist the person or department in charge in determining the fee to be paid by the students. The fee must be approved by the Field Trip Office prior to announcing the field trip arrangements to the class.

IV. ACCOUNT NUMBER

Any deposits or charges for field trips should be made to the "Field Trip" account (21-3207).

V. AUTHORIZATION

- A. The authorization form to use in requesting Motor Pool services is, "Request for Interdepartment Material or Service" (see Page 25.6). Forms may be obtained from General Stores (stock #140-2842).
- B. Type the form in triplicate. The description should confirm the telephone arrangements and indicate the estimated total cost.
- C. Send the original and one copy to the Field Trip Office. The department should keep a copy for their files. The field Trip Office will review the requisition, approve it and forward it to Motor Pool.

VI. PAYING FOR THE TRIP (BY STUDENTS)

- A. Each student should be charged an amount such that the total collected from all students is sufficient to cover the estimated total cost of the trip (see III C above).
- B. Payment should be made by each student directly to the Cashier's Office. The "Field Trip Deposit Cards," (Form CO-ca-7a, see Page 25.7) should be used for this purpose and are available in the Cashier's Office. Field trip cards will be furnished for distribution within the class, if requested, by calling the Field Trip Office.
- C. Upon payment of the fee, the Field Trip card will be validated by the Cashier. One part is returned to the student as a receipt. The other part is furnished to the Field Trip Office for accumulating the total deposit.
- D. The Field Trip cards are to be used for payment of costs listed under Item III A only. Expenses such as meals, lodging, etc., must be paid as incurred by participating students.
- E. The Field Trip Office will cancel a field trip if enough funds are not deposited. The Field Trip Office will notify the department or instructor three (3) working days prior to departure if there are insufficient funds on deposit to cover the cost of the trip. An additional one (1) working day will

be allowed for students to pay the sufficient funds. If there are still not enough funds on deposit two (2) working days prior to departure, the trip will be canceled. The Motor Pool or commercial company and the instructor will be notified of the cancellation.

VII. REFUNDS

- A. When the actual cost of a field trip is less than the estimated cost, refunds will automatically be made to the students for overcharges of \$2.00 or more per student. Amounts under \$2.00 per student will not be refunded.
- B. Refund checks will be mailed to the students within thirty (30) days from the date all charges are determined to have been received and the Field Trip Office has computed the amount of refund due each student.
- C. The Field Trip Office must be notified by the instructor in writing within fifteen (15) days of the announced field trip departure date, regarding any students entitled to a full refund because of an excused absence.
- D. Instructors should contact the Field Trip Office for instructions and procedures for any refunds.

VIII. COST GREATER THAN DEPOSITS

Departments will be responsible for paying field trip expenses incurred in excess of field trip deposits made.

IX. RESPONSIBILITY

- A. The person to whom the vehicle is assigned is responsible for the conduct of the participants during the field trip.
- B. The responsible person should terminate the trip at any time when in his or her opinion the conduct of the participants will detract from the public image of the University.
- C. Departments may be held responsible for costs incurred to repair damaged vehicles. Further information may be obtained from Motor Pool regarding the limit on the department's financial responsibility.

X. PRIVATE AUTOMOBILES

- A. Faculty and staff members may transport students on field trips in private automobiles and be reimbursed for car mileage from funds collected from the participants via the Field Trip Deposit card procedure.
- B. The University does not carry insurance for the protection of the driver of a privately-owned automobile who transports students. Injuries to passengers in a privately-owned vehicle are the responsibility of the vehicle owner.

IDENTIFICATION CARDS

I. GENERAL

- A. The 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 replacement pictured-ID's are processed on a walk-in basis; all others are returned daily to the department by Campus Mail. Blank background cards are available 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.
- F. Spouse is defined as the legally recognized husband or wife of the individual who is eligible for an employee ID.

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:

- management and daily supervision of the University's Board of Trustees approved Risk Management Programs relating to liability and property exposures;
- administration of the University's responsibilities as a member of the nonprofit corporation (MUSIC), whose membership includes twelve Michigan universities;
- coordination of the activities of the University Risk Management Program relating to the medical services;
- review of contractual transfers of risk and hold harmless agreements;
- consultation regarding risk exposures and insurance or loss prevention recommendations;
- participation on the FGP Risk Management Committee and the University Safety & Health Operations Committee;
- administration of all self-insured funds;
- procurement of all liability and property insurance to protect the University's interests;
- administration of all claims, policies and procedures relating to the University's Risk Management Programs; and
- coordination of notary public applications & services.

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 must be interpreted 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

If you witness an accident on campus or you are approached for assistance because of an accident - immediately call MSU Police Department phone 355-2221 and they will secure medical attention or you can call 911 for emergency assistance if needed. **The injured person's own health insurance coverage is primary for their medical costs. No admission of responsibility or commitment to pay for injuries or property damage should be given.**

- 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 Stock # 140-2511 on pages 35.9-10) and to the Department of Public Safety. Accidents/incidents involving hazardous materials must immediately be reported to the Office of Risk Management, phone (517) 355-5022, 372 Administration Building, and to the Office of Radiological, Chemical & Biological Safety, phone (517) 355-0153, C124 Research Complex, Engineering.
- 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.

Work related injuries of MSU Faculty/Staff should be reported to the Workers Compensation Office phone 353-5394. Work-related injuries are not handled by the Risk Management Office.

- 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 medical professional liability self-insured funds.
- B. Coverage is provided for claims arising from the delivery of health care treatment or 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 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 are responsible for obtaining adequate insurance in an amount which will cover their legal responsibility.

C. Rental Vehicles - Physical Damage

1. The Collision Damage Waiver (CDW) and Loss Damage Waiver for rental vehicle agreements are not reimbursable by the University.
2. The employee's personal automobile insurance policy may include CDW or LDW coverage when renting a vehicle or the employee may utilize the rental agencies under contract with the Big Ten which include this coverage in their rates.
3. Cost of the CDW and LDW is not reimbursable by the University.
4. Visitors who are reimbursed for automobile rentals are excluded from the above policy; however, they should be encouraged to use the available options.

D. Rental Vehicles - Liability

1. Personal automobile liability policies normally provide liability coverage while driving another vehicle. The University's liability policy also provides excess coverage for the University over any other valid and collectable insurance.
2. To protect the University and its authorized driver, rental vehicles used for University business should be made in the name of the University with the employee signing for the vehicle.
3. Cost of the liability waiver in the United States of America and Canada will not be reimbursed by the University.
4. Because of unique laws in foreign countries, complications in settling claims and personal policy limitations, it is recommended that travelers on University business be instructed to "buy back" the liability waivers from rental agencies in all areas except the United States of America and Canada.
5. Cost of the liability waiver buy back in areas other than the United States of America and Canada will be reimbursed by the University.

E. Qualification of Drivers

1. A person driving a University-owned vehicle must have a valid U.S. or Canadian driver's license, must be experienced in handling the type of vehicle requested, and must have a satisfactory driving record. The responsibility for enforcing these requirements rests with the Department Chairperson, or equivalent.
2. Employees (including graduate assistants) may be assigned and drive University vehicles on authorized trips. Students may drive only if accompanied in the same vehicle by an employee to whom the vehicle is assigned or if a special request for authorization to drive a University vehicle has been filed by the Department Chairperson and approved by the Director of Planning and Budgets. A copy of the approved authorization must be forwarded to Risk Management & Insurance.

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

G. Reporting Vehicle Accidents

1. If you are involved in an accident while driving an MSU vehicle - do not leave the scene of the accident - call the local police authority to file a report and obtain medical assistance if needed. Cooperate with the Police in their investigation of the accident. If the accident occurs in an off-campus parking lot or on privately-owned property and the local police department will not respond - get pertinent information from the owner/driver of the other vehicle (i.e. - name, address, phone number, auto insurance carrier, and license plate number).
2. Accidents involving injuries must be reported at once by telephone to the Office of Risk Management & Insurance, (517) 355-5022, and if on Campus, to the Department of Public Safety, telephone 355-2221.
3. If the MSU vehicle is not driveable - call the MSU Motor Pool Office phone (517) 353-5280 or the Service Garage (517) 355-1868, or the MSU Operator (517) 355-1855, and they will provide emergency assistance.
4. In the glove compartment of every MSU owned vehicle there should be an envelope marked "Accident Kit." This kit should contain a current proof of insurance, guidelines on what you should do in the event of an accident, and a "Michigan State University Automobile Accident or Loss Notice Report" form. Contact the Risk Management Office to obtain "Accident Kits."

The driver of the MSU vehicle, or an authorized representative of the department, must complete the "Michigan State University Automobile Accident or Loss Notice Report" (see pages 35.12-13).

5. The completed Michigan State University Automobile Accident or Loss Notice Report form must be delivered or FAXED to the Office of Risk Management & Insurance on the day of the accident or as soon as practicable thereafter.
6. Accidents involving injuries to employees must also be reported to the Workers Compensation Office, telephone 353-5394.

VI. PROPERTY

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

A. Reporting Property Losses

1. Report cases of vandalism, fire and theft to the MSU Police Department at once, phone 355-2221.
 2. A written report outlining the circumstances of loss, date of loss, building and room number, steps taken to recover property, and a complete description of missing or damaged items must follow from the chairperson, director or authorized personnel.
 3. Copies of the above written report must be mailed to the Inventory Department, 88 Service Road, and the Office of Risk Management & Insurance, 372 Administration Building.
- B. Prevention - There are many departments prepared to assist the chairperson, director, manager or supervisor in reducing the loss potential. These include Safety Services, telephone 353-5360, the Office of Radiological, Chemical & Biological Safety, telephone 355-0153, the Office of Risk Management & Insurance, telephone 355-5022 and the Department of Public Safety, telephone 355-2221.
- C. Security
1. To achieve the highest degree of security, valuable equipment must be stored in secure areas, duplicate copies of valuable records should be made and stored in remote locations, and areas open to the public should be under surveillance at all times where there is a loss potential.
 2. Key control, identification, secure storage of purses and personal belongings and other aspects of security need to be considered. The Department of Public Safety can provide assistance in improving security.
- D. Equipment Taken Off-Campus - University policy stipulates that equipment cannot be taken off-campus. For exceptions see Manual of Business Procedures, Vol. II, 224.5.

VII. SAFETY

A. Department of Public Safety - Routine Inspections

1. The Department of Public Safety is responsible for compliance with state and federal agencies' 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.
2. Response to all recommendations made as a result of routine inspections will be coordinated by the Department of Public Safety and maintained in a database.

B. Insurance/Self-Insurance Loss Control Inspections

1. The Department of Public Safety will also participate in inspections made by external insurance loss prevention consultants. All meetings/inspections with University personnel involving insurance/self-insurance loss prevention consultants will be arranged by the Office of Risk Management.
2. The insurance/self-insurance loss control consultant will review Department of Public Safety reports prior to inspecting property in order to reduce duplication of effort. The consultant will make inspections of facilities accompanied by a Department of Public Safety representative, a department representative and/or the Risk Manager.
3. Proposed recommendations will be reviewed with the Department of Public Safety representative as inspections are made, and final written recommendations forwarded to the Risk Manager and to DPS.
4. The Department of Public Safety representative will send a copy of the recommendations to the appropriate department or unit. The Department of Public Safety representative will maintain a file for every facility inspected indicating status of recommendations made by the consultant.

C. Office of Radiation, Chemical & Biological Safety (ORCBS)

The Office of Radiation, Chemical & Biological Safety (ORCBS) has responsibility for providing specialized safety services with regard to the use of hazardous chemicals, radioactive material, radiation emitting equipment and facilities, and potentially hazardous biological materials and organisms. Any incident/accident relating to these areas must be reported immediately to ORCBS, C124 Research Complex, Engineering, phone 355-0153.

D. Safety Inspection Committee for Property & Casualty

1. The Office of Risk Management will maintain a current list of inspection recommendations for review by the Safety Inspection Committee for Property and Casualty (SICPAC). SICPAC will prioritize and assist in closure of those outstanding recommendations ranked most urgent.
2. The SICPAC shall consist of the Assistant Vice President for Finance, the Assistant Vice President for Physical Plant, the Assistant Vice President for Housing and Food Services, the Associate Director of Public Safety, the University Architect, the Director of Facilities Planning and Space Management, the Controller, the University Risk Manager, the Manager of Radiation, Chemical & Biological Safety, and the Environmental Health & Safety Officer.

VIII. TRAVEL ACCIDENT INSURANCE

All regular and temporary personnel employed full or part-time (50% or more), members of the Michigan State University Board of Trustees, students and graduate students, or anyone else traveling on an authorized business trip for the University, are covered by the University's travel accident policy. Certain conditions of the policy exclude coverage for pilots or crew members of aircraft. This policy provides certain benefits for covered persons who suffer accidental death or dismemberment while traveling on University business. Benefits under this coverage are administered by the Staff Benefits Office phone 353-4434.

IX. SOS ACCESS PROGRAM AND MEDEX PROGRAM

A. SOS Access Program

Michigan State University is a member of International SOS, Ltd. SOS is a service organization providing medical and personal services to international travelers. Services range from simple referrals of English-speaking physicians to sophisticated medical evacuations worldwide. The SOS Access Program is available to MSU employees traveling overseas on official University business (international travel on an authorized MSU account number). It is not a medical card and does not provide any type of health or accident insurance. Contact the Office of Risk Management, 372 Administration Building, telephone 355-5022 for details of the program or to request a membership card.

B. MEDEX Program

Employees traveling under AID contracts should at least 3 weeks prior to departure have their department submit a request for MEDEX Program service to the office of Contract & Grant Administration for approval. The request should include the traveler's name, destination, time period of travel, and the MSU account number to be charged (AID contracts which require this coverage also allow the expense to be charged against the contract). If approved, the office of Contract & Grant Administration will forward the request to Risk Management & Insurance. MEDEX Program services are comparable to SOS services.

X. ADDITIONAL INSURANCE

- A. Additional or supplemental insurance purchased by University departments, regardless of the source of funds, may duplicate or nullify existing coverage. Therefore, no insurance policy of any kind may be purchased directly with any insurance carrier by a University department.
- B. Should exceptional circumstances indicate additional insurance protection is desirable, a request for property or liability insurance must be made to the Office of Risk Management & Insurance, 372 Administration Building. A request for life, medical and disability insurance must be made to the Staff Benefits Office, 140 Nisbet Building.

INJURY/PROPERTY DAMAGE REPORT FOR NON-EMPLOYEES

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Date: 3-31-94

MICHIGAN STATE UNIVERSITY
RISK MANAGEMENT & INSURANCE OFFICE
372 ADMINISTRATION BUILDING
EAST LANSING, MI 48824-1046
Phone (517) 355-5022

SEE REVERSE SIDE FOR INSTRUCTIONS ON COMPLETION OF THIS FORM

THIS FORM IS A CONFIDENTIAL – INTERNAL DOCUMENT

Please PRINT or TYPE

TIME & PLACE	Date /Time of Incident	Location: Street, City, MSU Bldg, Rm # (Be Specific)	
PREMISES CONDITION	Type of Premises <input type="checkbox"/> Construction Site <input type="checkbox"/> Parking Lot <input type="checkbox"/> Hallway <input type="checkbox"/> Sidewalk <input type="checkbox"/> Lobby/Entrance <input type="checkbox"/> Stairway <input type="checkbox"/> Office <input type="checkbox"/> Street <input type="checkbox"/> Other:		Conditions <input type="checkbox"/> Dry <input type="checkbox"/> Uneven Surface <input type="checkbox"/> Icy <input type="checkbox"/> Other: <input type="checkbox"/> Snowy <input type="checkbox"/> Wet
	Reported to: Police Dept _____ Report Number _____ <div style="text-align: right;"><input type="checkbox"/> Not Reported</div>		
INCIDENT DESCRIPTION	DESCRIBE WHAT HAPPENED:		
INJURED PERSON	NAME		AGE
	ADDRESS		PHONE #
DESCRIPTION OF INJURY	INJURY – Describe the type, severity, and body part involved		
	Was Medical Treatment Given? Yes <input type="checkbox"/> No <input type="checkbox"/> Will seek treatment later <input type="checkbox"/>		
PROPERTY DAMAGE	OWNER'S NAME		ADDRESS
	Describe the property and the damage		PHONE #
			Estimated Repair/Replacement Cost
WITNESSES GIVE THE FULL NAME AND ADDRESS OF EACH WITNESS	NAME		ADDRESS
			PHONE#

NAME / TITLE OF MSU EMPLOYEE COMPLETING THIS REPORT _____ **PHONE #** _____

MSU DEPARTMENT: _____ **DATE** _____

INSTRUCTIONS FOR COMPLETION OF INJURY/PROPERTY DAMAGE REPORT FOR NON-EMPLOYEES

- 1) ASSIST THE INDIVIDUAL AND CALL 911 IF EMERGENCY MEDICAL ASSISTANCE IS NEEDED

REPORT ALL SERIOUS INJURIES AND SAFETY HAZARDS TO MSU POLICE (Emergencies call 911 – non-emergencies call 355-2221) AND RISK MANAGEMENT & INSURANCE (call 355-5022)

- 2) THE MSU EMPLOYEE INVOLVED IN, OBSERVING OR DISCOVERING THE INJURY/PROPERTY DAMAGE IS RESPONSIBLE FOR COMPLETING THIS REPORT

RELATE ONLY THE FACTS ON THIS FORM – DO NOT GIVE THIS FORM TO THE INJURED PERSON TO COMPLETE

DO NOT CONTACT THE INJURED PERSON LATER TO OBTAIN INFORMATION

BE OBSERVANT – ATTEMPT TO GET AS MUCH INFORMATION AS POSSIBLE AT THE TIME OF THE INCIDENT

- 3) DO NOT DISCUSS THE ACCIDENT WITH ANYONE – EXCEPT THE POLICE AUTHORITY AND RISK MANAGEMENT & INSURANCE OFFICE

THE RISK MANAGEMENT & INSURANCE OFFICE WILL COORDINATE THE INVESTIGATION AND RESOLUTION OF CLAIMS. REFER ALL QUESTIONS REGARDING STATUS OF CLAIMS TO RISK MANAGEMENT & INSURANCE

- 4) AFTER COMPLETION – FORWARD THIS FORM TO:
- RISK MANAGEMENT & INSURANCE
MICHIGAN STATE UNIVERSITY
372 ADMINISTRATION BUILDING
EAST LANSING, MI 48824-1046
OR
FAX TO (517) 432-3854

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

Type or Print

Police/Fire Emergency Dial 911

Name of Injured Student _____ Student No. _____
Age _____ Gender: Female _____ Male _____

Campus Address _____ Phone No. _____

Home/Parent's Address _____ Phone No. _____

Accident Date _____ Time of Accident _____ a.m./p.m.

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

Activity Student was Engaged in at Time of Accident _____

Describe What Happened _____

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

Witnesses: Name/Address _____ Phone No. _____

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

Did Student Refuse Medical Treatment? Yes _____ No _____

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

Explain— _____

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

Response Time: _____ Minutes

Medical Facility Rendering Treatment: _____ Olin Health Center
_____ Other _____

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

Department/College: _____

Department Administrator's Signature _____ Date _____

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

0-18617

MICHIGAN STATE UNIVERSITY AUTOMOBILE ACCIDENT OR LOSS NOTICE REPORT

Page: 35.12
Date: 3-31-94

Instructions: Form must be completed in detail to the best of your knowledge.

SERIOUS INJURIES SHOULD BE IMMEDIATELY REPORTED TO: MSU, RISK MANAGEMENT & INSURANCE OFFICE – Phone (517) 355-5022

04 MSU	Date of Incident	19	Time:	AM	PM	
	Type of Incident	Accident	Theft	Vandalism		
	Location	Street or Highway Number/ City / State – Be Specific				
University Vehicle	Name of Driver	Home Address				
	Department	Driver's License No.				
	Office Phone	Vehicle Plate #				
	Unit#	Year	Make/Body Style			
	Location/Extent of Damage					
	Where was vehicle taken					
	Is vehicle driveable	Yes	No	MSU Vehicle was being used for:		
Other Vehicle	Name of Owner		Address			
	City		State			
	Year	Make	Body Style	Lic.No.	State	
	Location/Extent of Damage					
	Company Insured with		Policy #			
	Name & Address of Driver					
	Operator's Lic. No. & State wherein issued					
IF MORE THAN TWO VEHICLES WERE INVOLVED IN ACCIDENT – USE ADDITIONAL FORMS						
Non – Vehicle Property Damage	Description					
Persons Injured	Note: All personal injuries must be reported to the insurance company immediately					
	1. Name and Address of Persons Injured in University Vehicle and Nature of Injuries					
	Examining Doctor		Address			
	Hospital		Address			
	2. Name and Address of Persons injured in other Vehicle and Nature of Injuries					
	Examining Doctor		Address			
	Hospital		Address			
	3. Name and Address of Others Injured and Nature of Injuries					
	Examining Doctor		Address			
	Hospital		Address			

COMPLETE REVERSE SIDE

Name and Address of Each Witness _____

Road and Driving Conditions Icy _____ Snowy _____ Dry _____ Wet _____ Paved _____ Gravel _____

Were Police notified? Yes _____ No _____ Name of Police Agency Notified _____

Traffic Accident Report Number: _____

Officer's Name _____ Badge # _____

Traffic Ticket Issued to: _____ Violation _____

Indicate on this diagram What Happened	Indicate North By An Arrow	Draw diagram here if that at left does not suffice
1. Draw heavy lines to show streets 2. Name streets 3. Draw arrow pointing North 4. Show vehicles and pedestrians 5. Show angle of collision 6. Show number of traffic lanes		

Give Detailed Description:

ADDENDUM TO FORM FOR MICHIGAN NO-FAULT INSURANCE BENEFITS

1. Claimant may have the right to personal protection insurance benefits, property protection insurance benefits, and/or residual liability insurance benefits under Michigan no-fault law if in compliance with the regulations and restrictions therein.
2. MSU will pay claims in a timely manner upon approval from the proper authorities.
3. Please contact the Secretary of State for the State of Michigan regarding MSU's failure to fulfill its responsibilities under the Michigan no-fault law.

SEND COMPLETED FORM TO:

Signature of Driver _____

Date of this Report _____

MICHIGAN STATE UNIVERSITY
Risk Management & Insurance
372 Administration Building
East Lansing, MI 48824-1046
FAX # (517) 432-3854
Phone # (517) 355-5022

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 MSU Extension 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

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 Aid.
 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

Page: 46.8
Date: 3-31-94

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.**

Please answer all of the following questions:

- 1) Name of traveler: _____
- 2) Tax ID #: _____
- 3) Period of time covered by rental: _____
- 4) Business Affiliation: _____
- 5) Status (please circle one of the following) (Consultant, Research Collaborator, Visiting Researcher, Visiting Lecturer, Non enrolled fellowship recipient)
- 6) Is the individual being compensated by MSU ? (yes / no)
- 7) Business purpose of incurring expense : _____
- 8) Citizenship status (U.S. Citizen / Non-resident alien) If non-resident alien please indicate country of citizenship. _____
- 9) If not a U.S. citizen please give visa type (e.g. F1, J1): _____

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 _____

(Michigan Sales and Use Tax Cont.)

2. Sales or use tax exemption applies only when the funds for the purchase come entirely from the designated institution or agency. For example, if the exempt agency has collected funds from the participants for purchase of the meal, etc., the purchase becomes taxable. Therefore, for any purchase where participants are involved, such as in a conference, luncheon, dinner, etc., the agency claiming exemption must complete the certificate on page 50.5.
3. The letter of exemption and exemption certificate should be retained with the sales records and may be subject to audit.

B. Due to resale

1. The purchaser must certify that the item being purchased is to be resold in connection with a business licensed for Michigan sales tax.
2. The agency or business claiming sales tax exemption for resale must complete the applicable portion of the exemption certificate on page 50.5.
3. The exemption certificate should be retained with the sales records and may be subject to audit.

VI. ASSESSMENT OF TAX

- A. The rate of tax to be assessed on sale or rental transactions is 6% of the sale price or rental charge.
- B. Departments that include the sales or use tax in their advertised price should use the denominator of 17.67 to determine the tax collected. EXAMPLE: Sale price of \$1.00 includes $\$1.00/17.67$ or 6 cents (5.66 cents) tax.

VII. MICHIGAN 6% SALES TAX COLLECTION SCHEDULE

AMOUNT OF SALES	TAX	AMOUNT OF SALES	TAX	AMOUNT OF SALES	TAX
0.01 — 0.10	0.00	8.59 — 8.74	0.52	17.25 — 17.41	1.04
0.11 — 0.24	0.01	8.75 — 8.91	0.53	17.42 — 17.58	1.05
0.25 — 0.41	0.02	8.92 — 9.08	0.54	17.59 — 17.74	1.06
0.42 — 0.58	0.03	9.09 — 9.24	0.55	17.75 — 17.91	1.07
0.59 — 0.74	0.04	9.25 — 9.41	0.56	17.92 — 18.08	1.08
0.75 — 0.91	0.05	9.42 — 9.58	0.57	18.09 — 18.24	1.09
0.92 — 1.08	0.06	9.59 — 9.74	0.58	18.25 — 18.41	1.10
1.09 — 1.24	0.07	9.75 — 9.91	0.59	18.42 — 18.58	1.11
1.25 — 1.41	0.08	9.92 — 10.08	0.60	18.59 — 18.74	1.12
1.42 — 1.58	0.09	10.09 — 10.24	0.61	18.75 — 18.91	1.13
1.59 — 1.74	0.10	10.25 — 10.41	0.62	18.92 — 19.08	1.14
1.75 — 1.91	0.11	10.42 — 10.58	0.63	19.09 — 19.24	1.15
1.92 — 2.08	0.12	10.59 — 10.74	0.64	19.25 — 19.41	1.16
2.09 — 2.24	0.13	10.75 — 10.91	0.65	19.42 — 19.58	1.17
2.25 — 2.41	0.14	10.92 — 11.08	0.66	19.59 — 19.74	1.18
2.42 — 2.58	0.15	11.09 — 11.24	0.67	19.75 — 19.91	1.19
2.59 — 2.74	0.16	11.25 — 11.41	0.68	19.92 — 20.08	1.20
2.75 — 2.91	0.17	11.42 — 11.58	0.69	20.09 — 20.24	1.21
2.92 — 3.08	0.18	11.59 — 11.74	0.70	20.25 — 20.41	1.22
3.09 — 3.24	0.19	11.75 — 11.91	0.71	20.42 — 20.58	1.23
3.25 — 3.41	0.20	11.92 — 12.08	0.72	20.59 — 20.74	1.24
3.42 — 3.58	0.21	12.09 — 12.24	0.73	20.75 — 20.91	1.25
3.59 — 3.74	0.22	12.25 — 12.41	0.74	20.92 — 21.08	1.26
3.75 — 3.91	0.23	12.42 — 12.58	0.75	21.09 — 21.24	1.27
3.92 — 4.08	0.24	12.59 — 12.74	0.76	21.25 — 21.41	1.28
4.09 — 4.24	0.25	12.75 — 12.91	0.77	21.42 — 21.58	1.29
4.25 — 4.41	0.26	12.92 — 13.08	0.78	21.59 — 21.74	1.30
4.42 — 4.58	0.27	13.09 — 13.24	0.79	21.75 — 21.91	1.31
4.59 — 4.74	0.28	13.25 — 13.41	0.80	21.92 — 22.08	1.32
4.75 — 4.91	0.29	13.42 — 13.58	0.81	22.09 — 22.24	1.33
4.92 — 5.08	0.30	13.59 — 13.74	0.82	22.25 — 22.41	1.34
5.09 — 5.24	0.31	13.75 — 13.91	0.83	22.42 — 22.58	1.35
5.25 — 5.41	0.32	13.92 — 14.08	0.84	22.59 — 22.74	1.36
5.42 — 5.58	0.33	14.09 — 14.24	0.85	22.75 — 22.91	1.37
5.59 — 5.74	0.34	14.25 — 14.41	0.86	22.92 — 23.08	1.38
5.75 — 5.91	0.35	14.42 — 14.58	0.87	23.09 — 23.24	1.39
5.92 — 5.08	0.36	14.59 — 14.74	0.88	23.25 — 23.41	1.40
5.09 — 6.24	0.37	14.75 — 14.91	0.89	23.42 — 23.58	1.41
6.25 — 6.41	0.38	14.92 — 15.08	0.90	23.59 — 23.74	1.42
6.42 — 6.58	0.39	15.09 — 15.24	0.91	23.75 — 23.91	1.43
6.59 — 6.74	0.40	15.25 — 15.41	0.92	23.92 — 24.08	1.44
6.75 — 6.91	0.41	15.42 — 15.58	0.93	24.09 — 24.24	1.45
6.92 — 7.08	0.42	15.59 — 15.74	0.94	24.25 — 24.41	1.46
7.09 — 7.24	0.43	15.75 — 15.91	0.95	24.42 — 24.58	1.47
7.25 — 7.41	0.44	15.92 — 16.08	0.96	24.59 — 24.74	1.48
7.42 — 7.58	0.45	16.09 — 16.24	0.97	24.75 — 24.91	1.49
7.59 — 7.74	0.46	16.25 — 16.41	0.98	24.92 — 25.08	1.50
7.75 — 7.91	0.47	16.42 — 16.58	0.99	25.09 — 25.24	1.51
7.92 — 8.08	0.48	16.59 — 16.74	1.00	25.25 — 25.41	1.52
8.09 — 8.24	0.49	16.75 — 16.91	1.01	25.42 — 25.58	1.53
8.25 — 8.41	0.50	16.92 — 17.08	1.02	25.59 — 25.74	1.54
8.42 — 8.58	0.51	17.09 — 17.24	1.03	25.75 — 25.91	1.55

*

*On each further addition of 16.67¢ to the selling price, one additional cent may be collected.

MOVING EXPENSES

I. ELIGIBILITY

Faculty (at the rank of instructor and above), academic, professional, and executive management staff who are either new or reassigned and are moving from outside a radius of 50 miles to the MSU work location. Reimbursement for actual moving expenses is not an entitlement; in all cases, it is an option to be agreed between the unit administrator(s) and the prospective faculty/staff member.

II. AMOUNT

Up to \$5,000 with the recommendation and approval of chairpersons or directors and deans. Amounts exceeding \$5,000 must be approved by the Provost (or designate) or the Vice President for Finance and Operations (or designate). An MAU or unit may establish a more restrictive moving expense policy and may limit moving expenses as deemed appropriate.

Prior to agreeing on any dollar amount of expenses for moving household and personal items to be paid to or on behalf of an employee, units are encouraged to request that bids be submitted by the employee from moving companies. For interstate moves, one bid is sufficient; for intrastate moves, two or three bids should suffice. The moving company selected (normally the lowest bidder) should be acceptable to both the new employee and to the unit.

III. PAYMENT

- A. For a new employee, payroll forms must be completed before moving expenses can be processed for payment. This includes providing the Payroll Division with a completed Form W-4 and a copy of the employee's social security card. (More detailed payroll procedures are provided in Section 55 of this Manual.)
- B. The Payroll Division will review all moving expenses (taxable and non-taxable) prior to payment. The Employee Moving Expense Summary (Page 53.5), along with a Direct Payment/Reimbursement Voucher and/or Additional Payments Form, must be approved by the Payroll Division before payments are processed.
- C. The IRS has not issued the revised version of the IRS Form 4782, "Employee Moving Expense Information" for 1994. For the interim, departments are required to fill out the MSU form, "Employee Moving Expense Summary." If payments/reimbursements are submitted incrementally, an amended Employee Moving Expense Summary form must accompany each subsequent payment/reimbursement. Departments are responsible for ensuring that the total amount submitted for moving expense does not exceed the negotiated amount and that the proper approval is obtained for amounts exceeding \$5,000.

D. The correct method for paying moving expenses depends upon the nature of the expenses. The method used for a particular expense is determined by the Internal Revenue Service (IRS) classification of the expense payment as either "non-taxable" or "taxable".

E. **Determination of Non-Taxable Moving Expense Payments:**

1. Non-taxable moving expense payments are specifically identified by the IRS as employer payments of the following:
 - a. Expenses limited to moving household goods and personal items, and expenses of storing and insuring household and personal effects for a single consecutive 30-day period, and/or
 - b. Expenses limited to transportation and lodging (not including meals) while traveling from the former home to the new home (including the day of arrival).
2. In addition to what is outlined in the preceding categories, non-taxable moving expense payments must also meet the following conditions:
 - a. The new MSU work location is at least 50 miles from the individual's former home.
 - b. The expenses are incurred within one year from the date the individual begins work and are properly submitted for payment/reimbursement within 30 days of being incurred.
 - c. The new employee's employment relationship with MSU must be full time at the new MSU work location and the department must expect the employment relationship to last a minimum of 39 weeks during the 12 months immediately following the move.

If the moving expenses either do not fall into the two categories listed under item E.1., or they do not meet the three qualifying conditions listed under item E.2., the expense payments do not qualify as non-taxable moving expense payments and must be paid as described in item G.

F. **Payment of non-taxable moving expenses** may be made by Direct Payment or Reimbursement Voucher, as appropriate. Documentation (e.g. invoices, paid receipts, tickets) typically required for voucher payments should be submitted with the voucher. These payments must be charged against a General Fund supplies and services account or other appropriate non-General Fund account. The reason for the payment should be clearly described as "moving expenses for an employee."

1. Expenses limited to moving household goods and personal items and storage or insuring household and personal effects for a single 30-day period may be paid by a Direct Payment Voucher when payment is made directly to a moving/storage company. However, if the new employee pays the expenses (expenses limited to moving household goods and personal items or storage), the employee may be reimbursed on a Reimbursement Voucher.
 2. Expenses limited to transportation and lodging (not including meals) while traveling from the former home to the new home may be paid. Expenses are limited to one trip for both the new employee and each household member.
 - a. If transportation is by car, actual expenses (e.g. gas, oil, tolls) may be reimbursed by using a Reimbursement Voucher; receipts must be submitted.
 - b. Alternatively, car expenses can be reimbursed (using a Reimbursement Voucher) at the rate of \$0.09 per mile driven, plus tolls. The total mileage driven, as well as the origination and destination, must be documented on the voucher. The \$0.20 differential from MSU's mileage per diem (currently \$0.29 per mile) can be submitted as "taxable moving expense" on an Additional Payments Form (see item G below).
 - c. Payment of expenses for any trip in excess of the one trip limitation must be processed through the Payroll Division as described in item G below.
 3. Meal expenses, limited to meal per diem amounts, ARE NOT included in the definition of non-taxable moving expense payments. If the department has agreed to reimburse meal per diems while traveling from the former home to the new home, such amounts must be included on an Additional Payments Form as described in item G below.
 4. In accordance with current IRS regulations, "non-taxable" moving expense payments must be noted on Form W-2 (Box 13, Code P); however, these expenses are not reported as wages and are not subject to income tax withholding.
- G. Taxable moving expense payments are payments of expenses other than those listed in item E and should be processed as follows:
1. Payment to the employee for expenses that do not meet the definition of non-taxable moving expense must be handled on a reimbursement basis. Reimbursement to the employee for these expenses must be paid on an Additional Payments Form as a lump-sum payment. The earnings type "MIS" should be used for all taxable moving expense reimbursements and the "comments" section should provide detail regarding the reimbursement.
 2. Taxable moving expenses will be subject to withholding of income tax and FICA/Medicare tax, and will be reported on the employee's Form W-2. Withholdings for federal, state, and FICA tax will approximate 40%.

3. These expenses should be charged to a General Fund salary or labor account or other appropriate non-General Fund account.
4. The Additional Payments Form is to be submitted to the Payroll Division, 350 Administration Building. Original receipts and documentation for reimbursements submitted on the payment form must be maintained by the department and copies must be attached to the Additional Payments Form.
5. The payment to the employee will be issued with the next scheduled salary payroll.

Foreign Moving Expenses

Consult the Payroll Division.

EMPLOYEE MOVING EXPENSE SUMMARY

PAYMENTS MADE BY MSU DURING THE CALENDAR YEAR 19____

(EXPENSES INCLUDED IN THIS SUMMARY ARE NOT DEDUCTIBLE BY THE EMPLOYEE)

NAME OF EMPLOYEE	SOCIAL SECURITY NUMBER
------------------	------------------------

MOVING EXPENSE PAYMENTS			
I. NON-TAXABLE EXPENSES	AMOUNT PAID TO THIRD PARTY (DPV)	AMOUNT PAID TO EMPLOYEE (REIM VOUCH)	TOTAL
A. TRANSPORTATION OF HOUSEHOLD GOODS/STORAGE			
B. TRAVEL AND LODGING PAYMENTS NOT INCLUDING MEALS			
SUBTOTAL			I A & B SUBTOTAL
II. TAXABLE EXPENSES		AMOUNT PAID THROUGH PAYROLL	
A. MISCELLANEOUS PAYMENTS (PAID ON ADD'L PAY FORM - EARN TYPE "MIS")			
			II A. SUBTOTAL
TOTAL MOVING EXPENSE PAYMENTS. ADD THE AMOUNTS OF THE NON-TAXABLE (I) AND TAXABLE EXPENSES (II). NOTE: IF AMOUNT EXCEEDS \$5,000.00, SEE BUSINESS MANUAL, SEC. 53.1, II.			

PLEASE SEND THIS COMPLETED FORM TO PAYROLL (350 ADMIN. BLDG.) AND RETAIN A COPY FOR DEPARTMENTAL USE. SEE BUSINESS MANUAL, SEC. 53 ITEM III FOR INSTRUCTIONS ON COMPLETING AND DISTRIBUTING THIS FORM.

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

VI. SPECIAL HANDLING

A special handling fee 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 special handling fee 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 1994 W-4 Instructions	1994
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 <input type="checkbox"/> SALARY <input type="checkbox"/> GRAD. ASST.		<input type="checkbox"/> CT/LABOR <input type="checkbox"/> SUMMER SCHOOL <input type="checkbox"/> STUDENT	
City, State, and Zip Code		3b. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Single		NOTE: If married, but legally separated, or spouse is a nonresident alien, check the Single box.	
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.	FEDERAL STATE
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.				6	
If you meet all of the above conditions, enter the year effective and "EXEMPT" here -----▶ 19					
7. Are you a full-time student? (Note: Full-time students are not automatically exempt.)				7	<input type="checkbox"/> Yes <input type="checkbox"/> No
Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or, if claiming exemption from withholding, that I am entitled to claim the exempt status.				MICHIGAN STATE UNIVERSITY PAYROLL DEPARTMENT 350 ADMINISTRATION BLDG. EAST LANSING, MI. 48824-1046 FED. TAX ID# 38-6005984W STATE TAX ID# S69-0350502	
EMPLOYEE'S SIGNATURE _____		DATE _____			
3159-77C		MSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER			

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Building, for approval, specifying the amount of funds needed, the reasons for the request, the individual who will be responsible for the fund and his/her address and telephone number. If approved, the department will be notified. The funds may then be picked up at the Cashier's Office between the hours of 8:15 a.m. and 4:15 p.m. or can be disbursed by mailed check.

2. The petty cash fund is issued to, and a note must be signed by, a full-time staff member designated as custodian by the unit administrator. If more than one request is made for funds to be administered by a single custodian, the requests will be consolidated into one petty cash advance note.
3. It is the responsibility of the unit administrator to inform the Manager of the Cashier's Office, 110 Administration Building, in writing, when there is a change of a staff member who is responsible for the petty cash fund. A new note, prepared in the Cashier's Office, must be signed by the individual assuming responsibility of the fund whenever a change in custodian occurs.
4. Any request to increase the amount of the fund will be considered upon presentation, in writing, detailing the need for such increase. Requests should be made to the Manager of the Cashier's Office, 110 Administration Building. If approval is granted, a new note must be signed for the new total of the fund. The former note will be returned to the department.

5. Departmental petty cash funds are reviewed periodically by Internal Audit.

B. Agency or Dormitory Club Funds

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

III. USE OF PETTY CASH FUNDS

- A. The handling of the petty cash fund is the responsibility of the individual authorized by the department chairperson or administrative head. No loans of any type or travel advances are to be made from the petty cash fund. UNDER NO CIRCUMSTANCES SHOULD THIS FUND BE USED TO CASH CHECKS OR FOR PERSONAL REASONS. See Section 15 of this manual for more information.
- B. If a person makes an authorized purchase of an item with their own money, that person must obtain a receipt or invoice, sign it, and present it to the person in charge of the petty cash fund for reimbursement. No money should be disbursed from the petty cash fund to reimburse a person unless a paid receipt or invoice is presented. However, if such documents are not issued for the type of expense incurred (e.g., parking meters, phone calls made on a pay phone), a written note on how the funds were expended is required. The note and the voucher must be signed by the person who made the expenditure.

- C. For persons who must have advance cash to make authorized purchases, it is necessary that they sign a petty cash advance slip for the amount of money they have received. The petty cash advance slip is to be destroyed when any unspent money and a paid receipt for the purchase are returned to the fund.
- D. No purchase of an item costing more than \$100 should be made from a petty cash fund. If an item costs more than \$100, it must be requisitioned in the approved manner through Purchasing.
- E. When use of a petty cash fund is no longer required, the funds must be returned to the Cashier's Office.

IV. REPLENISHING PETTY CASH FUND

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

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

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

V. SECURITY

- A. Funds should never be left unlocked or unattended and should be concealed from general view when not in use.
Unreimbursed petty cash vouchers, with attached receipts, should not be kept in the cash box.
- B. Petty cash funds must be kept within the department. Under no circumstances are such funds to be deposited in a commercial depository off campus.

MICHIGAN STATE UNIVERSITY REIMBURSEMENT VOUCHER

INSTRUCTIONS:

1. Prepare with a typewriter.
2. Refer to Manual of Business Procedure Section 75.
3. Send white and blue copies to Accounts Payable, 360 Administration Building.

DISTRIBUTION

White—Controller's Office.
Blue—Mailed to payee with the check.
Pink—Department copy.

PAYEE

Name _____
Dept. _____
Room _____ Building _____
Mailing Address _____
(if other than department)

Purpose: _____

ACCOUNT TO BE CHARGED

Department _____

Account Name _____

Account Number	Object Class	Amount

DATE

ITEM DESCRIPTION

TOTAL

SIGNATURE

(Required when lacking receipt—items \$10 or less)

**I CERTIFY THAT THE ABOVE PAYMENT
IS CORRECT AND JUST.**

Signed _____
Payee's Signature Date

Approved _____
Administrative Senior Date

Audit

**TOTAL
CLAIM**

\$

CHECK NUMBER and DATE

MSU is an Affirmative Action/Equal Opportunity Institution

TRAVEL REGULATIONS

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I. GENERAL POLICY

A. General Policy

Travel by University personnel should be in support of a specific program of instruction, research or public service, or more general programs of professional improvement or University operations. Decisions regarding the use of travel funds will be made by the individual units of the University. Travel regulations and reimbursement rates apply to all University travel regardless of source of funds.

When travel is funded by a grant or contract, the use of travel funds will be governed by the more restrictive of either grant, contract or University policies.

B. Eligibility

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

Aliens traveling on a B-1 type visa may be reimbursed for their travel expenses (or travel expenses may be made directly on their behalf). Aliens traveling on a B-2 type visa may not have their travel expenses either reimbursed by the University or paid on their behalf.

C. Limitations and Exceptions

1. All travel must be authorized or approved in advance of departure. Each traveler must have a separate authorization.
2. The administrator responsible for the funds must sign the authorization part of the Travel Voucher in advance of the travel.
3. Foreign travel authorizations must be approved by the Office of Contract and Grant Administration if the travel is funded by a grant or contract under account numbers 61-0000 through 61-9999 and 71-0000 through 71-5999.
4. Exceptions to the travel regulations must be authorized by the Controller's Office.
5. As a general policy, expenses attributable to spouse travel are not reimbursable. Prior approval for specific trips or a series of trips with the same function must be obtained from the MAU head, the Provost, and the Vice President for Finance and Operations. In order to be approved, these situations must meet the bona fide business criteria provided for by IRS regulations and may result in taxable income.

6. University personnel returning from foreign or out-of-state travel are required to fill in the Report on Out-of-State Travel portion of the Travel Voucher.
7. Reimbursement is generally limited to actual cost of business related expenses, except for mileage and per diem meals. 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) must accompany any related travel reimbursement voucher.

D. University Travel Office

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

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

E. American Express Corporate Card

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

F. Preferred Travel Agency

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

- 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 one-way mileage.
4. Rented Vehicles
- 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 (based on comparable total cost, availability and functionality for the intended business use). Many rental car agencies will give a discount or offer "specials" to employees upon presentation of University identification. Rental cars should be mid-size or smaller class when available.
 - 1) The term "common carrier" in this context is intended to mean conveyance such as taxi, limousine, shuttle, courtesy shuttle or commercial airline. Other common carrier such as intra or inter city bus, subway or passenger train are certainly appropriate (and reimbursable) but need not be compared with car rental as viable options.
 - 2) Car rental expenses are only reimbursable if necessary to conduct University business and when justified (as in a.1) above). Travel to/from restaurants to take meals is deemed to be personal rather than business according to the Internal Revenue Service regulations and the Federal Travel Regulations. Travel for sightseeing or similar purposes is personal.
 - 3) For University business purposes, if ground transportation is only required to travel between the airport and the work site (e.g. conference location), travelers must inquire into the availability of common carrier before incurring the cost of a rental car. Most airports are adequately serviced by taxi or shuttle. Many hotels also offer courtesy shuttle service for their guests.
 - 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. Liability coverage. 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 not 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. Preferred Travel Agency Car Rental Policies

- a. Travelers will be offered car rental reservations at discounted corporate or specially-negotiated rates.
- b. Rental cars should be mid-size or smaller 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. Lodging1. General Information

- a. Lodging rooms should be single rate with hotel or motel original receipt.
- b. If two or more MSU travelers share a room, request individual room receipts, if available. If not, submit the reimbursement vouchers together for processing.
- c. If the other occupant(s) who shares a room is not an employee, request the single rate be noted on the receipt.
- d. If lodging is complimentary (e.g. staying with family, friends, etc.), documentation is required in order to pay per diem. The traveler should indicate date(s) of lodging, address of lodging, and name of lodging provider.

2. Preferred Travel Agency Hotel Policies

- a. Travelers will be offered the lowest rack rates for all lodging reservations. In addition, the preferred travel agency will use corporate, consortium, or University-negotiated discounts, where appropriate, in order to obtain any available lower rate for a standard room at a requested property.
- b. Travelers not requesting a specific lodging property and travelers who may request a specific property which is not available for their desired travel dates will be offered at least two (2) choices of hotels, by either comparative cost or by requested location (e.g. near airport, convention center, downtown, etc.).
- c. When obtaining lodging reservations for the University traveler, the preferred travel agency will provide the traveler with the hotel address, telephone number, per diem rate, and reservation confirmation number.
- d. University travelers will be offered VIP Traveler Profile Forms in order to notify the preferred travel agency of travel preferences. The preferred travel agency will then be required to maintain all information, including travelers' hotel preferences, in a computer-stored personal account record (PAR).
- e. Room guarantees and deposits, not required by hotel policy, will only be made at the request of the University traveler and will be the responsibility of the traveler. The University will not be liable for any financial arrangements made for individual travelers.

- f. Cancellations for lodging reservations will be the responsibility of the traveler. For their own protection when canceling 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, or 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.

- b. If an employee had a death in his/her family on the dates originally ticketed, MSU will follow the Human Resource Policies and Procedures Funeral Policy to determine whether the employee is eligible for departmental reimbursement.
- c. If the Unit Administrator requests the employee to be performing other duties on the dates originally ticketed, the employee is eligible for departmental reimbursement.
- d. When the scheduled MSU reimbursed trip is not taken, the nonrefundable airline ticket coupons still have a "value" and should not be discarded. Call the University Travel Office for procedures to follow to apply this value to future reimbursed travel.

8. Reimbursement for Tips

- a. Tips for taxi or limousine service (not to exceed 10% of cost) are reimbursable.
- b. Tips for business meals are reimbursable up to 15% of the meal cost. A restaurant receipt must be provided. Documentation must include the name(s) and business affiliation(s) of business guests (for whom the meal was purchased) and the business purpose of the meal expense.
- c. Tips for individual meals are not separately reimbursable; these tips are provided for as a part of meal per diem.
- d. Tips for lodging limited to \$2 per occupancy (not per night) are reimbursable.
- e. Tips and fees for personal baggage handling are not reimbursable except as specified in item d. directly above. Tips and fees for baggage handling of excess accompanied business baggage (referred to hereafter as "excess business baggage") are separately reimbursable as follows:
 - 1) For the purpose of this policy, "business baggage" is defined as non-personal, project materials such as computers, equipment, manuals, reports, office supplies, etc. "Excess business baggage" is defined as business baggage in excess of the weight, size, or number of pieces that is carried free by transportation companies. Currently, the airlines will permit up to two pieces of checked baggage at no additional charge. "Business baggage" transported as "excess business baggage" necessitates the purchase of a separate airline ticket for its transport.
 - 2) The amount reimbursable for baggage handling tips is actual out-of-pocket cost limited to \$1 per bag or box of "excess business baggage." Reimbursable tips for "oversize business baggage" is limited to actual out-of-pocket cost limited to \$3 per box or trunk per handling. ("Oversize business baggage" is defined as "business baggage" in excess of the weight or size that is carried free by transportation companies.) Handling is reasonably anticipated at each link between origin and destination requiring the traveler to personally transfer the baggage.

- 3) "Excess business baggage" must be documented (content/business purpose) if related transportation cost or tip expense is submitted for reimbursement. In addition, "oversize business baggage" must be separately documented when reimbursement related to its transportation/handling is requested.
- 4) For Federally-sponsored project activities, some granting agencies require prior written approval for the expense of transporting "excess business baggage" and the associated tips and handling fees. If required, such prior written approval must be on file in the Office of Contract and Grant Administration.

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. MSU employees traveling overseas on University business must provide receipts for all currency exchange transactions. If receipts are unavailable, the traveler must certify in writing that all funds exchanged have been accounted for and business expense receipts presented must equal the amount received in local currency.
4. 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.
5. 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) must accompany any related travel reimbursement voucher.

B. Authorization

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

C. Transportation

1. Grants and contracts supported by the U.S. Government require that travel be on American Flag carriers by the most direct and expeditious route and at less than first class rates. For all other funding sources, subject to prior approval by the dean, separately-reporting director, or equivalent level or above University official, a less than first class fare, other than economy, coach or tourist class, may be selected for continuing flights exceeding five (5) hours to destinations outside the area contiguous to the United States.
2. When travel is by ship, the fare may not exceed the cost of the lowest available airfare as authorized by the most direct and expeditious route. Per diem is not payable on board ship where meals and lodging are included in the fare.
3. When travel is by rail, the fare may not exceed the lowest available fare and most direct, expeditious route.

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 change every month. Rate information is available in the Office of Contract and Grant Administration, Accounts Payable, and the Office of International Studies and Programs.
2. Lodging includes expenses for overnight sleeping facilities; baths; personal use of the room during daytime; and service charges for fans, air conditioners, heaters and fires furnished in the room when such charges are not included in the room rate. The term "lodging" does not include accommodations on airplanes, trains, or steamers. Rather, these expenses are classified as transportation.
3. Actual lodging expenses (single occupancy) are reimbursed up to the published maximum. **DETAILED RECEIPTS FOR LODGING MUST BE SECURED TO VERIFY LODGING EXPENDITURES.** Any foreign currency exchange rate used in computing the amount of lodging expense to be reimbursed should be noted on the travel reimbursement voucher.
4. M&IE includes all charges for meals and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons); all fees and tips to wait staff, porters, baggage handlers, bell staff, hotel maids, dining room stewards and others on vessels and hotel servants in foreign countries; telegrams and telephone calls reserving hotel accommodations; laundry; cleaning and pressing of clothing; and transportation between places of lodging or business and places where meals are taken.

While baggage handling tips for personal baggage are included in M&IE and are not separately reimbursable, baggage handling tips for "excess business baggage" may be reimbursable. Consult section 70.II., item E.8.e. for details.

5. M&IE is computed on a daily basis with the day divided into four quarters. They are: 12:01 a.m. to 6:00 a.m., 6:01 a.m. to noon, 12:01 p.m. to 6:00 p.m., and 6:01 p.m. to midnight. (A quarter day, although reflected here as beginning one minute after the hour, technically begins one second after the stated hour.) Times of departure and arrival must be listed in order to compute the allowable amount of M&IE per diem.

Prorating M&IE rate for partial days: When computing the M&IE per diem for a partial day, the calendar day (12:01 a.m. to midnight) is used as the basis. For each quarter day (or fraction thereof) that an employee is in travel status, one fourth of the applicable M&IE rate is allowable.

6. The applicable maximum per diem rate for each calendar day of travel is determined by the travel status and location of the employee at 12:00 midnight and whether or not lodging is required.

- a. Day travel assignment begins: If lodging is required, the maximum per diem is the actual lodging cost incurred (limited by the maximum lodging allowance prescribed by the Federal government for the location of the lodging) plus the applicable M&IE rate prescribed for the location of the lodging prorated as provided in paragraph D.5 above. The proration of M&IE per diem commences as of the beginning of the quarter day in which the traveler leaves home.

If lodging is not required, the per diem allowable is the destination M&IE prorated consistent with paragraph D.5 above.

NOTE: If a domestic layover is required upon departure, lodging and per diem reimbursement will be based upon the University policy and procedure for domestic travel.

- b. Travel days in-country (either enroute or at a duty location): If lodging is required, the maximum per diem is the actual lodging cost incurred (limited by the maximum lodging allowance prescribed by the Federal government for the location of the lodging) plus the applicable M&IE rate prescribed for the location of the lodging.

If lodging is not required, the maximum per diem is the applicable M&IE rate prescribed for the duty location, or the destination rate if the traveler is enroute to a new duty location.

- c. Day of return from travel assignment: If lodging is required, the maximum per diem is the actual lodging cost incurred (limited by the maximum lodging allowance prescribed by the Federal government for the location of the lodging) plus the applicable M&IE rate prescribed for the location of the lodging.

If lodging is not required, the maximum per diem is the M&IE rate applicable to the preceding calendar day prorated as provided in paragraph D.5 above. The proration of M&IE terminates as of the end of the quarter day in which the traveler arrives home.

NOTE: If a domestic layover is required upon return, lodging and per diem reimbursement will be based upon the University policy and procedure for domestic travel.

7. When lodging is furnished at no cost to the employee, the maximum per diem rate is the M&IE rate for the locality where the no cost lodging is taken. When lodging cost is paid directly by the University, the combined lodging cost plus the M&IE amount cannot exceed the published U.S. Department of State total daily maximum rate for the locality.
8. When meals are furnished without charge, the M&IE claim should be reduced by an amount commensurate with the relative proportion that meal represents to the daily M&IE per diem allowance. The proportions are:

Breakfast	18%
Lunch	26%
Dinner	<u>56%</u>
Full Day	100%

9. If a staff member travels by an indirect route for personal reasons, per diem will normally be paid only for the time it would take to travel by the most direct route.
10. Sample work sheets are provided on pages 70.VI.8 and 70.VI.9 to use in computing and scheduling international travel expenses for per diem, lodging and other expenses. Use of these work sheets is not mandatory but may be useful in determining the correct travel reimbursement amounts. These work sheets do not replace the University Travel

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 item D,1 above) 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.
4. Travel to participate in international meetings or to do research in foreign areas. Applications for support from this fund should be addressed to the Dean of International Studies and Programs.
5. Travel supported by contracts, gifts or grants from outside agencies. Reimbursement may be made for necessary foreign travel from contract, gift or grant funds provided that the agreements by which the University has accepted the funds cover such travel and that such travel does not interfere with the performance of the normal duties of the traveler.
6. Travel supported by All-University Research grants. Foreign travel may be supported by an All-University Research project to the extent that foreign travel was included in the project application and approved by the All-University Research Committee.
7. Travel supported by cost-of-education allowances. With justification, the cost-of-education allowance which has been allocated to a college or department may be used to support foreign travel by faculty or graduate students. Cost-of-education allowances are usually designated for underwriting costs and improving the quality of graduate education rather than for the benefit of an individual. They should not be used for foreign travel unless the unit has sufficient funds to meet other more urgent needs related to graduate programs.
8. Travel related to teaching courses in foreign areas. Such courses are normally in one of the following categories:
 - a. Courses supported by outside agencies. Travel related to such courses is essentially the same as travel supported by gifts, grants or contracts.
 - b. MSU courses taught overseas:
 - 1) If the revenues from off-campus credit courses in foreign areas are credited to the general fund, the corresponding expenditures for travel and teaching may be charged to the general fund.
 - 2) If the revenues from off-campus courses in foreign areas are credited to a revolving fund, as is normally the case for non-credit offerings, the corresponding expenditures must be carried by the revolving fund.
 - 3) "Courses abroad" taught by MSU faculty primarily for MSU students. If the students, or an outside agency, underwrite

the cost of transporting the course to a foreign area and providing the necessary physical facilities, the regular salary of the instructor may be paid from the general fund. In addition, the University may provide operational funds to the extent that such funds would have been required had the course been taught on campus. The net cost to the University should not be greater than if the course were taught on campus.

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

G. All-University Research Funds

1. Funds made available under the All-University Research grants may be used to include foreign travel subject to the administration of such funds as indicated below.
2. Faculty wishing to use All-University Research funds to cover travel costs will be expected to apply, in addition, for such international funds as may be available from off-campus sources such as foundations and government agencies.
3. The application for international travel funds which is to be supported by an All-University Research grant should include information on points to which the individual will travel, and the research which will be conducted at each point. Reimbursement will be limited to round-trip tourist fare, for MSU faculty members only, and for most direct routing, unless exceptions are made by the dean. In many instances there will be insufficient funds under All-University Research grants to cover the total transportation cost. The balance, additional travel costs, as well as other costs, are to be borne by the faculty member or other approved sources.
4. The All-University Research Project involving international travel is to be carefully screened by the respective unit administrator and the dean of the college before submission of the application to the Vice President for Research Development and Graduate Studies. With the approval of the Office of Research Development and Graduate Studies, the grant will be given a project number and an account number, which should be noted on the travel application request.

H. Special Foreign Travel Fund (SFTF)

1. Purposes - The SFTF is meant to:
 - a. Fund faculty participation in international congresses, meetings, and performances, or showings held outside of the United States.
 - b. Supplement departmental and/or college funds available to faculty.
 - c. Serve to equalize MSU units' ability to support international travel by their faculty.

2. Policies Governing the SFTF

- a. All MSU faculty are eligible for SFTF support. However, higher priority will be given to faculty appointed in the tenure system.
- b. An individual may not receive more than one SFTF award within a 24-month period.
- c. SFTF support is for faculty attendance at international congresses, meetings, performances and showings held outside the United States.
- d. Normally, SFTF support may be used for air transportation expenses from Lansing only. It cannot be used for per diem and related meeting costs.
- e. The SFTF is intended to be a source of last resort. Applicants are thus urged to first explore and secure support from other sources whenever possible, such as departmental or college funds; NSF or NIH grant monies, other grant monies, foundations, and/or personal resources.
- f. The SFTF is intended to be supplemental in nature. Normally, departments and colleges must match part or all of the SFTF grant made to a faculty member. Grant funds dedicated to travel costs can be used for matching SFTF grants. Only funds allocated to offset travel costs will be considered as being matching monies - that is, funds allocated for conference fees and subsistence costs cannot be used to match SFTF grants.
- g. SFTF support may not be sought for retroactive reimbursement of travel expenses.
- h. If two or more faculty members from the same department or major academic unit apply for support to attend the same meeting, the maximum award will generally be no more than 120% of the full round trip cost for one person, to be split among the individuals in a manner recommended by the relevant unit administrator.
- i. Complete applications will be reviewed three times each calendar year: in February, June and October. The deadlines for submitting completed applications are: February 1, June 1, and October 1. The review and rating committee will review applications by the 15th of each of the applicable months. Applicants will be notified as to the decision made by the last day of each of these applicable months.
- j. A SFTF review committee will review eligible applications. This committee consists of the Dean of International Studies and Programs, or designee, one other Dean, a representative of the Provost's Office and a representative of the Vice President for Research and Graduate Studies.
- k. The Dean of International Studies and Programs, or designee, will use the advice of the review committee to make final decisions on award recipients and levels of funding.

1. The Dean of International Studies and Programs, or designee, will notify applicants, their Chairpersons or Directors, and Deans of the decisions made and provide information on procedures for using the award to those who received them.
 - m. Individuals who receive a SFTF award are required to submit a brief report of their travel and international meeting experience on returning to MSU.
3. Procedures
- a. Interested faculty should obtain an application and guidelines from the Office of the Dean, International Studies and Programs. SFTF applicants must provide evidence of an invitation to present a competitive paper, keynote address, juried artistic exhibition, or performance in a major recital hall. Applicants anticipating receiving evidence of this kind but lacking it at the application deadline are encouraged to apply and submit the letter as soon as it is received. In such cases, reimbursement is conditioned on the submission of the letter of invitation.
 - b. The application should be completed and signed by the applicant, the chair, and the dean.
 - c. The original and four copies of the completed application and all attachments should be submitted to the Dean of International Studies and Programs by the appropriate deadline.
 - d. Applications are reviewed three times each year. The three deadlines for submitting applications are: February 1, June 1, and October 1. Unless dictated by early deadlines for responding to meeting organizers, applications for SFTF support should be submitted as follows:
 - 1) Applications for meetings in March through August should be submitted by the February 1 deadline;
 - 2) Applications for meetings in July through December should be submitted by the June 1 deadline; and
 - 3) Applications for meetings in November through April should be submitted by the October 1 deadline.

- 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. Meal per diem will be paid only if the business trip includes an overnight stay. If an overnight stay has been required and documented, and the traveler was in travel status during an entire day, the meal per diem may be lumped together for the three meals and claimed as one amount for the entire day. For one business trip, per diem is also reimbursable for partial travel days which bracket an overnight stay. For such partial days, the per diem attributable to individual meal periods (e.g. BR, LU or DI) should be itemized on the travel reimbursement voucher.
- 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.

- 2) Travel in support of instructional programs. This includes travel to plan, coordinate, recruit faculty or secure resources for, or conduct programs of instruction for University students.
- 3) Travel in support of research. This includes travel to plan, coordinate, secure resources for, or conduct research programs. It also includes attendance at meetings or symposia in which the discussion involves a limited portion of the discipline, and is centered primarily around the research interests of the participants.
- 4) Travel in support of the public service programs of the University. This includes travel to serve as a resource person at meetings of industrial, governmental, educational, grower or lay groups. It includes serving on federal panels, site visits and accreditation visits, and it includes many of the University Outreach and MSU Extension Service programs.
- 5) Travel in support of administration. This includes travel related primarily to the administrative or supportive functions of the University rather than to the disciplinary programs.
- 6) Travel in support of intercollegiate competition. This includes travel in support of or in connection with intercollegiate athletic contests, music or art competitions, debates, forensic programs, judging contests or other sanctioned University events.
- 7) Travel in support of international programs. Travel may be either foreign or domestic, but is concerned with programs designed to improve conditions in foreign countries or to improve relationships with foreign countries.
- 8) Miscellaneous. Travel not defined in other categories.

D. Insurance

1. Insurance on Vehicles

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

d. Beneficiaries

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

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

3. Field Trip Insurance

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

4. Worker's Compensation Insurance

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

5. Reporting Accidents

- a. Notification of immediate supervisor. In all cases of sickness, accident or emergency which occur while traveling for the University, the employee should notify his/her immediate supervisor by telephone or telegraph. If the supervisor cannot be reached, the employee should inform the on-duty University telephone operator (517-355-1855) and have the message forwarded. The University switchboard is open at all times.
- b. Notification of Police. The driver of an MSU vehicle involved in an accident must immediately report the accident to the Police Department in the enforcement jurisdiction.
- c. Notification of the Office of Risk Management. The driver of the MSU vehicle or an authorized representative of the department must fill out form No. Z43D0080, "Michigan State University Automobile Accident or Loss Notice Report." See Section 35 of this Manual. This form may be found in the glove compartment of each MSU vehicle or obtained from the Office of Risk Management, 372 Administration Building, 355-5022. The Automobile Accident or Loss Notice Report form must be delivered to the Office of Risk Management on the day of the accident or as soon as practicable. Drivers of MSU vehicles involved in accidents should make every effort to obtain the name, address and telephone number of insurance companies or agents covering the other vehicles involved.

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

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

E. Travel under Contract, Gift and Grant Funds

1. When travel is funded under contract, gift or grant funds, all requests for authorization and reimbursement must be in accordance with the regulations of the University, or research grant or contract, whichever is the most restrictive.
2. Travel must be restricted to those who are closely associated with the contract, gift or grant. Unit administrators and deans must make sure that travel authorizations and Travel Vouchers clearly state the relationship of the travel to the contract, gift or grant. Expenditures disallowed for failure to conform to contract gift or grant regulations are charged against departmental or college budgets.
3. Employees whose international travel is funded by the U.S. Agency for International Development (AID) contracts must be covered by Medical Emergency Evacuation insurance through the MEDEX Assistance Program purchased from the vendor specified by AID. This requirement does NOT apply to AID Grants or Cooperative Agreements; employees traveling under these funding instruments are automatically covered by the University's S.O.S. Emergency Medical Evacuation insurance.

For AID contract-funded international travel, the following procedure should be followed. At least three weeks prior to departure, an application to enroll in the MEDEX Assistance Program should be prepared and sent to the Office of Contract and Grant Administration for approval. The application should include the MSU account number to which the insurance should be charged. (Contracts which require this coverage, allow the expense to be charged to the contract.) Upon approval, Contract and Grant Administration will forward the application to the Office of Risk Management and Insurance for processing.

Applications may be obtained from the Office of Risk Management and Insurance (5-5022).

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 required.
Transportation			
Personal car-miles (3)	29 cents per mile		None
Mileage-vicinity travel	29 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)	29 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)	Mid-size 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 \$4.00 per day Over \$4.00 per day		None 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 Over \$2.50 per day		Itemize Itemize and receipts
Limited Reimbursement	Determined prior to departure for an amount less than anticipated expense		Same as listed above

- (1) MSU staff members who entertain guests may also receive reimbursement in excess of the maximum allowance if (a) entertainment of guests is a part of the approved purpose of the trip, (b) on-campus facilities are used if possible, (c) reimbursement excludes alcoholic beverages, (d) receipts, names and business affiliations of guests are provided, and (e) tips are limited to 15%.
- (2) In cases involving grants and contracts, the Office of Contract and Grant Administration should be consulted in order to determine whether this expense is reimbursable.
- (3) Personal car mileage is taken from the Rand McNally **Standard Highway Mileage Guide** which assumes that travel is to the center of the city to which you are going. If your destination is not located at the center of the city, be sure to report the destination and the mileage difference as vicinity travel on a separate line of your Travel Voucher. Since the University does not reimburse mileage for commuting, mileage must be computed to and from the point of employment.
- (4) Reimbursement for two round trips to and from the Lansing airport. Taxi fare limited to the fare amount to and from campus.
- (5) CDW/LDW and Liability Waiver costs are not reimbursable.
- (6) Conference registration fees 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)

ALABAMA Huntsville	FLORIDA Fort Myers Key West Miami Miami Beach Naples West Palm Beach	MISSOURI Kansas City Lake Ozark St. Louis	RHODE ISLAND East Greenwich Newport Providence
ALASKA All Locations	GEORGIA Atlanta	NEVADA Las Vegas Stateline	SOUTH CAROLINA Hilton Head
ARIZONA Phoenix/Scottsdale	HAWAII All Locations	NEW HAMPSHIRE Lebanon/Hanover	TEXAS Austin Dallas/Fort Worth Houston
CALIFORNIA Bridgeport Chico Death Valley Fresno Gualala/Point Arena Los Angeles Merced Modesto Napa Oakland Ontario/ Victorville/Barstow Palm Springs Palo Alto/San Jose Redding Redwood City/ San Mateo Sacramento San Diego San Francisco San Jose San Luis Obispo Santa Barbara Santa Cruz Santa Rosa South Lake Tahoe Tahoe City Yosemite National Pk	IDAHO Ketchum/Sun Valley	NEW JERSEY Atlantic City Camden Edison Freehold/Eatontown Moorestown Newark Ocean Cty/Cape May Princeton/Trenton	VIRGINIA Alexandria Arlington Charlottesville Chesapeake Fairfax Falls Church Hampton Newport News Norfolk Portsmouth Richmond Virginia Beach Williamsburg Wintergreen
COLORADO Aspen Boulder Denver Durango Keystone/Silverthorne Vail	ILLINOIS Chicago	NEW MEXICO Albuquerque Santa Fe	WASHINGTON Richland Seattle Tumwater/Olympia Vancouver
CONNECTICUT Bridgeport/Danbury Hartford New Haven Salisbury	INDIANA Indianapolis	NEW YORK Buffalo Glens Falls New York City Niagara Falls Palisades/Nyack Rochester Saratoga Springs Schenectady West Point White Plains	WISCONSIN Brookfield Lake Geneva
DELAWARE Wilmington	KANSAS Kansas City	NORTH CAROLINA Charlotte Raleigh/Durham/ Chapel Hill	WYOMING Jackson
DISTRICT OF COLUMBIA Washington, D.C.	KENTUCKY Covington Louisville	OHIO Akron Cleveland Columbus	
	LOUISIANA New Orleans	PENNSYLVANIA Allentown Bala Cynwyd Chester/Radnor Fort Washington Harrisburg King of Prussia Philadelphia Pittsburgh Valley Forge	
	MAINE Bar Harbor		
	MARYLAND Annapolis Baltimore Columbia Frederick Lusby Ocean City		
	MASSACHUSETTS Andover Boston Cambridge/Lowell Martha's Vineyard/ Nantucket Pittsfield Quincy		
	MICHIGAN Detroit Mackinac Island Port Huron Troy/Pontiac		
	MINNESOTA Duluth Minneapolis/St. Paul		
	MISSISSIPPI Ridgeland		

B. CANADA, GUAM, MEXICO, PUERTO RICO, U.S. VIRGIN ISLANDS (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 (ONE-WAY) MILEAGE CHART

Acme	175	Constantine	110	Hartford	109
Adrian	75	Coopersville	86	Hastings	50
Albion	45	Corunna	35	Hidden Lake	64
Algonac	158	Croswell	147	Higgins Lake	139
Allegan	93	Crystal Falls	474	Highland Park/ Kalamazoo County	71
Allendale	90	Davison	60	Highland Park/Wayne	84
Alma	53	Dearborn	87	Hillsdale	77
Alpena	230	Decatur	103	Holland	95
Ann Arbor	64	DeTour	300	Holly	67
Auburn Heights	74	Detroit	86	Holt	11
Bad Axe	145	Dowagiac	131	Homer	60
Baldwin	142	Drayton Plains	73	Houghton	515
Bangor	112	Dunbar Exp.Sta.	280	Howard City	102
Baraga	485	Dundee	89	Howell	34
Battle Creek	51	Durand	35	Hubbell	529
Bay City	92	E. Grand Rapids	62	Hudson	71
Belding	76	East Jordan	208	Imlay City	84
Bellaire	205	Eaton Rapids	23	Ionia	43
Benton Harbor	122	Edmore	76	Iron Mountain	448
Berkley	80	Entrican	76	Iron River	491
Berrien Springs	138	Escanaba	392	Ironwood	563
Bessemer	558	Essexville	93	Ishpeming	426
Big Rapids	125	Evart	116	Ithaca	45
Birmingham	83	Farmington	68	Jackson	37
Blissfield	88	Fennville	114	Jonesville	72
Bloomfield Hills	75	Fenton	59	Kalamazoo	76
Boyne City	209	Ferndale	78	Kalkaska	180
Brighton	45	Flat Rock/UP	394	Kellogg Bio Sta	73
Bronson	85	Flat Rock/Wayne	101	Kellogg Farm	73
Buchanan	141	Flint	51	Kellogg Forest	66
Cadillac	137	Flushing	55	Kettunen Ct.	130
Calumet	527	Fowlerville	27	Kingsford	443
Caro	105	Frankenmuth	74	L'Anse	486
Carrolton	86	Frankfort	190	Lake City Exp Sta	140
Carson City	57	Fremont	114	Lake Linden	531
Cass City	123	Galesburg	68	Lake Odessa	39
Cassopolis	122	Gaylord	180	Lake Orion	82
Cedar	200	Gladstone	383	Lapeer	71
Cedar Springs	88	Gladwin	117	Laurium	527
Centreville	95	Graham Exp Sta	71	Lawton	97
Charlevoix	222	Grand Blanc	56	Leslie	24
Charlotte	23	Grand Haven	99	Litchfield	68
Chatham	381	Grand Ledge	15	Livonia	72
Cheboygan	229	Grand Rapids	69	Lowell	61
Chelsea	61	Grandville	74	Ludington	165
Chesaning	50	Grant	98	Mackinaw City	237
Clare	87	Grayling	153	Mancelona	194
Clarkston	77	Gull Lake	64	Manchester	68
Clawson	83	Greenville	71	Manistee	196
Clear Lake	60	Hancock	516	Manistique	333
Clinton	74	Harbor Beach	164	Manton	150
Clio	62	Harbor Springs	220	Marcellus	110
Coldwater	72	Harrison	103	Marine City	146
Comstock	74	Hart	144		

Marlette	107	Richmond	115	Zeeland	88
Marquette	406	Rochester	80		
Marshall	45	Rockford	82		
Marysville	125	Rogers City	249	<u>Airports</u>	
Mason	14	Roscommon	155		
Menominee	490	Russ Forest	112	Capitol City	10
Middleville	63	Saginaw	84	Detroit City	95
Midland	89	Sandusky	126	Kent County	55
Milan	81	Saranac	54	Metropolitan	88
Milford	59	Sault Ste Marie	295		
Mill Lake	59	Scottville	171		
Mohawk	533	Sebewaing	128	<u>Colleges & Universities</u>	
Monroe	104	Shelby	137		
Montague	124	Southfield	71	Central Michigan	65
Morenci	92	South Haven	122	Eastern Michigan	69
Morrice	23	South Lyon	58	Grand Valley	79
Mt Clements	95	Sparta	85	Michigan, Univ of	62
Mt Pleasant	70	Spring Arbor	45	Northern Michigan	392
Munising	364	Spring Lake	98	Oakland University	80
Muskegon	107	Springport	36	Saginaw Valley	71
Nashville	47	St. Charles	54	Western Michigan	76
Negaunee	418	St. Clair	130		
New Baltimore	105	St. Ignace	244	<u>Hospitals</u>	
New Buffalo	148	St. Johns	22		
Newaygo	103	St. Joseph	125	Mich Capital Medical Ctr	
Newberry	314	St. Louis	53	Greenlawn	5.5
Niles	138	St. Mary's Lake	48	Pennsylvania	4.5
Northport	234	Stambaugh	492		
Northville	67	Standish	125	Sparrow	4.5
Norway	438	Stanton	67	St. Lawrence	7
Novi	61	Sturgis	98	MDPH	8
Olivet	34	Sylvan Lake	70	Red Cross	4.5
Onaway	225	Tawas City	163		
Ontonagon	531	Tecumseh	78		
Orchard Lake	73	Three Oaks	154		
Otsego	81	Three Rivers	102		
Ovid	32	Traverse City	185		
Owosso	31	Troy	86		
Oxford	85	Tustin	157		
Parma	46	Union City	76		
Paw Paw	92	Utica	85		
Perry	20	Vassar	91		
Petoskey	215	Vicksburg	77		
Pinconning	114	Wakefield	550		
Pigeon	138	Walden Woods	45		
Plainwell	80	Walled Lake	61		
Plymouth	71	Warren	85		
Pontiac	70	Watervliet	113		
Port Austin	161	Wayland	87		
Port Huron	119	Webberville	21		
Port Sanilac	141	West Branch	148		
Portland	27	White Pigeon	111		
Quincy	77	Whitehall	124		
Ralph	477	Williamston	16		
Ramsay	554	Wyandotte	96		
Reed City	139	Yale	108		
Reese	93	Ypsilanti	71		

OUT-OF-STATE (ONE-WAY) MILEAGE CHART

<u>ALABAMA</u>		<u>ILLINOIS</u>		<u>MISSISSIPPI</u>	
Birmingham	737	Argonne	266	Columbus	793
Huntsville	658	Batavia	256	Jackson	931
Mobile	995	Chicago	217		
Montgomery	827	Chicago (O'Hare)	236	<u>MISSOURI</u>	
Tuscaloosa	790	Evanston	250	Columbia	599
		Peoria	353	Kansas City	724
<u>ARIZONA</u>		Springfield	386	Springfield	697
Phoenix	2009	Urbana-Champaign	326	St. Louis	485
Tucson	1977				
		<u>INDIANA</u>		<u>MONTANA</u>	
<u>ARKANSAS</u>		Evansville	429	Helena	1719
Little Rock	840	Fort Wayne	132		
		Gary	189	<u>NEBRASKA</u>	
<u>CALIFORNIA</u>		Indianapolis	259	Hastings	826
Los Angeles	2219	South Bend	150	Lincoln	721
Sacramento	2243			Omaha	667
San Diego	2272	<u>IOWA</u>		<u>NEVADA</u>	
San Francisco	2336	Cedar Rapids	449	Carson City	2134
		Des Moines	533	Las Vegas	1969
<u>COLORADO</u>				Reno	2110
Boulder	1214	<u>KANSAS</u>		<u>NEW HAMPSHIRE</u>	
Colorado Springs	1275	Kansas City	728	Concord	835
Denver	1205	Topeka	790	Manchester	844
		Wichita	922		
<u>CONNECTICUT</u>		<u>KENTUCKY</u>		<u>NEW JERSEY</u>	
Hartford	783	Bowling Green	479	Atlantic City	737
New Haven	761	Lexington	397	Newark	678
Stamford	722	Louisville	367	Trenton	681
<u>DELAWARE</u>		<u>LOUISIANA</u>		<u>NEW MEXICO</u>	
Dores	635	Baton Rouge	1107	Albuquerque	1543
Wilmington	663	New Orleans	1081	Santa Fe	1539
<u>DISTRICT OF COLUMBIA</u>		<u>MAINE</u>		<u>NEW YORK</u>	
Washington, DC	605	Augusta	967	Albany	680
		Caribou	1136	Buffalo	402
<u>FLORIDA</u>				New York City	687
Fort Lauderdale	1438	<u>MARYLAND</u>		Syracuse	545
Miami	1460	Annapolis	628		
Orlando	1223	Baltimore	609	<u>NORTH CAROLINA</u>	
Tampa	1235	Gaithersburg	583	Charlotte	712
				Greensboro	686
<u>GEORGIA</u>		<u>MASSACHUSETTS</u>		Raleigh	762
Atlanta	790	Boston	843	Winston-Salem	661
Augusta	853				
Savannah	977	<u>MINNESOTA</u>		<u>NORTH DAKOTA</u>	
		Duluth	706	Bismark	1061
<u>IDAHO</u>		Minneapolis	634	Fargo	868
Boise	1892	St. Paul	624		

<u>OHIO</u>		
Cincinnati	312	
Cleveland	239	
Columbus	255	
Dayton	263	
Toledo	118	

<u>OKLAHOMA</u>		
Oklahoma City	1002	
Tulsa	883	

<u>OREGON</u>		
Eugene	2334	
Portland	2313	
Salem	2363	

<u>PENNSYLVANIA</u>		
Harrisburg	576	
Philadelphia	671	
Pittsburgh	367	
State College	470	

<u>RHODE ISLAND</u>		
Newport	855	
Providence	841	

<u>SOUTH CAROLINA</u>		
Charleston	929	
Columbia	820	

<u>SOUTH DAKOTA</u>		
Pierre	1020	
Sioux Falls	798	

<u>TENNESSEE</u>		
Chattanooga	673	
Knoxville	567	
Memphis	722	
Nashville	542	

<u>TEXAS</u>		
Austin	1356	
Dallas	1159	
El Paso	1711	
Fort Worth	1190	
Houston	1295	
San Antonio	1433	

<u>UTAH</u>		
Provo	1612	
Salt Lake City	1594	

<u>VERMONT</u>		
Burlington	776	
Montpelier	811	

<u>VIRGINIA</u>		
Norfolk	794	
Richmond	706	
Roanoke	630	

<u>WASHINGTON</u>		
Olympia	2327	
Seattle	2285	

<u>WEST VIRGINIA</u>		
Charleston	444	
Huntington	393	
Parkersburg	376	

<u>WISCONSIN</u>		
Green Bay	432	
Madison	372	
Milwaukee	315	

<u>WYOMING</u>		
Casper	1338	
Cheyenne	1160	

<u>CANADA</u>		
Guelph	270	
Kitchener	278	
Montreal	701	
Quebec	887	
Toronto	332	

<u>COLLEGES & UNIVERSITIES</u>		
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 required.
Transportation			
Personal car-miles (3)	29 cents per mile		None
Mileage-vicinity travel	29 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)	29 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)	Mid-size 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 \$4.00 per day		None
	Over \$4.00 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

MICHIGAN STATE UNIVERSITY

SELECTED TRAVEL POLICIES AND PROCEDURES



(1) MSU staff members who entertain guests may also receive reimbursement in excess of the maximum allowance if (a) entertainment of guests is a part of the approved purpose of the trip, (b) on-campus facilities are used if possible, (c) reimbursement excludes alcoholic beverages, (d) receipts, names and business affiliations of guests are provided, and (e) tips are limited to 15%.

(2) In cases involving grants and contracts, the Office of Contract and Grant Administration should be consulted in order to determine whether this expense is reimbursable.

(3) Personal car mileage is taken from the Rand McNally **Standard Highway Mileage Guide** which assumes that travel is to the center of the city to which you are going. If your destination is not located at the center of the city, be sure to report the destination and the mileage difference as vicinity travel on a separate line of your Travel Voucher. Since the University does not reimburse mileage for commuting, mileage must be computed to and from the point of employment.

(4) Reimbursement for two round trips to and from the Lansing airport. Taxi fare limited to the fare amount to and from campus.

(5) CDW/LDW and Liability Waiver costs are not reimbursable.

(6) Conference registration fees 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).

JULY 1994

VOUCHERS

I. DIRECT PAYMENT VOUCHER

A. Purpose

1. This voucher was designed to simplify payment when a requisition and purchase order are impractical because of the nature of the payment.
2. Permissible payments without dollar limitation would include:
 - a. Training seminars provided either on campus or off campus by outside vendors unless the training was included as a part of the negotiated purchase of equipment or software, etc.
 - b. Lecturers, speakers or noncredit course instructors (teaching five or less sessions during one semester). For further discussion of these payments see Section 76.
 - c. Entertainers.
 - d. Purchase of reprinted articles when the vendor does not require a University purchase order.
 - e. Magazine subscriptions not available through Ebsco Subscription Services.
 - f. Display advertising. However, advertising for the purpose of hiring personnel must be processed on a purchase requisition and University purchase order.
 - g. Conference registration fees.
 - h. Payment of conference costs (facility, food service, etc.) where the University is the conference sponsor. This does not include conference expenses for faculty and staff who attend the conference.
 - i. Payment to a supplier for food purchased off campus while not in travel status consistent with the provisions of Section 45 of this Manual if the invoiced amount exceeds \$100. (Food purchases amounting to \$100 or less must be purchased individually then reimbursed on a Reimbursement voucher.)
 - j. Memberships in professional organizations and associations in accordance with University policies outlined in Section 47.
 - k. Refunds. (NOTE: Refunds of \$2.00 or less will not be issued.)
 - l. Utility payments for University installations (telephone, gas, electricity).
 - m. Consultants (exclusive of engineers and architects).

- n. Honoraria.
 - o. Prepayment of airfare for non-University travelers (see Section 70).
 - p. Repairs to machinery and equipment not under a purchase order contract or serviceable through Stores Open Orders (section 220, item VI).
 - q. Payment of off-campus lodging expenses for University guests.
3. This voucher does not replace the normal purchasing procedure and therefore cannot be used in situations which require a requisition and purchase order (such as Ebsco subscriptions or purchase of equipment) and must not be used after a purchase order has been issued.

B. Form

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

C. Preparation

1. The voucher must be typed by the initiating department, giving the complete name and address of the payee, the department name, account number(s), object code(s) and amount(s) to be charged.
2. If the payment represents rents, royalties, prizes, awards or compensation for services rendered by a 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 must 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) must accompany any related travel reimbursement voucher.**
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 Aid. Questions concerning this process should be directed to the Office of Financial Aid at 3-5991.
3. Additional payments which are prohibited include:
 - a. General Stores stock items.
 - b. Physical plant supplies including paint, plumbing, electrical, heating, ventilating and air conditioning or other building supplies where federal, state, local or University building codes apply.

- c. Purchase of hazardous materials including cleaning solvents, controlled substances, radioactive materials, weapons and ammunition.
 - d. Recurring payments, such as equipment rentals or leases and standing open orders.
 - e. Reimbursements to University employees, including reimbursement of local meals at off-campus facilities. Reimbursement Vouchers should be used in such instances.
 - f. Advertising for the purpose of hiring personnel.
 - g. Maintenance and repairs to machinery and equipment under a Purchase Order contract or serviceable through Stores Open Orders (see section 220, item VI).
 - h. Shipping such as Federal Express, etc. Stores Shipping is the central shipping office for all materials being shipped from the University (see section 220, item IX).
 - i. Prepayment of airfare for University employees.
4. Questions concerning the propriety of using Direct Payment Vouchers should be addressed to Accounts Payable, 360 Administration Building, telephone 355-0331.

E. Routing

- 1. Departments should retain the pink copy and forward the other copies to Accounts Payable for verification and approval.
- 2. A Direct Payment Voucher charged to a research grant account (account numbers in the range 61-0000 through 61-9999 and 71-0100 through 71-5999) should be forwarded to the Office of Contract and Grant Administration, 302 Administration Building, for approval. Contract and Grant Administration will forward the voucher to Accounts Payable.
- 3. A Direct Payment Voucher charged to a general fund salary account should be forwarded to the Office of Planning and Budgets, 321 Administration Building, for approval.
- 4. After audit, Accounts Payable will forward the voucher to Accounting for payment.
- 5. Accounting compares the signature on the Direct Payment Voucher to the signature on authorized signature forms.
- 6. Accounting will assign a voucher check number and prepare the check.
- 7. The check is mailed directly to the payee with the blue copy.
- 8. The paid voucher is distributed as follows:
 - White - Accounting Department
 - Blue - Payee

II. MULTIPLE CHECK VOUCHER

A. Purpose

This voucher facilitates payments of a common nature to more than one payee (e.g. fee refunds, payments to conference participants, etc.), and eliminates the need to prepare separate vouchers for each payee. (Note: Refunds of \$2.00 or less will not be issued.)

B. Form

Multiple Check Voucher forms (see sample, page 75.11) may be obtained from Stores, stock order #140-2570.

C. Preparation

1. The form must be typed by the initiating department giving the complete name and address of each payee, the department name, account number and object code to be charged. If the payee is on campus, the address must conform to requirements established by the Campus Mail Service. If the payments represent compensation to individuals for services performed as independent contractors, the social security number and home address of each payee must be included on the form in order to comply with IRS regulations. See Section 76 for the criteria for independent contractor status.
2. If more than one page is necessary, separate Multiple Check Vouchers must be prepared, with the total indicated on each multiple check voucher submitted.
3. Multiple Check Vouchers may only be charged to one account and one object code.
4. Receipts, where applicable (conference receipts, etc.), must be attached to the voucher.
5. The Multiple Check Voucher must be signed by an authorized signer.

D. Routing

1. The original and the blue copy should be forwarded to Accounts Payable (see item D.2 below for Contract and Grant Accounts). The initiating department should retain the pink copy for their files.
2. Multiple Check Vouchers with charges to research grant accounts (account numbers in the range 61-0000 through 61-9999 and 71-0100 through 71-5999) should be forwarded to the Office of Contract and Grant Administration, 302 Administration Building, for approval. Contract and Grant Administration will forward the voucher to Accounts Payable.
3. After approval, Accounts Payable forwards the voucher to Accounting for payment.
4. Accounting compares the signature on the multiple check voucher to the signature on authorized signature forms.

5. Accounting assigns voucher check numbers and prepares a check for each payee listed.
6. The checks are mailed directly to the payees.
7. The paid voucher is retained in the Accounting Department.

III. REIMBURSEMENT VOUCHER

A. Purposes

1. To reimburse a petty cash fund.
2. To reimburse individuals who use their own funds for legitimate University business purposes, such as procuring small quantities of supplies in an emergency or purchasing food, meals or lodging (while not in travel status) for University guests consistent with the provisions of Section 45 of this Manual.
3. Use of this voucher does not replace the normal purchasing procedure and therefore cannot be used in situations which require a requisition and purchase order. This voucher must not be used for a transaction after a purchase order has been issued - a duplicate payment to the vendor may result.
4. Purchases made by individuals from their own funds have a limited reimbursement of \$100 for any one item, receipt or invoice.
5. Reimbursement is limited to material or services obtained directly by the individual making the purchase (such as material picked up from a vendor in the local area).
6. Under no circumstances are purchases made by individuals to be delivered to or through the University's Receiving Department. Purchases delivered in this manner (without a purchase order number) are not readily identifiable and cause severe delivery problems.
7. Items which individuals cannot purchase directly and then seek reimbursement for include:
 - a. General Stores stock items.
 - b. Physical plant supplies including paint, plumbing, electrical, heating, ventilating and air conditioning or other building supplies where federal, state, local or University building codes apply.
 - c. Purchase of hazardous materials including cleaning solvents, controlled substances, radioactive materials, weapons and ammunition.
 - d. Conference registration fees, or professional membership dues. These payments should be made directly by using a direct payment voucher.

B. Form

The three-part Reimbursement Voucher forms (see sample, page 75.12) may be obtained from Stores, stock order #140-2646.

C. Preparation

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

If the payee is on campus, the address must conform to requirements established by the Campus Mail Service. THE PURPOSE OF THE EXPENDITURE MUST BE NOTED ON THE VOUCHER.

2. Several purchases may be listed on one voucher. A Reimbursement Voucher should not be prepared until the total to be reimbursed exceeds \$2.00.
3. An original receipt, showing date of purchase and amount of payment, should be attached to the voucher for each purchase. If the nature of the expenditure is such that no receipt is rendered and the amount is less than \$10.00 (e.g. parking meters, phone calls made on a pay phone) the purchaser's signature is required in the signature column. If no receipt is available for an expenditure greater than \$10.00, a memo explaining the purchase and the reason why a receipt is not available must accompany the voucher. This memo must be signed by the purchaser and approved by the chairperson or director of the department.

In the event that a personal check was used for a payment, a copy of the canceled check is acceptable for reimbursement.

4. The voucher requires the signature of the person to be reimbursed and the signature of someone administratively senior to the payee who is also an authorized signer for the account(s) charged. It is generally not appropriate for the payee to also authorize their own reimbursement. However, deans and vice presidents may authorize their own reimbursement.
5. MSU employees traveling overseas on University business must provide receipts for all currency exchange transactions. If receipts are unavailable, the employee must certify in writing that all funds exchanged have been accounted for and business expense receipts presented must equal the amount received in local currency.

D. Routing

1. Departments should retain the pink copy and forward the other copies to Accounts Payable, 360 Administration Building, for verification and approval.
2. A Reimbursement Voucher with charges to research grant accounts (account numbers in the range 61-0000 through 61-9999 and 71-0100 through 71-5999) should be forwarded to

the Office of Contract and Grant Administration, 302 Administration Building, for approval. Contract and Grant Administration will forward the voucher to Accounts Payable.

3. After approval, Accounts Payable will forward the voucher to Accounting for payment.
4. Accounting compares the signature on the reimbursement voucher to the signature on authorized signature forms.
5. Accounting assigns a voucher check number and prepares the check.
6. Checks are mailed directly to the persons to be reimbursed.
7. The paid voucher is distributed as follows:
 - White - Accounting Department
 - Blue - Payee

IV. TRAVEL VOUCHER

Travel regulations in general are written in Section 70. These regulations include procedures for use and preparation of Travel Vouchers.

V. WEEKLY VOUCHER CHECK SUMMARY

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

VI. SPECIAL HANDLING

Departments requesting special handling of their voucher checks are assessed a processing fee of \$10 per voucher. (Multiple check vouchers are charged \$10 for the first check and \$2 for each additional check.) Special handling situations subject to the fee include checks requiring expedited handling (e.g. "in-by-ten, out-by-four"), "call when ready" and pick up.

VII. NONRESIDENT ALIEN PAYEES

Payments to nonresident alien payees of rents, royalties, prizes, awards, allowances, compensation and reimbursement of undocumented travel expenses are subject to special Internal Revenue Service rules. See page 76.4 for guidance.

- 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 in advance of the services being performed.

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), or
 - b. are teaching noncredit courses of five or fewer sessions during one semester, or
 - 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 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.," "corporation," or "corp." in their name. 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.

Tax treaty information can be obtained from the Accounts Payable Department, 5-0331.

B. A listing of countries whose citizens may be eligible for limited exemption under tax treaty is provided on page 76.13. The actual treaty may not exempt any or all of the payment you may anticipate making to your nonresident alien independent contractor. In order to learn the details of the tax treaty provisions for a particular country, please call Accounts Payable at 5-0331. If the country of residence for your nonresident alien is not listed on page 76.13, the payment made to the independent contractor will be subject to income tax withholding.

C. In order for an individual independent contractor to claim exemption from income tax withholding under a current tax treaty, the contractor must complete Internal Revenue Service Form 8233, Exemption from Withholding on Compensation for Independent Personal Services of a Nonresident Alien Individual. See pages 76.9 and 76.10 for a sample of the form.

1. IRS Form 8233 can be obtained from the Accounts Payable Department, 360 Administration Bldg., 5-0331. Departments may also make copies of the sample on pages 76.9 and 76.10 for their use.
2. The contractor should complete IRS Form 8233 through item 3.b. and sign where indicated.
3. The contractor must have applied for a social security number. Proof of application from the Social Security Administration must be attached to IRS Form 8233.
4. IRS Form 8233 should accompany the Direct Payment Voucher and other required documentation and be forwarded to the Accounts Payable Department, 360 Administration Building.
5. The Accounts Payable Department will complete IRS Form 8233 and mail it to the Internal Revenue Service.
6. The exemption from withholding must be approved by the Internal Revenue Service before payment is made. It takes approximately 15 days for the IRS to respond to a request to exempt payment from withholding.

D. Foreign fiduciaries, partnerships or corporations engaged in trade or business in the United States may claim exemption from withholding by completing Internal Revenue Service Form 4224, Exemption From Withholding of Tax on Income Effectively Connected With the Conduct of a Trade or Business in the United States (sample on page 76.11 and 76.12). This exemption does not apply to compensation for personal services performed by an individual.

1. IRS Form 4224 can be obtained from the Accounts Payable Department, 360 Administration Building, 5-0331.

Form **8233**
(Rev. April 1993)
Department of the Treasury
Internal Revenue Service

**Exemption From Withholding on Compensation
for Independent Personal Services of a
Nonresident Alien Individual**

OMB No. 1545-0795
Expires 4-30-96

This exemption is applicable for compensation for calendar year 19, or other tax year beginning, 19....., and ending, 19.....

Part I Nonresident Alien Individual (Students, teachers, and researchers: See General Instructions.)

Name	Taxpayer identification number (See Specific Instructions.)
U.S. address (number and street) (Include apt. or suite no. or P.O. box)	United States visa number (if any)
City, state, and ZIP code	

Citizens of Canada or Mexico complete either lines 1a and 1b or line 2; all other filers complete lines 1a, 1b, and 2.

1a Country issuing passport	2 Permanent foreign address
b Passport number	
3 Compensation for independent personal services:	
a Description (See Specific Instructions.)	
b Amount (See Specific Instructions.) \$	
c If compensation is exempt from withholding because of a U.S. tax treaty, provide:	
(1) Tax treaty and provision under which you are claiming exemption from withholding	
(2) Your country of residence	
d Is your compensation otherwise exempt (or will it be otherwise exempt) from income tax during the tax year? <input type="checkbox"/> Yes <input type="checkbox"/> No (If you checked "Yes," attach a statement explaining why.)	
e Additional facts to justify the exemption from withholding	
4 Number of personal exemptions you are claiming (See Specific Instructions.) ▶	5 Number of days in the period during which independent personal services are to be performed in the United States ▶

Under penalties of perjury, I declare that I have examined this form and any accompanying statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I also declare, under penalties of perjury, that I am not a citizen or resident of the United States.

Signature of nonresident alien individual ▶

Date ▶

Part II Withholding Agent Certification

Name	Employer identification number
Address (number and street) (Include apt. or suite no. or P.O. box, if applicable.)	
City, state, and ZIP code	Telephone number ()

Under penalties of perjury, I certify that I have examined this form and any accompanying statements, that I am satisfied that an exemption from withholding is warranted, and that I do not know or have reason to know that the nonresident alien individual's compensation is not entitled to the exemption or that the eligibility of the nonresident alien's compensation for the exemption cannot be readily determined.

Signature of withholding agent ▶

Date ▶

General Instructions

(Section references are to the Internal Revenue Code unless otherwise indicated.)

Paperwork Reduction Act Notice.— We ask for the information on this form to carry out the Internal Revenue laws of the United States. If you want to receive exemption from withholding on compensation for independent personal services, you are required to give us

the information. We need it to ensure that you are complying with these laws and to allow us to figure and collect the right amount of tax.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

Recordkeeping 26 min.
Learning about the law or the form 12 min.

Preparing and sending the form to IRS. 41 min.

If you have comments concerning the accuracy of these time estimates 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**, Attention: IRS Reports Clearance Officer, T:FP, Washington, DC 20224, and the **Office of Management and Budget**, Paperwork Reduction Project

(1545-0795), Washington, DC 20503. **DO NOT** send the tax form to either of these offices. Instead, give it to your withholding agent as specified in the instructions under **Purpose of Form**.

Students, Teachers, Researchers.—Form 8233 should be used by nonresident alien students, teachers, and researchers to claim exemption from withholding on compensation for services that is exempt from taxation under a U.S. tax treaty. Students must provide the statement required by Revenue Procedure 87-8. Teachers and researchers must provide the information required by Revenue Procedure 87-9. These statements are in **Pub. 519**, U.S. Tax Guide for Aliens. This publication is available by calling 1-800-TAX-FORM (1-800-829-3676). All these individuals must also provide the information required by Form 8233, disregarding references to independent personal services. Then, they should submit the form with the required statement to their withholding agent.

Purpose of Form.—In general, section 1441 requires that 30% of amounts paid to a nonresident alien individual as compensation for independent personal services (i.e., services performed where there is no employer-employee relationship) be withheld by the person paying the amount (the withholding agent) to the individual. This form is used by nonresident alien individuals to claim exemption from withholding on compensation for independent personal services (under section 1441 and its regulations) if the exemption is based on a U.S. tax treaty or on the personal exemption amount. The form is completed by the nonresident alien individual claiming exemption and presented to the withholding agent for review. If the withholding agent accepts Form 8233, the withholding agent so certifies on the same form and forwards it to the Director, Office of Compliance, Assistant Commissioner (International), at the address shown under Part II on this page. An accepted Form 8233 is effective only for the tax year shown on the form. **Do not use Form 8233** if you have an office in the United States regularly available to you for performing personal services. If you have an office in the United States regularly available to you, contact the Director, Office of Compliance, Assistant Commissioner (International), for more information.

Definitions

Nonresident Alien Individual.—Any individual who is not a resident or citizen of the United States is a nonresident alien individual. The term also includes a nonresident alien fiduciary. An alien individual meeting either the "green card test" or the "substantial presence test" for the calendar year is a resident. Those not meeting either test are nonresident alien individuals.

Note: *Nonresident alien individuals married to U.S. citizens or resident aliens may choose to be treated as resident aliens for income tax purposes (e.g., for purposes of filing a joint income tax return). However, these individuals are considered nonresidents for purposes of withholding taxes on nonresident aliens. For further information on resident and nonresident alien status, the tests for residence, and the exceptions to them, see Pub. 519.*

Nonresident Alien Fiduciary (Estates and Trusts).—A nonresident alien fiduciary is a nonresident alien guardian, trustee, executor, administrator, receiver, conservator, or other person acting in any fiduciary capacity for any person. However, a nonresident alien fiduciary is not a nominee.

Compensation for Independent Personal Services.—Independent personal services are personal services performed in the United States by an independent nonresident alien

contractor, rather than by a nonresident alien employee. Included in compensation are payments for professional services, such as fees of an attorney, physician, or accountant made directly to the person performing the services; consulting fees; and payments for performances by public entertainers, such as artists, actors, musicians, and athletes.

Withholding Agent.—Any person required to withhold tax on payments made to a nonresident alien individual is a withholding agent. Generally, the person who pays or conveys the item of U.S. source income to the nonresident alien individual (or to his or her agent) is liable for the tax and must withhold. The withholding agent may be an individual, corporation, partnership, trust, association, or any other entity. For further information, see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

Specific Instructions

Part I

Taxpayer identification number.—If you are a nonresident alien individual (other than a nonresident alien estate or trust) and you have a social security number or you are required to get a social security number, you must use it when an identification number is required for Federal tax purposes. If you do not have a social security number, apply for one on **Form SS-5**, which you can get at Social Security Administration offices. When the number is received, promptly give it to the withholding agent. In some cases, if you do not have a social security number or are not otherwise required to get one, you may use an IRS-issued identification number. If an application has been made for a number but it has not been received, write "TIN applied for" and the date you applied in the space provided on this form. For (non-resident alien) estates or trusts, use your employer identification number.

Lines 1a, 1b, and 2.—All filers must complete lines 1a, 1b, and 2, except citizens of Canada or Mexico, who can complete either lines 1a, 1b, or line 2.

Line 3a.—Describe the independent personal services for which the compensation is being (or will be) received, and describe the manner of compensation (e.g., lump sum, monthly payments, etc.).

Line 3b.—Enter the amount of compensation for independent personal services you will be receiving during the tax year to which this Form 8233 applies. Enter an estimated amount if the exact amount is not known.

Line 3d.—If the exemption from income tax withholding is (or will be) based on other than a U.S. tax treaty (e.g., the personal exemption amount), explain this in an attached statement.

Line 4.—For determining the amount of compensation exempt from 30% withholding because of the personal exemption amount, one personal exemption is allowed a nonresident alien individual who is not a resident of Canada or Mexico, or is not a U.S. national during the tax year. However, a nonresident alien individual covered by a U.S. tax treaty with his or her country may be entitled to exemptions for a spouse and dependents under certain circumstances. See the applicable tax treaty for further information. A nonresident alien individual who is a resident of Canada or Mexico or is a U.S. national is generally allowed the same personal exemptions as a U.S. citizen or resident. (For further information, see Pub. 519.) Each allowable exemption must be prorated according to the number of

days in the period during which the personal services are to be performed in the United States (line 5 on Form 8233). To figure the daily proration amount for each allowable exemption, divide the personal exemption amount (for example, \$2,350 if the individual's tax year begins in 1993) by 365 (366 for a leap year). Round off the result to the nearest cent. **Note:** *The personal exemption amount for any year can be obtained from the IRS.*

Signature.—The nonresident alien individual, or his or her legally authorized representative, must sign and date Form 8233 in the appropriate place.

Part II

Withholding Agent's Responsibilities

Regarding Form 8233.—When the nonresident alien individual gives you Form 8233, review it to see if you are satisfied that the exemption from withholding is warranted. If you are satisfied, based on the facts presented, certify that you accept the Form 8233 by completing and signing Part II.

Within 5 days of your acceptance, forward Form 8233 and any attachments to:

Assistant Commissioner (International)
Director, Office of Compliance
IN:C:E:62
Internal Revenue Service
950 L'Enfant Plaza South, S.W.
Washington, DC 20024

Give a copy of the completed Form 8233 to the nonresident alien individual. Attach a copy of Form 8233 to the **Form 1042**, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons, that you file with the IRS. Keep a copy of Form 8233 for your records.

Note: *Each copy of Form 8233 must also include any attachments originally submitted by the nonresident alien individual.*

The exemption from withholding becomes effective for payments made at least 10 days after you have mailed Form 8233 to the IRS. (See the instructions for Part I, line 4, for information on amounts exempt from withholding because of the personal exemption amount.)

You must not accept Form 8233 if either of the following applies:

- If you know or have reason to know that any of the facts or statements on Form 8233 may be false; or
- You know or have reason to know that the eligibility of the nonresident alien individual's compensation for the exemption cannot be readily determined (e.g., if you know or have reason to know that a nonresident alien individual has an office in the United States regularly available for performing personal services).

If you accept Form 8233 and subsequently find that either of the situations described immediately above applies, you must promptly notify the Director, Office of Compliance, Assistant Commissioner (International), in writing, and you must withhold on any amounts not yet paid. If you are notified by that office that the eligibility for the exemption of the nonresident alien individual's compensation is in doubt or that the compensation is ineligible for the exemption, you must withhold. See Regulations section 1.1441-4(b)(2)(iii) for examples illustrating these rules.

Signature.—The withholding agent, or a duly authorized agent of the withholding agent, must sign and date Form 8233 in the appropriate place. (See Regulations section 1.1441-7(b) for further information regarding duly authorized agents.)

Form **4224**
(Rev. March 1993)

**Exemption From Withholding of Tax on
Income Effectively Connected With the
Conduct of a Trade or Business in the United States**

OMB No. 1545-0165
Expires 3-31-96

Department of the Treasury
Internal Revenue Service

► File this form with your withholding agent.
(For use by a nonresident alien individual or fiduciary, foreign partnership, or foreign corporation)

This exemption is applicable for calendar year 19 , or other tax year beginning ,19 ,and ending ,19

**Please
Type
or
Print**

Owner of income

U.S. identifying number

Foreign address (number and street) (Include apt. or suite no.)

City, province or state, and postal code

Country

Trade or Business in the United States

Name of trade or business

Type of business

Address (number and street) (Include apt. or suite no. or P.O. box if mail is not delivered to street address.)

City, state, and ZIP code

Describe each item of income that is, or is expected to be, effectively connected with the owner's U.S. trade or business:

Withholding Agent

Name of withholding agent

Employer identification number

U.S. address (number and street) (Include apt. or suite no. or P.O. box if mail is not delivered to street address.)

City, state, and ZIP code

I certify to the best of my knowledge and belief that the income described above is, or is expected to be, effectively connected with the conduct of the owner's trade or business in the United States and is includible in gross income for the tax year.

Signature of owner, fiduciary, trustee, or agent

Date

If an estate or trust, give name here

Address of fiduciary, trustee, or agent (number and street) (Include apt. or suite no. or P.O. box if mail is not delivered to street address.)

City, state, and ZIP code (If a foreign address, see instructions.)

Instructions

(Section references are to the Internal Revenue Code.)

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 the information. We need it to ensure that you are complying with these laws and to allow us to figure and collect the right amount of tax.

The time needed to complete and file this form will vary depending on individual circumstances. The estimated average time is:

Recordkeeping	7 min.
Learning about the law or the form	11 min.
Preparing the form	14 min.
Copying and sending the form	14 min.

If you have comments concerning the accuracy of these time estimates 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 (1545-0165), Washington, DC 20503. **DO NOT** send this form to either of these offices. Instead, see **Filing Form 4224** on this page.

General Information

Purpose of Form.—This form is used to obtain an exemption from withholding of tax on certain income for nonresident alien individuals and fiduciaries, foreign partnerships, and foreign corporations. See **Pub. 519**, U.S. Tax Guide for Aliens, for details on alien status.

When Exemption Applies.—The exemption from withholding applies only to eligible income paid after the withholding agent receives this form. It applies only for the tax year of the owner (the person entitled to the income) whose name appears on the form. See **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Corporations, for further information.

Income Eligible for Exemption.—In general, to be exempt from withholding, the income must be effectively connected with the conduct of the owner's trade or business in the

United States, and must be included in the owner's gross income under section 871(b)(2), 842, or 882(a)(2) for the tax year. If these requirements are met, the following items of income may be exempt from withholding: interest, dividends, rent, royalties, salaries, wages, premiums, annuities, compensation, remuneration, emoluments, and other fixed or determinable annual or periodic gains, profits, and income; gains described in section 631(b) or (c); amounts subject to tax under section 871(a)(1)(C) or 881(a)(3); gains subject to tax under section 871(a)(1)(D) or 881(a)(4); and gains on transfers described in section 1235 made by October 4, 1966.

If a nonresident alien individual or foreign corporation is a member of a domestic partnership, the exemption applies only to the income items included in the distributive share of that partnership's income.

Income Not Eligible for Exemption.—The following are not eligible for exemption from withholding: compensation for personal services by a nonresident alien individual (but see **Form 8233**, Exemption From Withholding on Compensation for Independent Personal Services of a Nonresident Alien Individual), compensation described in section 543(a)(7) received by a foreign corporation that is a personal holding company, and income resulting from a section 897 disposition of an investment in U. S. real property.

Filing Form 4224

Owner of Income.—File this form with your withholding agent to obtain exemption from withholding. (If you do not know the withholding agent's employer identification number, please get it from the withholding agent.) You may want to keep a copy for your records. File Form 4224 before payment of any income to which it applies. When the income to which the form applies is no longer effectively connected with the conduct of a trade or business in the United States, promptly notify your agent by letter.

Withholding Agent.—Keep this form for your records. You are no longer required to attach Form 4224 to **Form 1042**, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons, or to **Form 1042S**, Foreign Person's U.S. Source Income Subject to Withholding.

Address of Fiduciary, Trustee, or Agent.—For a foreign address enter the city, province or state, postal code, and country. Do **not** abbreviate the country name.

NONRESIDENT ALIEN INDEPENDENT CONTRACTORS

Listing of Tax Treaty Countries

Limited tax treaties are available with the following countries:

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

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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ALTERATIONS AND IMPROVEMENTS OF FACILITIES

I. POLICY

- A. To insure integration with existing University facilities and to comply with safety and building codes, statutes, regulations and University specifications, all alterations or improvements to the facilities of MSU must receive proper authorization.
- B. All interior alterations or improvements are under the initial jurisdiction of the Office of Planning and Budgets, 325 Hannah Administration Building.
- C. Before undertaking any alteration or improvement within a building, departments must:
 - 1. Obtain approval from the Office of Planning and Budgets concerning room use and design; and
 - 2. Specify appropriate and adequate funding arrangements to cover the cost of the project.
- D. An alteration or improvement within an existing building is a change which requires a modification to the walls, floors, ceilings, utilities, attachment of furniture or partitions to such surfaces.
- E. Installation of equipment which will change consumption of utilities is considered an alteration within the building.

II. INITIAL REQUEST

- A. The department or unit prepares in triplicate the form "Request for Interdepartment Material or Service" (Stores stock order #140-2842) to get an estimate of the cost of the project described thereon; the form signed by the unit administrator is forwarded through the corresponding dean or appropriate administrative officer to the Office of Planning and Budgets.
- B. The Office of Planning and Budgets will either disapprove the request and return it to the department, or will approve the request and forward it to the Physical Plant Division for an estimate. The estimate will be returned to the requesting department either directly by the Physical Plant Division or through the Office of Planning and Budgets.
- C. Before reaching a final decision on the proposed alterations, consideration should be given to funding, timing, urgency and priorities or plans for the space involved. Departments are to consult with the Office of Planning and Budgets at this stage.

- III. FINAL REQUEST - If the department wishes to proceed with the project, they will prepare in triplicate the form "Request for Interdepartment Material or Service"; the form signed by the unit administrator is forwarded through the corresponding dean or appropriate administrative officer to the Office of Planning and Budgets requesting that the project be undertaken in accordance with the estimate received. All accounts to be charged and corresponding amounts must be clearly specified on the form.
- IV. AUTHORIZATION - The Office of Planning and Budgets will either approve and immediately forward the request to the Physical Plant Division or, depending on the total cost involved (over \$15,000), forward it to the Provost for approval before sending it to the Physical Plant.
- V. DOCUMENTS
 - A. After the alterations or improvements are authorized, the project is then designed and all construction documents are developed. Departments must allow adequate time for this phase of the project.
 - B. Some work will be performed by University service units, but frequently, competitive bids are solicited from outside contractors and once accepted, a contract or purchase order is issued to the successful bidder.
- VI. OBLIGATION OF CONTRACTORS - SUPERVISION, INSPECTION AND PAYMENT
 - A. Contractors working on University property must:
 - 1. carry proper insurance coverage;
 - 2. satisfy equal employment opportunity requirements;
 - 3. provide necessary bonding;
 - 4. assure quality of materials, workmanship, and completion of the project.
 - B. The above matters, along with job supervision and inspection, are the responsibility of the Physical Plant Division.
 - C. Payment cannot be made to contractors until authorized by the Physical Plant Division.

(MSU Book Store Continued)

V. BOOKS NOT IN STOCK

- A. Books not in stock will be ordered and, upon delivery, billed by the MSU Book Store at current list price plus shipping and/or handling charges from the publisher.
- B. Books not discounted by publishers will be billed at cost plus shipping and/or handling charges from the publisher plus a handling charge from the Book Store. (MSU Book Store handling charge is 2% of the order or a \$3.00 minimum.)
- C. Free materials will be sent out at no charge, however, the department/individual will be billed a handling charge from the MSU Book Store.

VI. SPECIAL DEPARTMENTAL ORDERS

- A. Special orders for books and supplies are accepted from University departments.
- B. Requests are to be made by using the green "Departmental Special Order" forms (see sample, page 205.8) which are available from the MSU Book Store. (Please do not use Purchasing Department Requests.)
- C. The form should give a complete and unambiguous name and departmental address of the department ordering the material - the name must be that of the account number given. Do not abbreviate the name of the department. Do not give the name of an individual in the department in the space marked "Department."
- D. Only one title per order should be submitted.
- E. In the space marked "Deliver To Person," type or print the name and address of the individual who is ordering the material. Enter the telephone number of the individual ordering the material. The name is listed on the interdepartmental charge ticket and is necessary for later verification of charges against departmental accounts when they appear on the fund ledgers.
- F. Special Orders are NON-RETURNABLE (Except for defective or incorrect material.)

VII. SPECIAL PERSONAL ORDERS

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

VIII. SHIPMENT OFF CAMPUS

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

IX. SUPERINTENDENT OF DOCUMENTS AND NATIONAL TECHNICAL INFORMATION SERVICE

- A. All materials to be purchased from the Superintendent of Documents and the National Technical Information Service (NTIS), including subscriptions, microfiche, microfilm, and computer tapes, must be ordered through the MSU Book Store using Special Order forms. If the stock number or document number is known, it must be included on the order.

(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, Consulting & Integration 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)

using 3270 emulation software and the TCP/IP 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 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:

(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. The ARM must be signed by an authorized "Security Contact" person from the college or administrative office. 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 signed by the security contact person and sent to the application owner. They will authorize the request and forward it to AIS.
- c. The access request may be for a single individual operator or for an entire unit. If access is granted for the unit, future requests can be made directly to AIS without specific authorization from the application owner for each request. These direct requests must be communicated to AIS using an 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 or 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.

I. UNIVERSITY STORES

University Stores serves the entire University by meeting the supply needs of Michigan State University's colleges and departments. This is handled through the Stores stockkeeping or Open Order non-stock purchasing functions.

Stores is responsible for expediting incoming University shipments, central receiving, the filing of loss and damage claims, distribution of incoming shipments, internal distribution of packages and campus mail, central shipping, traffic and distribution services.

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.

II. COUNTER, CALL-IN AND FAX SERVICE

The counter and call-in services are intended for quickly needed supplies, unexpected needs, or to provide enough supplies to see you through until your regular order can be filled and delivered. Orders are limited to seven lines. Counter hours are 10 a.m. to 2 p.m.

University Stores provides a call-in service between the hours of 8 a.m. and 5 p.m. The number to call for ordering is 5-1703. The order desk accepts call-in orders provided they meet the following requirements:

- 1) Two business hours are needed to process an order.
- 2) Orders are intended to be picked up.
- 3) Call-in orders will be delivered, if requested, and billed a delivery charge.
- 4) Orders not picked up by closing of the next business day will be delivered and charged a delivery fee.

Stores offers a 24-hour fax number (5-8308) to receive University Stores orders. The "Request for Supplies from Stores--Fax Order" form #140-2701 (see Figure 2) should be used to order supplies using fax service. Be sure to indicate on any fax order whether it is to be picked up or delivered. The 7-line limit for two hour pick-up applies. There are no line limits on orders for delivery.

Departments should check supplies received against the pink copy of the Stores order form which is left with each delivery. If a stock item is temporarily out-of-stock, a backorder will be prepared so that no reordering is necessary. When the backordered item is received, these orders will be filled first. Discrepancies must be reported to Stores within two working days, otherwise no adjustment can be made.

Merchandise that was originally ordered and received from University Stores can be returned provided it can be resold and is in the original factory carton. No obsolete or discontinued merchandise will be accepted for return.

Return of merchandise will not be accepted unless authorized by Stores. To obtain authorization, contact University Stores at 5-1700, ext. 184. Please have the requisition number, exact quantities and descriptions of all items to be returned, and reason for the return. Stores will arrange for pickup. You may also bring the item(s) to the counter during business hours with the above information for credit.

Merchandise returned because of our error or manufacturer's defect will be credited at 100% if returned in undamaged condition. Stock merchandise returned for any reason other than error or manufacturer's defect will be credited subject to the following restocking charges:

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

Defective merchandise must be accompanied by a completed **"Defective Product Information Sheet"** (see Figure 3) describing the nature of the defect. In this way we can provide our supplier with the information so that a replacement can be obtained from the manufacturer. If a portion of a package is defective, no credit will be made until a credit or a replacement has been received from the vendor.

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

III. SPECIAL STOCK CONSIDERATIONS

The sale of electrical wire and extension cords must be cleared by the Physical Plant. Call **3-9578** for approval. Multiple outlet strips (**stock #110-2009**) and surge protectors (**stock #110-2006, 110-2007 and 110-2011**) have been pre-approved by Physical Plant.

An announcement will be made when **appointment books and calendars** may be ordered, usually no earlier than August and no later than December, of the preceding year. When ordering, please specify the year desired to avoid problems in filling your order.

University Stores carries a number of **forms** for your convenience. Each form is identified with the Stores seven digit stock number located in either the bottom left or bottom right hand corner.

Postage stamps may be obtained only by pickup at the service counter window. Stamps may not be returned unless sold by the roll and only if the package hasn't been opened. Roll stamps are governed by our return policy.

The following rules regulate chemicals and gases

1) ALCOHOL

- a) Federal regulations on tax free alcohol give explicit directions on record maintenance and restrictions on the use of alcohol. Departments may not sell, issue, or give away alcohol issued to them for teaching and research purposes. Alcohol must be used as stated in the Internal Revenue Service Regulations (Distribution and Use of Tax Free Alcohol, Part 213 of Title 26, Code of Federal Regulations).
- b) Alcohol may be requested by completing a **"Purchasing Requisition"** along with a **"Stores Requisition for Supplies"**. An authorized department representative must sign the requisition and send it to the Purchasing Department for approval. When it has been approved, Purchasing will forward the requisition to Stores to be filled.
- c) Stock numbers **155-0684** and **155-0836** have been purchased by University Stores in bulk and are issued to departments in smaller, more convenient quantities. Departments ordering alcohol must supply Stores with approved safety cans, which must be in good condition and labeled as to contents.

2) DIMETHYL SULFOXIDE

- a) Dimethyl Sulfoxide (DMSO) is a controlled substance and not intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in man or other animals.
- b) A signed statement is required for ordering this item. Please include a copy of this statement (See Figure 4), signed by an authorized departmental representative, with your "Request for Supplies from Stores" form.

3) COMPRESSED GASES AND ACCESSORIES

- a) Except for a small emergency supply warehoused at Stores Building #2, common gases are delivered direct by the vendor, when requisitioned. A cylinder rental charge is assessed each month and continues to accrue until the cylinder is returned to Stores. Cylinder rental cannot be charged against federal government grants and contracts. The only accounts that can be charged for cylinder rentals are those funded by on-going funds. Cylinder rental will appear as a separate charge on the Stores monthly billing.
- b) For ordering common gases listed in the Stores catalog, use a separate "Request for Supplies from Stores" form.
- c) For the return of empty cylinders:
 - 1) Send a completed "Cylinder Return Form" to Stores giving the following information: (see Figure 5).
 - . The building and room number where the cylinders are located
 - . The cylinder tag or label number
 - . The rental account number
 - . A contact person's name and phone number
 - . Retain a copy of the signed cylinder pickup for your records. This will greatly help in the event of a discrepancy
 - 2) Empty cylinders should be placed in a separately designated area at your delivery dock and secured by chains, as a safety precaution, pending pick-up.
 - 3) Return all empty cylinders as quickly as possible to eliminate excessive cylinder rental charges.
- d) Stores is billed for all cylinders assigned to University Stores. Rental charges are rebilled to the appropriate University department.
- e) Cylinders with suspected leaks are to be reported immediately to Stores. The cylinder will be picked up and returned to the company, and the department will

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

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

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 mailings 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 eliminating 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 a savings can be effected through quantity buying which 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 is to 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 a specific field. This may result in an incorrect item being ordered.)**
- 5) If the order was phoned in, no follow-up release form is required. Confirming paperwork could result in a duplicate order being placed.

Unless the company is local, placement of the order is to be handled by Stores. Stores places orders using direct order entry (**computer to computer**), fax, or telephones the order to the company.

Incoming shipments are to be delivered to Receiving and from there to the department by truck. When the shipment is received in the department, the packing slip must be forwarded to Open Orders.

Payment of vendor invoices is handled by Open Orders. Invoices received in departments for open order releases must be forwarded to Open Orders.

Open Orders will charge department accounts through the Stores billing system. Statements are prepared monthly and will be distributed through Campus Mail. Department accounts will be charged when:

- 1) The invoice is received and proof of delivery is obtained as evidenced by a Stores delivery slip or a packing slip.
- 2) A signed statement is received from an authorized department representative confirming receipt of merchandise.

The following are restrictions for Open Orders:

- 1) No single release can exceed \$800.00.
- 2) No rentals.
- 3) **Shoprite** purchases are restricted to groceries. No food for parties or break room supplies. The reason for purchase must be indicated on the release. Legitimate reasons may be for use as theater props (**no cigarettes, alcohol, etc. for any reason**), Family and Child Study's food studies, or 4-H displays. A release number must be obtained from Stores before going to Shoprite.
- 4) **Radio Shack** and **Sam's Club** requires a release number on a "**Stores Non-Stock Form**" before obtaining merchandise. Stop at Stores for the proper authorization.

IX. SHIPPING

Stores Shipping is the central shipping office for all material being shipped from the University. Shipping material to a company or off-campus organization, requires a **"Material Return and/or Shipping Permit"** (MR) completed by the department. The completed MR is sent to Purchasing for approval, when the material was received on a P.O. or P.O.D.. Purchasing will contact the company to arrange the return, repair, or replacement and secure authorization from the company (RGA or RMA No.).

If the material was not received by P.O. or P.O.D., it is the department's responsibility to obtain a correct shipping address and clear it with the company so that it is accepted when it is shipped.

The MR serves as a campus pick-up request. A Stores driver will pick up the material and deliver it to shipping. For additional information on Material Returns, see Purchasing Section 270.

Expedited shipping of documents or letters through the various air freight companies with guaranteed times of arrival can be processed using a **"Quick Ship"** (QS) form (see **Figure 8**) which is available at Stores. Departments should bring the documents directly to Stores and complete the QS form.

Stores retains the right to make final determination of method and terms of shipment.

Stores shipping is responsible for the payment of incoming collect and outgoing prepaid freight charges. Freight and air bills are processed, charges verified, and billed to department accounts through Stores billing system, along with any transportation charges.

Individual departments shipping or receiving merchandise under special circumstances should send all freight bills to shipping for processing. Please indicate the University account number to be charged.

X. SHIPMENT OF HAZARDOUS MATERIALS

New federal regulations require more complete documentation for the shipment of hazardous materials. Descriptions must be complete and accurate. Abbreviations are not allowed.

Documentation must include a copy of the **"Material Safety Data Sheet" (MSDS)**. This should be attached to your **"Material Return"** before it is sent to Purchasing. If you do not have a copy of the MSDS, they are available through the Office of Radiation, Chemical and Biological Safety (5-0153). Questions regarding the shipment of hazardous materials can be answered by the Stores Shipping Department (5-1700).

XI. STORES DISTRIBUTION SERVICES

1) PICKUP AND DELIVERY

- a) The building and room number specified on the order form or pick-up notice will be considered the final delivery or pick-up point. If the room listed is a locked storage room, indicate on the form where a key can be obtained. If a signature on the delivery slip is to be obtained at a location other than the delivery location, this must also be indicated.
- b) Requests for delivery of materials to one area with the paperwork to another area cannot be honored unless this is specified on the order form in advance.
- c) Signed delivery slips must be returned to the Stores driver at the time the merchandise is delivered. Signatures attest to the number of cartons or pieces, not contents.
- d) Materials to be picked up by Stores cannot exceed eight stackable boxes, each box no larger than the size of a copy paper box (**approximately 17"x12"x15"**) or one hamper load of mail. A special handling fee will be assessed for:
 - 1) Pickups exceeding eight cartons or one hamper of mail.
 - 2) Uncrating, moving, setup, special equipment, extra men, excessive time, etc.
 - 3) Special delivery or unscheduled pick-ups.
 - 4) Delivery to a point other than specified on the P.O., P.O.D., Open Order release, or Stores requisition.

The following information outlines those activities that will assist Campus Mail in expediting the mail and maintaining a smooth flow for the total University:

- . Departments planning a large mailing (**greater than 200**) on campus, contact Campus Mail at **5-1700** a few days prior to the mailing date to schedule its distribution.
- . The mailing must be properly addressed, sorted by building, and bundled.
- . Large mailers must realize that their mail is merged into the mail flow as time is available. As a result, their mailings may be delivered over a period of several days.
- . Mailings of a single page or several pages not in an envelope, should be folded and sealed.

When addressing campus mail, the building name must be included. Mail is sorted and delivered according to building. The room number and building name should be the last line of the address. An example of the proper address for campus mail is as follows:

Sally Doe
Department of English
201 Morrill Hall

Postal Manual 153.6 (mail addressed to schools, institutions, etc.) states that mail addressed to persons at schools and similar places will be delivered to the school. If the addressee is no longer at that address, it is the responsibility of individuals at that address to provide forwarding information.

The individual departments are fully responsible for forwarding mail that is addressed to them. Normally the forwarding address is left with the department involved as neither the U.S. Post Office nor Campus Mail Service maintain a file of forwarding addresses.

If the forwarding address is unknown, the mail will be returned to the Postal Service (**endorsed "not at" or "address unknown"**). If a department wishes to refuse any mail, it should indicate on each piece the reason for refusal and how it wants it handled.

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:

- Pay off the buyout on a monthly basis until the equipment has been completely paid off. At that time, an Equipment Transfer Notice will be completed to transfer the equipment to the department's inventory.
- If the department wants to purchase the equipment prior to the end of the lease, they need to submit a purchase requisition to Stores authorizing an account to charge the undepreciated amount.
- Equipment funds must be used if the account does not support the purchase of equipment.
- Contact Stores to arrange for replacement or disposal of the equipment.

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.

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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.**

XV. BUDGET BOOSTER

The Budget Booster is a monthly publication offered as a free service to all campus departments from University Stores. The primary purpose of the Budget Booster is to promote the sale and use of items between University departments.

The monthly publication has listings for:

- . The sale of unwanted or surplus equipment to another department on campus.
- . "Wanted to Buy" column. If a department is looking for a particular item but does not wish to pay full price, the department may, by placing an ad, find that item somewhere on campus.
- . Departments may also post items for trade or eliminate unwanted items by giving them away to other departments.
- . Services are also available through the Budget Booster. Radio dispatch, paper shredding, disposal, equipment rentals, lease/purchase program, and warehousing services are among those offered.

This publication is issued once every month. In order to place an ad a department must:

- 1) Write or type up a brief description of the item or items to be sold.
- 2) Indicate the condition of the item(s).
- 3) Indicate an asking price or, if you prefer, say "best offer/will negotiate."
- 4) List department name, a contact person and a telephone number.
- 5) Personal listings are not allowed.

Follow the procedure outlined in Section 300 of the Manual of Business Procedures when transferring equipment from one department to another for credit.

The Budget Booster is sent to every department on campus. If you require additional information or wish to be included on the Budget Booster mailing list, contact **Mary Michaels, 355-1700, ext. 188.**

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 4-01-94

UNIVERSITY STORES
133 Service Road

BUSINESS HOURS

Counter.....10:00 a.m. to 2:00 p.m.

Phone-In/Open Orders..... 8:00 a.m. to 5:00 p.m.
(3-5392)

Phone-In/Pickup Orders..... 8:00 a.m. to 5:00 p.m.
(5-1703)

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

Mini-Store (Service Area).....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.

RECYCLING/SALVAGE

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

I. FUNCTION:

The Office of Recycling and Waste Reduction provides 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 reduction, re-use and recycling/composting. Its programs and services are guided by the following policy:

MICHIGAN STATE UNIVERSITY MATERIALS RECOVERY POLICY

This policy has been 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 TRANSFER NOTICE". 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 the Office of Recycling and Waste Reduction's Salvage Yard 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.
 - a. Credit for equipment declared salvagable must be negotiated prior to the items 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.
 - b. 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 221.7) 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.
 - c. All merchandise that is transportable and all single items, where practical, must be moved to the Salvage Yard before being offered for sale to the public.
 - d. Multiple items of similar kind and items that cannot be moved in an efficient and practical manner may be sold on site under the supervision of Salvage Yard personnel with a notation to this effect made on the sales record.
 - e. Merchandise not removed to the Salvage Yard for sale will be sold by Salvage Yard personnel. The procedure used to advertise and sell the merchandise will be determined by the Salvage Yard supervisor and will follow the general policies

(RECYCLING/SALVAGE - Continued)

for the disposal of university merchandise. Exceptions can only be made with the approval of the Director of University Services Division.

- f. **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 (Items will also be held for departments with an account number).
 - g. **Sales to the public** are on 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.
 - h. All merchandise must be sold to the public on a first-come, first-serve basis, and no merchandise will be reserved for individuals, university personnel, or other potential large volume buyers.
 - i. Some merchandise, when it has been determined to have no resale value, will be offered to the public for free to avoid landfill costs. The decision to offer free merchandise will be made only by the Salvage Yard supervisor.
 - j. Departments must notify Salvage of potential hazardous materials that may be contained in any merchandise made available for sale. It is the releasing department's sole responsibility to dispose of hazardous materials in accordance with university policy for the disposal of hazardous materials. Call ORCBS for more information at 355-0153.
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 MSU Recycles! 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.

(RECYCLING/SALVAGE - Continued)

II. SERVICES:

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

A. Waste Reduction

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

B. Salvage (Re-use)

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

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.

In addition to the equipment and supply disposition described above, Salvage offers the following services to help reduce waste:

*** 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 is available, as well as portable storage in trailers.

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

C. **Recycling**

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

Program planning and implementation is on-going, and will encompass all areas of waste generation on campus. Below are listed the status of these initiatives as of 3/31/94:

1. **OFFICE PAPER**

The Office of Recycling and Waste Reduction has implemented a campus-wide Office Paper Recycling Program. **White and Mixed Paper** collection available in all academic, administrative and most service buildings. The program works as follows:

- a. Each desk is 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 collects the materials from there and removes it from the building for processing and marketing.

2. **COMPUTER PAPER**

Medium to large generators of Computer Print Out (CPO) are 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. **OTHER PAPER**

Items such as bound books, glossy brochures, purged files, etc. are likely recyclable. Call the MSU *Recycles!* Hotline to arrange for a **special pickup**.

4. **MAGAZINES/CATALOGS**

These periodicals with all **glossy pages** are recycled approximately quarterly in containers located in each building.

5. **NEWSPAPERS**

These collected in each building. All locations have a designated location, many with a marked container, usually at the loading dock.

6. **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.

7. **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.

8. **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.

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

INTERIOR DESIGN

I. INITIAL REQUEST

All requests for interior design services including but not limited to carpeting, draperies and reupholstering should be sent on the form "Request for Interdepartment Material or Service" (Stores stock order #140-2842); the form signed by the unit administrator is forwarded through the corresponding dean or appropriate administrative officer to the Office of Planning and Budgets, 325 Hannah Administration Building. Upon approval, this form will be forwarded to the Residence Halls Interior Design Department for an estimate. The Interior Design Department will return the estimate directly to the requesting department.

II. FINAL REQUEST - If the department wishes to proceed with the project, it will submit the "blue" estimate sheet from Interior Design to the Office of Planning and Budgets requesting that the project be undertaken in accordance with the estimate. The form must be signed by the corresponding dean or appropriate administrative officer, and all accounts to be charged and corresponding amounts must be clearly specified on the form.

III. AUTHORIZATION - The Office of Planning and Budgets will either approve and immediately forward the request to the Residence Halls Interior Design Department or, depending on the total cost involved (over \$15,000), forward it to the Provost for approval before sending it to Interior Design.

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

(Inventory Department - Continued)

B. GIFTS

1. All items received by the University as a gift require the completion of the Consignment/Non-Cash Gift Form (example on page 224.11). The form should be completed by the recipient and forwarded to MSU Foundation for further processing.
See section 315 for further instructions.
2. Inventory receives this form on all gifts after acceptance by the Board of Trustees. If the value of the item is greater than or equal to \$500, and its description fits our definition of equipment; it will be inventoried. The dollar value is determined by the declared value on the form.
3. The original form, with all the pertinent signatures and attachments will be returned to the originating department by Inventory.

C. CONSIGNMENT EQUIPMENT (on loan)

1. All items and equipment received by the University as a loan requires the completion of the Consignment/Non-Cash 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 & Grant Administration, 355-5040 or Inventory, 355-1710.
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 the donor, or purchased by the department.

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.

MICHIGAN STATE UNIVERSITY
Consignment/Non-Cash Gift Form

Page: 224.11
Date: 3-31-94

Please check one:

☐ Gift (Complete Section I Only) or ☐ Loan (Complete Section I and II)

Refer to Sections 224 and 315 in the Business Manual

SECTION I

Department _____ Common Unit Code _____ Department Contact _____

Owner or donor _____ Company Contact _____

Address _____

Date Received on Campus _____ Were goods or services provided by MSU in exchange for the gift? ☐ Yes ☐ No

If yes describe: _____

Description: (if equipment include model and serial number) _____

Purpose or use _____

Estimated value _____ If gift, supporting documentation or independent appraisal must be attached.

Date _____ Approved _____
DEPARTMENT CHAIRPERSON

Date _____ Approved _____
DEAN (OR DESIGNATED REPRESENTATIVE)

SECTION II Complete for Loans Only

Period of Loan: From _____ To _____

What is Department responsibility in case of damage, loss, fire, or theft? _____

Is Department responsible for repairs due to wear, etc? _____

- When the loaned item is **returned** to the company notify Inventory in writing.
- If the loaned item is **purchased** by MSU inform Inventory of purchase order number.
- If the loan becomes a **gift** to MSU complete a new Consignment/Non-Cash Gift Form.

Routing:

M.S.U. Foundation
Contracts and Grants
Inventory
Department

FOR OFFICE USE ONLY

Processed by MSU Foundation/U. Dev. _____

Accepted by Board of Trustees _____

Inventory Sheet Number _____

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 terms - 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 Center. At the Main Copy Center, located across from the Information/Referral Center, 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.

OFFICE SERVICES DEPARTMENT

I. GENERAL

The Office Services Department, telephone number 355-6620, located at 88 Service Road, is open weekdays, Monday through Friday, from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 pm. All services are performed on a charge basis.

II. WORD PROCESSING SERVICES

Word processing services are available to all departments of the University with a University account number or on a cash basis. All work performed by Office Services is on a first come, first serve basis. Normally, there is a 24-hour turnaround time for correspondence. At the time work is submitted, the department is given an approximate date to expect completion of their work. We make every effort possible to meet deadlines the department may have.

A. Transcription of cassettes and microcassettes

Correspondence, speeches, outlines, abstracts, journal articles, reports, notes, minutes of meetings, research papers, etc. may be transcribed.

B. Addressing form letters

Departments can order the insertion of individual names, addresses and other personalized items on a form letter or the entire individualized letters can be run on our word processing equipment.

C. Envelopes and labels

Departments can order the typing of envelopes and/or labels for major mailings.

D. Manuscript typing

Departments can have manuscripts typed. Office Services will accept any manuscript, grant proposal, etc., for typing. Highly technical papers must be accompanied with specific instructions.

E. Electronic mail

Office Services is equipped for processing MCI electronic mail.

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, diversity and public service.

I. GENERAL INFORMATION

A vast array of **audio-visual services and equipment rental/repair** are available to faculty, staff, and registered student organizations, by contacting the Instructional Media Center.

- A. The main Scheduling Office for Instructional Media Center services is located in Room 126 IMC Building (corner of Wilson and Stadium Roads). Business hours are from 8:00 am to 5:30 pm; during the summer and between semesters, these hours may vary. The telephone number is 353-3960.
- B. The Administrative and Business Office is located in Room 207 Communication Arts and Sciences Building.
- C. The Graphics Studio is located in Room 233 Communication Arts and Sciences Building. Business hours are from 7:30 am to 5:30 pm. The telephone number is 353-8670.
- D. The Motion Picture/Video/Audio Production Studios are located in Room 116/117 Communication Arts and Sciences Building. Business hours are

8:00 am to 5:00 pm. The telephone numbers are 353-6438 (video/audio) and 353-9011 (motion picture).

II. TYPES OF SERVICES

A. Distribution Services

1. This division provides a vast array of audiovisual equipment, projectionist services and access to the Film and Videotape Library. Available equipment includes: overhead projectors; 16mm film projectors; carousel slide projectors; LCD (liquid crystal display) projectors and panels; videodisc players; photo CD players; 1/2" videocassette players and monitors; screens; cassette tape 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. Audiovisual aides (equipment operators) are available for classroom and non-classroom use. For regularly scheduled credit courses which meet in large classrooms **with** media equipped projection booths, full projectionist services are provided on a free basis. In some classrooms and non-classroom showings, customers are charged an hourly fee.

3. The 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 room is available for **faculty** and **staff** to preview IMC owned films and videotapes prior to program use, at no charge. Other uses of this preview room are available on a charge basis. A resource person is available to assist faculty and staff with their film and videotape selection. A catalog (on 3.5" or 5.25" diskette--IBM compatible only) of IMC's film and videotape collection may be obtained by contacting a Customer Service Representative at 3-3960. Films and videotapes from off-campus suppliers may be ordered through the IMC. Costs include the rental fee, plus shipping and handling.
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 and sent through campus mail to 126 IMC or faxed to 353-1817. 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. Graphic Services

A wide variety of graphic design and production services are provided by this division. This includes: Desk-top publishing for development of camera-ready copy for the printer in the areas of newsletters, fliers, prototype text, brochures and overhead transparencies; original drawings; transparencies; poster session design; scientific illustration; graphic and logo design; three-dimensional displays; slide art; charts and graphs; matting and framing; typesetting; hand lettered certificates; nameplates; lettering and sign production in accordance with the provisions of the American Disabilities Act (ADA), including complete building signage systems. This unit also maintains an area for the construction and fabrication of props and displays for use at conventions and trade shows, as well as in departments. These services are available on a fee basis, which includes materials, labor and consultation.

C. Marketing

This division is available to assist faculty with the dissemination of instructional and software programs which they have developed, and

subsequently have been approved by the Marketing Advisory Committee for marketing as a University sponsored program. The staff will coordinate contract preparation and execution; determine packaging of the program(s); pricing; design and production of promotional brochures; direct mail advertising to potential national and international customers; reproduction of materials; shipping and receiving; invoicing; payment collection; and royalty distribution. The telephone number is 353-9229.

D. 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 video productions and editing; overhead transparencies; 35mm slides; signs and display materials. Appointments are required. The telephone number is 353-3960.

E. Motion Picture/Video Production

This division is available for the production of motion picture films and videotape presentations (including script writing and editing). Other services available include the production of slide-tape programs; filmstrips and public service announcements for television broadcast. A fully equipped sound stage, with studio and location lighting; sound recording; and adequate camera equipment is maintained. 35mm and related production equipment

is readily available through IMC's regular commercial suppliers. All services are available on a fee basis covering equipment, materials, labor, and consultation. The telephone number is 353-9011 (motion picture) and 353-6438 (video).

F. Photographic Services

A wide variety of services are available both through the IMC Photographic Laboratory and off-campus vendors with whom we contract special processes. E-6 color slide film processing is run four times daily in our lab. Other services include: color and black and white negative film processing; custom color and black and white printing; slide duplication; black and white and continuous-tone "Itek" prints; and various types of slide reproductions from original art. Also provided are location, studio, medical and scientific photography. **Computer-generated** slides (we use a high-quality Matrix PCR camera for generating 35mm slide images); full color overhead transparencies; color and black and white prints are all available. In addition, we offer **full-color image scanning** services, as well as extensive support for **Photo CD**. Scanned or Photo CD images may be manipulated and/or enhanced to your specifications. For those who prefer to create their own work, **file transfer** service is available for most presentation software packages on both the Macintosh and DOS/Windows platforms for output to full-color 35mm slides. It is recommended that you

contact us prior to creating the files so that we may assist you in setting up your software defaults. Pressure sensitive labels are also available in sizes ranging from 1" x 1" up to 5" x 10", made to customer specifications. All 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 Building for orders delivered after hours. Please complete order bag following sample at this location. In addition, orders may be picked up after business hours, until 8:00 pm at the South door entrance. All services are provided on a fee basis.

G. Technical Services:

The audiovisual services provided by this division centers around rental and repair of the audiovisual equipment used on and off campus.

1. Video equipment available for rental includes 3/4" u-matic, beta and vhs format video tape machines; 19" television receivers; 7-12' video projection systems; and 7-12' computer projection systems. These stand alone portable computer/video projection systems, along with the permanently installed systems located in several classrooms on

- campus, are available under the free classroom services program.
2. Sound reinforcement equipment such as microphones, amplifiers, and speakers to create systems of varying sizes from voice projectors to full size outdoor public address systems are available.
 3. Complete audio and video duplication services, including classroom lecture remote recordings is available at very reasonable rates.
 4. A full service repair shop is readily available to handle your a/v equipment repair/maintenance needs, including specialized test equipment, optical microscopes, dictating/transcription equipment and cameras, both electronic and film.
 5. Consultation concerning the design and use of audiovisual equipment and systems, security systems (design and installation), video or audio taping, two-way radio systems, audio teleconferencing, or teleprompting equipment is available.
 6. Rental and maintenance of campus two-way radio equipment, and coordination of both two-way radio and wireless microphone frequencies is available.

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 an order form designed for its individual services. The original invoice/contract is mailed monthly to each department to coincide with the arrival of University fund ledgers. **Multiple account number billing and the changing of an account number once the order has been entered into the computerized system can no longer be handled by the IMC, and will be the responsibility of the requesting 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 Managers and their 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 Manager 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 270.10 and 270.11).

B. Purpose

- 1. This form is used to request equipment, materials, supplies or certain services from an off-campus source.
- 2. A purchase requisition is not required to obtain materials and supplies from General Stores with the exception of Ethyl Alcohol (see Stores, Section 220).

(Purchasing Department Continued)

C. Preparation

1. Instructions for completing the requisition are listed on the back of the yellow copy of the form (see page 270.11). 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 estimate the price for the requisition 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 270.12 and 270.13).
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.

(Purchasing Department Continued)

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.
5. See section 200 of the manual, "Alterations and Improvements" for procedures for an alteration or improvement within an existing building.

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

(Purchasing Department Continued)

2. Department Copies

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

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).

(Purchasing Department Continued)

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 270.16) 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.

(Purchasing Department Continued)

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. RETURNS - Material Return Slip

A. Form

Stores stock order #140-2562, is a six-part form (see Exhibit III, page 270.14).

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. If the shipment contains hazardous material, a Material Safety Data Sheet plus a full description must be included.
2. Particular attention should be given to completing the following blocks on the form:
 - a. A complete address with street number. (P.O. box numbers are not acceptable).
 - b. A complete description of the material.
 - c. P.O. number (when applicable).
 - d. Account number.
 - e. Dollar value of shipment.
 - f. Authorized signature.

(Purchasing Department Continued)

D. Distribution and Routing

1. Departments must determine the materials to be returned, complete the form and forward all copies to the Purchasing Department.
2. Purchasing Department assigns a number, indicates the buyer's name, returns the yellow copy to the department and files the goldenrod 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 numerically.
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 270.15). 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.

(Purchasing Department Continued)

E. Alternative to Item IV A above

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.

V. Returns - Shipping Permit

A. Form

Stores stock order #140-2562, is a six-part form (see Exhibit III, page 270.14).

B. Purpose

This form should be used when shipping any materials off campus without a P.O. number.

C. Preparation

1. The form must be completely filled out by the department. A full description of the articles being shipped should be given so that if the shipment is lost, a claim can be filed with the carrier. If a shipment contains hazardous material, a Material Safety Data Sheet plus a full description must be included.
2. Particular attention should be given to completing the following blocks on the form:
 - a. A complete address with street number. (P.O. box numbers are not acceptable).
 - b. A complete description of the material
 - c. Account number.
 - d. Dollar value of shipment.
 - e. Authorized signature.

D. Distribution and Routing

1. This form should be sent directly to General Stores.

(Purchasing Department Continued)

2. 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.
3. The pink copy will be returned to the vendor with the materials and is used as a packing slip.
4. Stores will indicate the shipping information on the white and blue copies. The blue copy is retained by Stores and filed numerically.
5. The white copy is forwarded to the Accounting Department.
6. Departments inquiring about the status of the materials should call:

Stores, telephone 355-1700 ext. 214, after the materials have been picked up.

E. Quick Ship

See also section 220.16.

DATE:

Dept No	Dept Name	Account No	Budget	Spec No
FROM	Blgd No	Building Name	Room No	
TO	Blgd No	Building Name	Room No	

PREVIOUS OR SUGGESTED SOURCE:		PURCHASING SOURCE		Instructions DO NOT FILL IN SHADED AREAS READ REVERSE SIDE PRIOR TO COMPLETING THIS FORM	
		EXHIBIT I			
PREVIOUS OFF. NO.	DATE NEEDED:	VENDOR NO:		POD <input type="checkbox"/> <input checked="" type="checkbox"/> P	PURCHASE ORDER NO. _____

NO.: _____ MSU Quotation No. _____ COMP. _____		NEEDED: _____ Vendor Quotation No./Name _____		Destination — MSU (A) <input type="checkbox"/> Shipping Point — _____ Net 30 days (B) <input type="checkbox"/> 2% 10 Net 30 (E) <input type="checkbox"/> Delivery Due Date _____	

[illegible]

CONFIRMING ORDER DO NOT DUPLICATE — THIS ORDER WAS PHONED TO YOUR _____ ON ____/____/____			
Division Head	Date	REQUIRED SIGNATURES AND DATES	Dept. Head or Authorized Rep
Research Grants	Date	Accounting	Ordered by
		Date	Phone Number

N^o 320361

INSTRUCTIONS FOR COMPLETING REQUISITION FORM

This form will convey to the Purchasing Department your requirements for supplies, services and equipment and from it a Purchase Order will be written. The Michigan State University Purchasing Department is empowered by the Board of Trustees to commit the University for approved departmental requirements of supplies, services and equipment and does so when requested on this REQUISITION form. The following may assist in the prompt procurement of your needs:

- 1 **REQUISITION** forms may be obtained from General Stores.
- 2 **TYPE** on lines only. Use second sheet if needed.
- 3 **DESCRIPTION** is important and needs to be concise but clear and complete to enable Purchasing to know the exact materials needed. Use catalog or parts numbers when possible. Note name and number of catalog when used as a reference. Unit prices or cost estimates assist in identification.
- 4 **SPECIAL CODES FOR DEPARTMENT USE** may be entered in this block by requisitioners for internal processing or record keeping within their own department. Such codes will be printed on the Purchase Order when typed.
- 5 **SPECIFICATIONS** for unusual requirements may need to be given in a separate memorandum, accompanied by drawings or samples.
- 6 **SUGGESTED SOURCES** will be welcomed; also, reference to previous Purchase Orders. Copies of any correspondence or price information secured by the department preliminary to ordering would be of assistance if attached to the requisition.
- 7 **QUOTATIONS.** It is not the responsibility of requisitioning departments to get quotations. Quotations will be secured by the Purchasing Department as necessary to make an adequate price determination. If desired, memorandum request for quotations may be made to Purchasing prior to writing a requisition.
- 8 **AWARD OF ORDERS,** where multiple quotations have been secured, will be on the basis of price, quality and service. These considerations being equal, preference is given to Michigan manufacturers and suppliers. An adequate written justification is necessary from the using department to purchase from other than the low bidder.
- 9 **SIGNATURES** required are (1) the Department Head or person responsible for the department budget, (2) the Dean or Division Head, if required by him, (3) the Auditor for Research contracts if grant funds are involved. The name and phone number of the person responsible for the requisition, or the one who will use the material ordered, will be of assistance if additional information is needed.
- 10 **DATE NEEDED** is important to the handling of the order. When early delivery is urgent Purchasing will make every effort to meet the date given. It should be kept in mind, however, that "rush" orders mean extra expense and often higher prices.
- 11 **DELIVERY** is expected to be made to the General Stores' Receiving dock and from there to you by General Stores' truck. Please notify General Stores Receiving of anything delivered by the supplier directly to you.
- 12 **GENERAL STORES** may have in stock the material you need. Check their catalog or call them (Ext. 5-1700) for office supplies, maintenance supplies, miscellaneous hardware and electrical supplies, etc., and also laboratory supplies. Use a Stores requisition form.
- 13 **ERRORS, DAMAGED SHIPMENTS, etc.** should be reported immediately to Expediting section of Purchasing (Ext. 3-5390). Please check your copy of the Purchase Order with your copy of this requisition.
- 14 **PROCUREMENT** for all University departments is the business of the Purchasing Department. When in need of service, materials or equipment use this requisition form, or IF URGENT phone Purchasing. Refer procurement problems, questions, requests for assistance, etc. to us. Phone individual buyers on their extensions or the department, 355-0357, Address: Purchasing Building, West Service Road.

DOCUMENT INSTRUCTIONS

THIS FORM IS USED FOR SEVERAL DIFFERENT PURPOSES. EACH SEPARATE USE IS DESCRIBED BELOW. THE NAME OF THE FORM INDICATED IN THE SHADED AREA ON THE FRONT SIDE SHOULD BE MATCHED WITH THE CORRESPONDING INSTRUCTION BLOCK BELOW.

PURCHASE ORDER

This document is our normal method of ordering. Ship the items listed in time to arrive by the "expected arrival date". If there is any problem with the descriptions, prices, or terms listed, contact the "Buyer" immediately. Ship to the address shown in the "Deliver To" block. After shipment send your invoice to the address shown in the "Invoice To" block.

CHANGE ORDER

This document is used to issue an authorized change or correction to a "Purchase Order" or "Purchase Order Draft."

CONTINUATION FORM

This document is used to add additional pages to a long "Purchase Order" or "Purchase Order Draft" or "Change Order". This does not replace documents listed in the text of the order as being attached.

CONDITIONS

1. PLEASE ACKNOWLEDGE PROMPTLY IF SHIPPING DATE IS NOT AS SHOWN.
2. DO NOT SUBSTITUTE OR MAKE ANY ALTERATIONS TO THIS ORDER WITHOUT PROPER AUTHORIZATION FROM THE PURCHASING DEPARTMENT OF M.S.U.
3. IF SHIPMENT IS MADE BY ANOTHER FIRM IT MUST BE IDENTIFIED BY PURCHASE ORDER NUMBER.
4. ADD NO CHARGE FOR BOXING OR CARTAGE UNLESS OTHERWISE SPECIFIED.
5. SHIPMENT SUBJECT TO OUR INSPECTION, PRIOR PAYMENT NOTWITHSTANDING.
6. THE VENDOR CERTIFIES THAT THEIR COMPANY DIRECTORS AND/OR PRINCIPAL OFFICERS ARE NOT EMPLOYED AND/OR AFFILIATED WITH MICHIGAN STATE UNIVERSITY.
7. THE VENDOR SHALL NOT USE MICHIGAN STATE UNIVERSITY'S NAME OR SYMBOLS IN ANY ADVERTISING OR OTHER PROMOTION OF ITS PRODUCTS, UNLESS OTHERWISE LICENSED.

NON-DISCRIMINATION CLAUSE. In filling this order the supplier agrees not to discriminate against any employee or applicant for employment, with respect to hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin or ancestry. The supplier further agrees that every subcontract or order given for the supplying of this order will contain a provision requiring non-discrimination in employment as herein specified. This covenant is required pursuant to Section 4 of Act No. 251, Public Acts of the State of Michigan of 1955 as amended and any breach thereof may be regarded as a material breach of the contract or purchase order. *MSU is an affirmative action/equal opportunity institution.*

MICHIGAN STATE UNIVERSITY

EAST LANSING, MICH. 48824

EXHIBIT III

FILL OUT ALL COPIES
Send all copies to the Purchasing Department. The 6th copy will be returned to you after Purchasing issues a material return number. 4th copy will be returned to you by Store driver when material is picked up.

Page: 270.14
Date: 3-31-94

SHIP TO:

MATERIAL RETURN OR SHIPPING PERMIT

NAME	DATE	TO BE ISSUED BY PURCHASING
ADDRESS	MSU P.O. NO. REFERENCE	No. MR- VENDOR: THIS NUMBER, AS WELL AS THE PURCHASE ORDER NUMBER, MUST APPEAR ON ALL ADDRESS LABELS, SHIPPING PAPERS AND CORRESPONDENCE, WHEN ITEMS ARE REPAIRED OR EXCHANGED.
CITY AND STATE	INVOICE NO. OR LETTER REFERENCE	

(DO NOT USE P.O. BOX ADDRESS UNLESS SHIPPING PARCEL POST)

DEPARTMENT	BUILDING OR LOCATION FOR PICK-UP	ACCOUNT NUMBER / OBJ CODE
------------	----------------------------------	---------------------------

MATERIAL IS BEING RETURNED OR SHIPPED FOR: CHECK ONE OF THE REASONS BELOW

- | | | |
|--|--|--|
| 1. <input type="checkbox"/> DUPLICATE SHIPMENT | 6. <input type="checkbox"/> CREDIT | AMOUNT CHARGED _____ |
| 2. <input type="checkbox"/> OVERSHIPMENT | | RESTOCKING CHARGE _____ |
| | | APPLICABLE FREIGHT _____ |
| | | NET CREDIT _____ |
| 3. <input type="checkbox"/> RECEIVED DAMAGED | 7. <input type="checkbox"/> EXCHANGE—FOR _____ | |
| 4. <input type="checkbox"/> DEFECTIVE | 8. <input type="checkbox"/> REPAIR | 10. <input type="checkbox"/> MERCHANDISE SOLD |
| 5. <input type="checkbox"/> SAMPLE RETURNED | 9. <input type="checkbox"/> RENTAL RETURNED | 11. <input type="checkbox"/> LOAN RETURNED |
| | | 12. <input type="checkbox"/> WRONG ITEM RECEIVED |
| | | 13. <input type="checkbox"/> MATERIAL FOR FIELD USE |
| | | 14. <input type="checkbox"/> OTHER (GIVE REASON BELOW) |

QUANTITY	ITEMIZE MATERIALS BELOW, GIVING COMPLETE DESCRIPTION AND STATE IN DETAIL WHY MATERIAL IS BEING SHIPPED. INDICATE APPROXIMATE TOTAL SIZE, WEIGHT OF SHIPMENT AND NUMBER OF PACKAGES.

HOW DO YOU WANT THIS SHIPPED?	<input type="checkbox"/> BEST WAY <input type="checkbox"/> MSU TRUCK	<input type="checkbox"/> UNITED PARCEL <input type="checkbox"/> COMMON CARRIER	<input type="checkbox"/> NEXT DAY AIR <input type="checkbox"/> 2ND DAY AIR	<input type="checkbox"/> VENDOR TRUCK <input type="checkbox"/> UPS CALL TAG	<input type="checkbox"/> HAZARDOUS MATERIAL (must include MSDS)	DO YOU WANT THIS INSURED? <input type="checkbox"/> YES <input type="checkbox"/> NO
REPLACEMENT VALUE OF SHIPMENT \$	TRANSPORTATION CHARGES <input type="checkbox"/> PREPAID <input type="checkbox"/> COLLECT		UNIT ADMINISTRATOR			

IF THERE ARE QUESTIONS,

REGARDING THIS SHIPMENT, CONTACT — NAME

PHONE

ALL MATERIALS LEAVING CAMPUS MUST CLEAR THROUGH THE PURCHASING DEPARTMENT DEPARTMENTS —DO NOT FILL IN BELOW THIS AREA FOR OFFICE USE ONLY

PURCHASING DATE FORM RECEIVED	DISPOSITION	BUYER'S SIGNATURE	DATE	RGA OR RMA NO.		
	<input type="checkbox"/> APPROVED <input type="checkbox"/> SEE REMARKS					
UNIVERSITY STORES DATE FORM RECEIVED	PICK UP FROM DEPARTMENT	DRIVER'S SIGNATURE	DATE PICKED UP	NO. OF CARTONS		
		SHIPPED VIA	PRO NO	DATE SHIPPED	WEIGHT	
ACCOUNTING DATE FORM RECEIVED	INVOICE NUMBER	DATE	MSU D/M NO	DATE	AMOUNT	INITIALS
	VENDOR'S CM NUMBER OR REFERENCE	DATE	UNUSED			

REMARKS

STOCK #140-2562
(REV 5-93)

White—Accounting Blue—Stores Pink—Packing List Green—Dept. Pick-up Goldenrod—Purchasing Canary—Department

DEBIT MEMO

VENDOR NAME

EXHIBIT IV

THIS ADJUSTMENT IS ISSUED BY:

MICHIGAN STATE UNIVERSITY
CONTROLLER'S OFFICE
ACCOUNTING DEPT.
360 JOHN HANNAH ADMINISTRATION BUILDING
ACCOUNTS PAYABLE SECTION
(517) 353-2011

ATTENTION: MANAGER, ACCOUNTS RECEIVABLE

MSU HAS PAID LESS THAN THE INVOICE AMOUNT FOR THE REASONS STATED BELOW.
PLEASE ADJUST YOUR ACCOUNTS RECEIVABLE ACCORDINGLY, THANK YOU.

PURCHASE ORDER NO.	INVOICE NO.	MATERIAL RETURN NO.	CURRENT DATE
DEPARTMENT NAME	DEPARTMENT ACCOUNT NO.		

QUANTITY	PART NO.	DESCRIPTION	AMOUNT PER INVOICE	CORRECTED AMOUNT	NET AMOUNT
TOTAL					

REASON FOR ADJUSTMENT

- ☐ DISCOUNT TERMS, REFER TO PURCHASE ORDER
- ☐ PRICING ERROR, REFER TO QUOTED PRICE
- ☐ EXTENSION ERROR, PRICE TIMES UNITS IS INCORRECT
- ☐ FOOTING ERROR, INVOICE ITEMS DO NOT ADD UP TO INVOICE TOTAL
- ☐ OTHER _____
- ☐ TRANSPORTATION COSTS IN EXCESS OF SPECIFIED ROUTING
- ☐ TAX EXEMPT FEDERAL ID NO. 38760130K, MICHIGAN NO. 040110.
- ☐ SHIPPING TERMS, F.O.B. DESTINATION
- ☐ UNDERSHIPMENT

AUTHORIZED BY

EXHIBIT V

Form No.
CO-90-15c

MAINTENANCE SERVICE CONTRACT NOTICE

To _____

The Maintenance Service Contract is being { ☐ considered
☐ reconsidered } at this time for:

from _____ through _____

Location of machine(s):

Please indicate your preference by checking one of the two squares below and return the original copy to Purchasing, 390 John A. Hannah Administration Building immediately. Keep the duplicate copy for your own record.

☐ Charge Account no. _____ for the Maintenance Service Contract on the machine(s) listed above.

☐ We do not desire a Maintenance Service Contract at this time for the machine(s) listed above.

Date _____ Signed _____

Q-7189

Actual size. White with black ink.

BROADCASTING SERVICES

I. GENERAL INFORMATION

This division consists of WKAR-TV, WKAR-FM, WKAR-AM, Instructional Television Services (ITV) and the Radio Talking Book (RTB). WKAR-TV (UHF channel 23) provides local and national programming of public affairs, performing arts, minority affairs and lifelong education to viewers throughout Mid-Michigan and is affiliated with the Public Broadcasting Service (PBS). WKAR-FM (90.5 Mhz stereo, 89,000 watts), provides fine arts and news programming 24 hours-a-day. WKAR-AM (870 Khz, 10,000 watts), provides news and information programming during daylight hours. WKAR-FM and WKAR-AM are affiliated with National Public Radio.

Instructional Television Services assists faculty in the improvement of instruction through television, providing design, production, recording and distribution of televised instructional programs for use in University classrooms and other sites on or off campus. An extensive videotape library is also available to support instruction. Satellite teleconference consultation and services are available for both origination and reception of interactive programs and conferences.

The Radio Talking Book is a specialized broadcast service of information for persons who have visual or physical conditions which make reading difficult. Radio receivers are available for a refundable deposit for those who qualify.

WKAR-TV and Instructional Television Services (ITV) are located in 212 Communication Arts Building. WKAR-AM, WKAR-FM and Radio Talking Book (RTB) are located in 283 Communication Arts Building. Business hours are weekdays, 8 a.m. to 5 p.m.; however, staff members are on duty 24 hours a day. For information about WKAR-TV or ITV, call 355-2300; for WKAR-FM and WKAR-AM, 355-6540 or for Radio Talking Book, 353-9124.

II. TYPES OF SERVICES OFFERED

- A. Assisting faculty in planning, writing and producing instructional materials or entire courses. These can be viewed in campus classrooms, on local cable TV systems or sent via satellite or digital telephone lines to sites around Michigan and the U.S. Two-way, interactive instruction to distant sites is available to a number of locations. Contact the Instructional Television Program Manager at 355-2300, ext. 402, for more information.
- B. Duplicating instructional videotapes and providing videotape review facilities in the University library. Contact the Instructional Television Program Scheduling Office at 355-2300, ext. 201, for more information.
- C. Maintaining a library of over 3,500 instructional videotapes for use in classroom instruction.
- D. Providing a specialized broadcast service for the blind and physically handicapped via specially designed receivers, available for a \$25 deposit, to eligible listeners. For further information contact Radio Talking Book at 353-9124.

(Broadcasting Services Continued)

- E. Providing two-way audio communication satellite services to MSU faculty and staff. Contact the FM Program Manager for this service at 355-6540, ext. 336.
- F. Providing laboratory facilities and internship opportunities to telecommunications students. Contact the Operation Manager at 355-2300, ext. 215, for more information.
- G. Purchasing copies of programs broadcast on WKAR-TV (channel 23). Contact the TV Programming Office at 355-2300, ext. 415.
- H. Providing television satellite uplink or downlink services. Contact the Production Manager at 355-2300, ext. 204.
- I. Recording copies of certain programs broadcast on WKAR-AM or FM for purchase. Requests are made through the FM Program Manager at 355-6540, ext. 336.
- J. Providing teleconference services for both origination and reception of interactive programs and conferences. Contact the Director of Instructional Television at 355-2300, ext. 426.

III. FORMS TO BE USED

Initial contact for services should be made by telephone. Broadcasting Services will provide the appropriate form for the service requested.

IV. BILLING

On completion of service, a Journal Voucher (General Stores, stock number 140-2528) will be sent to the Accounting Department and a duplicate copy mailed to the department requesting the service.

(Telephone Service Continued)

IV. TELECOMMUNICATION SYSTEMS EQUIPMENT

- A. Requests to install, remove, replace or alter telephone equipment may be initiated by submitting a Request for Interdepartment Material or Service form (Stores stock order #140-2842) to Telecom Systems, W110 Public Safety Building.
- B. Charges for such changes are billed to the department requesting the change on the monthly telephone billing statement.
- C. Consultation service for telecommunication systems can be obtained as follows:
 - 1. Broadband cable and electronic systems, telephone 353-1760.
 - 2. Telephone system, telephone 353-5515.
- D. Purchase and/or installation of telephone or intercom-type equipment may also be requested by submitting a Request for Interdepartmental Material or Service form to Telecom Systems. For additional information, call 353-5515.
- E. Requests are first checked to determine if the communications need can be met by existing University systems, using existing conduit and wiring. Separate intercoms or related telephone equipment are allowed when such equipment is more practical and/or economical.
- F. Conduit designated for telephone service wiring cannot accommodate cables or wire for intercom or other communications equipment unless there is excess space for future telephone needs. Conduits were provided for telephone service and have priority.
- G. Telecom Systems will arrange installation of intercoms and related communications equipment. All installation and maintenance costs of such equipment are the responsibility of the department requesting the service.

UNIVERSITY PRINTING

I. Location & Hours

- A. University Printing, Telephone No. 355-6610, is located at 1330 S. Harrison. Office hours are Monday through Friday, from 7:30 to 12:00 p.m. and 12:30 to 5:00 p.m.
- B. University Printing Mailing facility is located within University Printing at 1330 S. Harrison, Telephone No. 336-2143 or 355-6610.

II. Copy Centers

- A. There are 7 copy centers operated by University Printing to provide the convenient and fast duplications and collating service to all units on campus on a first-come, first-serve basis.
 - 1. Agriculture Hall, Room 47, Telephone No. 355-1918;
 - 2. Anthony Hall, Room 116, Telephone No. 353-7796;
 - 3. Eppley Center, Room 4, Telephone No. 353-7250;
 - 4. Fee Hall, Room E111, Telephone No. 353-6667;
 - 5. Kellogg Center, Room 85, Telephone 355-5074, Fax No. 336-2440;
 - 6. Life Science, Room B200, Telephone No. 353-8716;
 - 7. Plant & Soil Science, Room A118, Telephone No. 353-8993
- B. Requests for copying service can be made by:
 - 1. completing an order form at the corresponding copy center; or
 - 2. an order for copy center service can be sent via Campus Mail Service to a copy center or University Printing. A memo supplying the account number to charge, number of copies and other pertinent information should be included.
 - 3. contacting the copy center coordinator at 336-1859.
 - 4. Coin Operated copiers are available in most copy centers.

III. University Printing Services Offered

- A. Through the use of a University account number, charged on a time and materials basis, University Printing offers the following service to all departments on campus:
1. offset printing or duplication; typesetting , paste-up and keylining; camera and platemaking for the reproduction of:
 - a. announcements, invitations, booklets, business cards, business envelopes, catalog and booklet envelopes, form letters, index cards, illustrated brochures, maps, pads, newsletters, postal cards, posters, ruled forms, carbonless paper forms, self adhesive or gummed paper labels, consecutively numbered forms or sets, stationery and other related items.
 - b. the printing equipment includes single color and 5 two-color machines having the capacity to print on sheets 3"x5" to 25"x36" and a 4 color web press (11"x17" sheet size). A press is especially equipped for envelope production in one or two colors.
 - c. reproduction is available in black ink or any of 800 plus colors using the Pantone Matching System (PMS). Printing in any number of multiple colors is available as well as four color process for the reproduction of full color photographs.
 - d. a large selection of printing papers, including recycled, in a variety of colors and weights is available from on hand inventory. Other papers can be selected and purchased from outside vendors to fill special requests.
 - e. phototypesetting including keylining and layout is available. University printing has the capability to support most major desktop publishing applications and can produce output either on film media or in file format. University printing can produce films up to

21-7/8" X 29" at resolutions up to 3000 lines per inch. Scans of artwork are available at 1200 dpi resolutions in various file formats including EPS and TIFF.

- f. A photographic duplicate (called a PMT) of your artwork, form or type can be reproduced. The camera will accommodate originals as large as 25"x36". The camera range is from 600% enlargement to 16% reduction. The largest duplicate print (PMT) is 20"x24".
- g. screen prints (halftones for photographs) can be reproduced using the PMT process, up to 10"x12".

IV. Ordering

- A. Printing orders can be placed in person at the office or via Campus Mail Service accompanied by a memo containing the following information:
 - 1. account number to be charged;
 - 2. quantity;
 - 3. name and telephone number of a person to contact in case additional information is needed;
 - 4. a sample of the item to be printed, if it is a rerun of a previous job;
 - 5. instructions concerning color of paper and ink color, printing on one or both sides, or other special requirements;
 - 6. date when job is needed;
 - 7. room number and building where finished order is to be delivered.

V. Proofreading

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

VI. Delivery of Job

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

VII. Mail Operations

- A. A variety of mailing services are available. Printing and applying labels, direct mailing, inserting, sorting either for mailing or campus distribution are all services offered by this operation. A mail management system for the clean-up of existing mail lists, development of new lists, and maintenance of existing lists offer the campus many options for saving the campus time and money.

VIII. Charges

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

IX. Statements.

- A. Departments will be furnished a monthly statement showing a brief job title and description and total cost charged to the account. A cut off date of the 25th has been established to facilitate posting of account charges for all months except June, which is extended to the 30th. Charges for jobs completed between the 25th and the last day of the

month will be posted to the following month.

- B. The total of all job charges against an account number for the month will be posted to the monthly Fund Ledger issued by the Accounting Department, Office of the Controller. If the total shown on the monthly statement submitted by University Printing does not agree with amount shown on the Fund Ledger, the department should advise University Printing, Telephone No. 355-6610, and the Office of the Controller Accounting Department, Telephone No. 355-5000.

X. Availability of New Copy Centers of Copy Machines

- A. University Printing will establish a full-service Copy Center in any campus building having high-volume copy requirements and sufficient space available to accommodate a center.
- B. When copy volume does not warrant a full service Copy Center, University Printing can furnish sophisticated copy machines on a cost-per-copy basis.
- C. Please contact University Printing at 355-6610 for more complete information.

XI. Coin-Operated Copy Machines

- A. Michigan State University has a contract with a copy machine vendor for the placement of coin-operated copy machines on campus.
- B. This agreement is maintained by University Printing.
- C. Please contact University Printing at 355-6610 for more complete information.

XII. Facsimile Copier

- A. We have a Telecopier Facsimile Terminal (FAX machine) making communication quicker to better serve your needs. The phone number is (517) 353-9724, if calling from off campus or on campus 3-9724.
- B. Kellogg Printing FAX number is (517) 336-2440 or on campus 6-2440.

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- C. The FAX machines are available for department use, either sending or receiving at a nominal fee. Please contact University Printing for details.

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.

BROADCAST/PHOTO

Broadcast/Photo office provides electronic media and photo support for MSU's news dissemination and promotion purposes. Basic services include broadcast-quality video and audio production and post-production services, along with professional still photography services.

- A. Offices will move from 240 Nisbet to the third floor, East wing, of Olds Hall in June 1994. Office hours are Monday through Friday, 8 a.m. to 5 p.m. Evening and weekend services available by appointment. Telephone number is 355-7505, FAX line, 353-3029.

- B. PHOTO SERVICES: Complete professional photography services, including location photography and studio portrait photography, are available for projects coordinated through University Relations.

B/P maintains a comprehensive archival collection of color and black and white photographs of University people, buildings, grounds, events, and facilities. Reprints, enlargement and duplicate transparencies are available for framing, displays or publication. Call the photo librarian at 355-7505 for an appointment.

- C. VIDEO SERVICES: Complete broadcast-quality video production services include TV news production, location video recording, press conference set-up, promotional video program services, from concept to script writing to location production and editing and final post-production.

B/P produces demographically-targeted promotional and informational video programs for MSU departments in support of teaching, research, service outreach, alumni and governmental relations, student and faculty recruiting and orientation, and fund raising. Video formats include Betacam SP, 3/4" and VHS.

- D. AUDIO SERVICES: B/P produces radio news features and radio programming packages for dissemination to Michigan radio stations and national media outlets. B/P also produces ready-to-air "spot" radio announcements to promote MSU events and activities. The MSU News Hotline, **1-800-321-NEWS**, operates 24 hours a day, seven days a week.

- E. COSTS AND PROCEDURES: Charges for services are based on rate cards. Total project costs are determined during initial client consultation. B/P staff can arrange for a presentation for services by appointment. For assistance on photo, video or audio production, call 355-7505.

(continued)

NEWS BUREAU

The MSU News Bureau 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 Broadcast/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, 118 Linton Hall, will move to the fourth floor, East wing, of Olds Hall in June 1994. The main telephone number is 355-2281, FAX number is 353-5368.
- B. The MSU News Bulletin, which serves university faculty and staff, is published bi-weekly throughout the school year. 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. Campus units may also purchase advertising in the News Bulletin. The office is in the News Bureau. Phone number is 355-2285, FAX number is 353-5368.
- C. 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, 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. 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, 116 Linton Hall, will move to the fourth floor, East wing of Olds Hall in June 1994. Clients should call ahead if coming to the office before end of June. 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/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 for all 25 sports are available in the Sports Information office.

(continued)

PUBLICATIONS AND DESIGN (formerly University Publications)

The office of Publications and Design 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. Publications and Design Offices, formerly in Berkey Hall, will move to the third floor, East wing, of Olds Hall by June 1994. For information, call the office at 355-3290.
- B. A university staff member planning a publication should call Publications and Design and arrange a production planning meeting with an editor to discuss a publication budget, a production schedule, and procedural details.
- C. **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 Publications and Design).
 - c. Taking the photos (can be arranged by the initiating unit or by Publications and Design).
 - d. Designing the publication.
 - e. Editing the text.
 - f. Typesetting or electronic conversion and proofreading.
 - 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. Publications and Design coordinates production to delivery of finished product.
 - 3. If a 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 the editor with a requisition for the work involved in step #2. Publications and Design processes this requisition along with the bids through the MSU Purchasing Department.

(continued)

OFFICE OF THE ASSOCIATE VICE PRESIDENT
OF UNIVERSITY RELATIONS FOR PUBLIC SERVICE AND COMMUNITY AFFAIRS

The office was established in 1992 to build, coordinate, and strengthen linkages with the University and its multiple community and state organizations and key constituencies.

The primary focus of this division is Community - community affairs, community development, and community problem-solving. The Associate Vice President serves as a conduit between the resources of the University and the resources of the broader community.

This division cultivates on-going linkages with the University and its key external constituencies, including business, labor, education, the arts, health and human services and other non-profit organizations. One of the goals of the unit is to foster the development, implementation and evaluation of community goals on an annual basis and to enhance and coordinate the involvement, participation, and contributions of MSU students, faculty, and staff in community development activities.

As a national extension of MSU's commitment to and national leadership in service-learning and volunteerism, this unit houses the Michigan Campus Compact, a statewide coalition of 19 colleges and universities dedicated to promoting volunteer and community service among college students. MCC, funded by the W.K. Kellogg Fund and institutional dues, is co-chaired by the president of MSU and is housed in the Kellogg Center.

Five program categories emerge in Public Service and Community Affairs:

- Public Service - Examples include: National Campus Compact, Michigan Campus Compact, MSU Compact (Public and Community Service Council), project coordinator for MSU research team on Service Learning.
- Community Affairs - Examples include: Co-chair UniverCity Executive Team, leadership involvement with Lansing 2000, United Way, Shared Vision (Capitol Community Development) Steering Committee which is the Tri-county-wide Planning Initiative sponsored by the Capital Area United Way and the Lansing Regional Chamber of Commerce.
- Business/Labor/Industry Initiatives - Examples include: Lansing Regional Chamber of Commerce, National Association of Women in Chambers of Commerce, Michigan Consortium for Enabling Technology (Wayne State, MSU and U of M), Michigan Technology Council (Advisory Board for Higher Education), Charter member of the Business/Health Forum.
- Youth, K-12/Community Colleges Initiatives - Examples include: Business/Education Alliance, CLDA, LCC 2000, Co-coordination (with Vice Provost for University Outreach) of MSU's 1993 statewide Community College Network, and National Program chair Girl Scouts of the USA.
- Non-profit Initiatives - Examples include: Member of research team on Non-profit Outreach Proposal with College of Social Science, Michigan Society of Arts and Letters and community planning/development.

The office is located in 102 and 103 Linton Hall. The phone numbers are 353-1717 and 353-1718. The FAX number is 353-0836.

EQUIPMENT TRANSFER NOTICE

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Date: 3-31-94

An Equipment Transfer Notice (ETN) is required whenever equipment or supplies are salvaged, sold or transferred.

Departments should make a periodic review of equipment and supplies on hand in order to ascertain which items may have no value or use for the department and thus, be released. Departments can either transfer these surplus items to another department for credit or no credit, or transfer these surplus items to Salvage for credit or no credit. Usually, departments can receive funds from Salvage for their released surplus equipment to put towards the purchase of new equipment.

The Equipment Transfer Notice is to be initiated by the department releasing the equipment or supplies and completed according to the following instructions. Assistance in the use of this form can be obtained from the Inventory Department at 355-1710 or the Office of Recycling and Waste Reduction's Salvage Yard at 355-0364. The form is available through Stores Stock #140-2492. (See example on page 300.5.)

POLICIES REGARDING THE USE OF THE EQUIPMENT TRANSFER NOTICE

DEFINITION OF EQUIPMENT

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

POLICY ON EQUIPMENT

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

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

POLICY ON SPONSORED RESEARCH EQUIPMENT

In addition to the above policies, the transfer of equipment purchased with sponsored research funds or grant funds may require specific approval of the granting agency. Questions in this regard should be referred to Contract and Grant Administration, 302 Administration Building, phone number 355-5040.

POLICY ON LOANED EQUIPMENT OR MATERIALS

The University does not own these items, they are NOT to be transferred or disposed of in the same manner as University property. All loans must be either purchased by MSU, accepted as a gift or returned to the company. This also includes Government Furnished Equipment which, like Government-Owned, requires special authorization. To comply with Federal regulations, the Inventory

Department has recorded all loans, equipment and other, on the University's Inventory System. For further information on loans, please call the Inventory Department at 355-1710 or Contract and Grant Administration at 355-5040.

POLICY ON PUBLIC OR EMPLOYEE SALES

All items, not to be released to other departments, should be transferred to the Office of Recycling and Waste Reduction's Salvage Yard. Public sale will be conducted there. If determined impractical to move large items, Salvage personnel will usually arrange to conduct public sales at your department. Under no circumstances should the department conduct its own sales to staff, faculty or the public. Sales of equipment to on-campus agency account operations (account range 31-3500 through 31-4999 and all 71-5XXX) are considered to be sales to the public and must not be consummated directly by departments. Sales of equipment to on-campus agency account operations must be handled through the Salvage Yard (See Section 221).

HOW TO USE AN EQUIPMENT TRANSFER NOTICE (ETN)

- I. To transfer surplus equipment or supplies to another department for credit OR no credit
 - A. Surplus equipment can be sold or given to another University department. (For assistance in locating another department in need of the equipment or supplies, the items should be advertised in the monthly "Budget Booster." See Section 220 or call Stores, 5-1700, for details. Salvage, 5-0364, may also be able to help.)
 - B. Releasing department must prepare and sign Equipment Transfer Notice listing the items to be sold with agreed value in the "Credit Amount (If Sold)" column.
 - C. The receiving department will sign in concurrence of the pricing and accept ownership of the equipment or supplies.
 - D. Distribution of the form as follows:

White -	Accounts Payable
Canary -	Releasing Department
Pink -	Receiving Department
Goldenrod -	Inventory Department
 - E. Assistance in moving the equipment or supplies may be obtained from University Stores, and could be subject to a service fee as outlined in Section 220 of this Manual or call University Stores at 355-1700.
- II. To transfer surplus equipment or supplies to Salvage for credit or no credit
 - A. Transfers to Salvage for credit must be preapproved by Salvage. Contact Salvage at 5-0364 for details.
 - B. Department prepares an Equipment Transfer Notice (ETN) as the "Releasing Department" listing all items to be transferred.
 - C. Releasing department signs form and mails all copies to Salvage.
 - D. Salvage picks up equipment and signs as receiving department, leaving canary copy with the releasing department.
 - E. Salvage retains the pink copy, sends the white copy to Accounts Payable (if credit has been pre-arranged), and the goldenrod copy to the Inventory Department.

III. To transfer equipment to an off-campus purchaser
(Purchasing Dept approval required)

Some large or specialized equipment may warrant a sale directly from the department location. Such circumstances will be handled on a one-on-one basis. Call Salvage for assistance, 355-0364.

IV. Credit for Department Releasing Equipment

A. General Fund Accounts

1. Upon receipt of a properly signed original Equipment Transfer Notice totaling \$500 or more, Accounts Payable will make entries as follows:
 - a. Department transfers equipment to another department; debit receiving department account and credit account 41-9800 (see item c. below).
 - b. Sales to Salvage must be preapproved. Salvage will process the paperwork, debit Salvage Department account and credit account 41-9800 (see item c. below).
 - c. Account 41-9800 will receive and retain the acquired value of transferred equipment in the name of the releasing department.
 - d. Accounts Payable will maintain a record of the amount of the funds available for each department that has turned equipment over to the Salvage Yard or transferred equipment to another department. The department may check this balance by calling Accounts Payable at 353-2011.
 - e. Department with credit may utilize the amount of the credit for purchase of equipment by indicating account number 41-9800 on a Purchasing requisition. Requisitions charging account 41-9800 must be sent to Accounts Payable, 360 Administration Building, for approval.
 - f. Proceeds credited to the department between January 1 and June 30 will be available for expenditure until June 30 of the following fiscal year. Proceeds credited to the department between July 1 and December 31 will be available for expenditure until June 30 of the current fiscal year. In this context, funds not spent or encumbered by the department by June 30 of each year will revert to the University General Fund.
2. Upon receipt of a properly signed original Equipment Transfer Notice totaling less than \$500, Accounts Payable will credit the account on which the equipment was originally acquired as specified by the releasing department. This credit will be recorded as a negative supplies expense (object code 082).

B. Other Accounts

Except as specified above for sponsored research equipment, proceeds from the sale of used equipment originally acquired with non-General Fund sources (revolving accounts, gift accounts, Agricultural Experiment Station accounts, etc.) will be credited back to the appropriate account as specified by the releasing department. This will be accounted for as a negative expense using object code 082 if less than \$500 or using object code 090 if \$500 or greater.

C. Transfer of Small Balances to Departmental Accounts

Based upon the ending balances as reported on the second June fund ledger (after reversion of unencumbered funds as discussed in IV,A,1,f above), Accounts Payable will transfer other unencumbered departmental credits totaling less than \$500 remaining in account 41-9800 to the department in whose name the funds have been held. This will be recorded as a negative expense (object code 082) on the department's General Fund "Supplies, Services and Equipment" account. This will be recorded as a new fiscal year transaction on the July fund ledger.

D. Statements of Account

Accounts Payable will issue a "statement of account equity" to each department having equipment resale credits on deposit in account 41-9800. This statement will be issued twice per fiscal year. The statement issued in March will remind departments of funds needing to be encumbered prior to fiscal year end to avoid their reversion. The statement issued in August will report the credits available for departmental use at the beginning of the fiscal year.

☐ 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		Signature — Department Receiving Equipment			
Date		Date			
Signature — Contract and Grant Administration — Within Grant Restrictions		Signature — Purchasing Dept. — Off-Campus Sale Approval			
Date		Date			
INSTRUCTIONS <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> White — Salvage <ul style="list-style-type: none"> 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

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

VI. FINAL APPROVAL

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

VII. CASH RECEIPTS

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

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

Departments and colleges are not permitted to deposit or cash checks.

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

VIII. EXPENDITURES

- A. 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.
- B. MSU employees traveling overseas on University business must provide receipts for all currency exchange transactions. If receipts are unavailable, the employee must certify in writing that all funds exchanged have been accounted for and business expense receipts presented must equal the amount received in local currency.

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.

MICHIGAN STATE UNIVERSITY
Consignment/Non-Cash Gift Form

Please check one: ☐ Gift (Complete Section I Only) or ☐ Loan (Complete Section I and II)
Refer to Sections 224 and 315 in the Business Manual

SECTION I

Department _____ Common Unit Code _____ Department Contact _____

Owner or donor _____ Company Contact _____

Address _____

Date Received on Campus _____ Were goods or services provided by MSU in exchange for the gift? ☐ Yes ☐ No

If yes describe: _____

Description: (if equipment include model and serial number) _____

Purpose or use _____

Estimated value _____ If gift, supporting documentation or independent appraisal must be attached.

Date _____ Approved _____
DEPARTMENT CHAIRPERSON

Date _____ Approved _____
DEAN (OR DESIGNATED REPRESENTATIVE)

SECTION II Complete for Loans Only

Period of Loan: From _____ To _____

What is Department responsibility in case of damage, loss, fire, or theft? _____

Is Department responsible for repairs due to wear, etc? _____

- When the loaned item is **returned** to the company notify Inventory in writing.
- If the loaned item is **purchased** by MSU inform Inventory of purchase order number.
- If the loan becomes a **gift** to MSU complete a new Consignment/Non-Cash Gift Form.

Routing:

M.S.U. Foundation
Contracts and Grants
Inventory
Department

FOR OFFICE USE ONLY

Processed by MSU Foundation/U. Dev. _____

Accepted by Board of Trustees _____

Inventory Sheet Number _____

48824 ZIP+4 CODES

ABRAMS PLANETARIUM	1324
ADMINISTRATION BLDG	1046
AGRICULTURE HALL	1039
ANGELL BLDG (133 SERVICE RD)	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
N BUSINESS COLLEGE COMPLEX	1122
CENTRAL SERVICES	1001
CHEMISTRY	1322
CHITTENDEN HALL	1023
CLINICAL CTR	1313
COMMUNICATION ARTS & SCIENCES	1212
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V. COST

- A. Currently, there is no direct charge to units for transferring and storing records in the Archives.
- B. Paper records being transferred to the Archives must be in archival storage boxes which are available at a current cost of \$2.25 each from the Archives.

VI. GENERAL GUIDELINES FOR RETENTION OF NONFISCAL RECORDS

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

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