MICHIGAN STATE UNIVERSITY

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

Telephone • 517 355-5020
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June 26, 1995

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, 1995, and July 1, 1995, are enclosed. Pages of the sections referenced below should be substituted for corresponding pages with earlier dates. An updated listing of section/page numbers and the appropriate dates is provided to establish exactly what comprises an up-to-date manual. Table of Contents and Indexes are also included for both volumes.

Brief explanations of the changes follow:

VOLUME I

Section 12 - The instructions for the preparation and distribution of the Budget Reallocation form have been revised to be consistent with PC-generated forms.

Section 16 - The check cashing limit on MSU checks has been increased from $200 to $300. The limit for non-MSU issued checks remains at $100.

Section 25 - Revised "Request for Interdepartment Material or Service" form.

Section 35 - There has been a change in the services provided for international travelers and distribution of medical assistance cards. The coverage has been improved and extended to students and retirees and the process for distribution of assistance cards has been moved to the Travel Office to facilitate the travel authorization process.

Section 45 - Item I, "General" has been reorganized. Please note in item V, concerning retirements, that the per person allowance for retirement functions has been increased to $10.00 plus gratuity; departments must provide documentation of adherence to rules on all retirement related charges (see new item V,E).

Section 46 - Revisions to item IV concerning food services. No charge slip is available (at this time) for Crossroads Food Court which will be opening in fiscal 1995-96. Please note the new IDT form for ARAMARK (MSU Union Catering) and a new JVE for Lodging Arrangements With University Housing.

Section 50 - There have been significant sales tax law revisions modifying the required documentation for organizations claiming exempt status.

Section 53 - The section has been revised where the new IRS form "Employee Moving Expense Information" (form 4782) is to be used. This form was not available for the Manual update last year; it now replaces the "Employee Moving Expense Summary." Please review Section 53 on when this form is required. The MSU mileage per diem has been increased to $0.30 for personal car usage for University business travel; however, the non-taxable amount allowed by the IRS for moving expenses remains at $0.09 (see page 53.3, item F,2,b).

Section 55 - Updates include the name change of Bank One to Citizens Bank for direct deposits; FICA/Medicare tax assessed on student employees based on the number of credits they are enrolled for; nonresident aliens should go to the Payroll Department to discuss their social security withholding status; an up-to-date IRS form W-4; a revised "Special Payment Authorization Form."

Section 60 - Item V,B (page 60.5) states that if an exception is made and permission is granted to maintain petty cash funds in a commercial account off campus, any interest earned is the property of Michigan State University.

Section 70 - The University Travel Office address is 370 Administration Building; this change has been made throughout section 70. All Travel Advances are issued from the University Travel Office. Repayment of advances can be paid in person in the Cashier's Office, 110 Administration Building or by mail to the University Travel Office, 370 Administration Building. Travel Vouchers (and all applicable receipts) for reimbursement are to be submitted to the University Travel Office, 370 Administration Building, for auditing. Please note a correction of the mileage to Evanston, Illinois to 236 miles (see Out-of-State Mileage Chart). Effective July 1, 1995, the mileage reimbursement rate for personal car miles will be increased to 30 cents.

Section 75 - Minor clarifications made to voucher processing procedures. EBSCO subscriptions must have written authorization by Purchasing before Direct Payment Voucher will be processed. The Direct Payment Voucher cannot be used to pay enrolled students for any kind of service. Also, a revised IRS "Request for Taxpayer Identification Number and Certification" form (W-9) is provided.

VOLUME II

Section 205 - The MSU Bookstore is contracted and operated by Follett College Stores to purchase required and optional textbooks and materials for courses offered each semester by all departments of the University. There is a 10% discount on books and 20% discount on supplies for departmental purchases from in-stock merchandise charged to University accounts; no discounts on software, electronics and sale merchandise. Please delete page 205.9 (Special Order form) from this section (pages in section 205.1 - 205.8).

Section 206 - NEW SECTION on the MSU Union. This section outlines the services/facilities available in the MSU Union. Information is provided on ARAMARK catering services, vendors in the Food Court, Copy Center, Union Central and Spartan Spirit, and Sign Shop, as well as instructions for departments on the forms to use to acquire the services.

Section 210 - Updates include changes to the specific area to contact for various client services; changes are due to the restructuring of Administrative Information Services.

Section 220 - REMOVE ENTIRE OLD SECTION AND REPLACE WITH NEW. Significant changes include: Refrigerants (Freon) and legal restrictions under item III,4; infectious substance shipping containers are available from stock, see item X; note revisions to item XIII on Lease/Purchase; new form on page 220.31 "Refrigerant Certification;" information on Salvage and Federal Surplus has been removed from section 220 and can be found in Recycling/Salvage, Section 221.

Section 221 - No significant changes; minor editorial changes made throughout section.

Section 223 - Revision discusses that the approval process for interior design services insures the compliance with safety and building codes, regulations and University procedures.

Section 236 - An additional $5.00 handling fee is added to the total cost of each database search request.

Section 245 - A travel voucher and valid driver license are required to pick up a vehicle from the motor pool. Bus service information is updated (hours of operation for weekdays and weekends). Information is provided on special transportation services. Revision to Service Garage hours and services as well as fuel services. A supplemental collision and comprehensive Vehicle Protection Plan is available from Automotive Services (Insurance item). An item has been added on Alcohol and Controlled Substances Testing.

Section 250 - Changes to Fax number and E-mail address.

Section 260 - Revisions to Automotive Services and Custodial Services items. New "Request for Interdepartment Material or Service" form (page 260.4).

Section 265 - Phone numbers and business hours are provided for the various service areas. Note that the computer graphics operation has moved to Room 233 Communication Arts and Sciences Building; services provided are the same. (Pages in section are: 265.1 - 265.6.)

Section 270 - Note minor changes to list of approved satellite purchasing areas (I.C.). The "Maintenance Service Contract Notice" has been eliminated; a purchasing requisition is to be used in its place. Delete old page 270.16 which is an obsolete form.

Section 275 - Grammatical error corrected.

Section 290 - University Relations is comprised of Broadcast/Photo, Media Communications (formerly the News Bureau), Publications and Design, and Sports Information. Offices in the Division of University Relations are located in Olds Hall. Page 290.5 has been deleted from this section.

Section 300 - Section reorganized to clarify different options available for transferring equipment and supplies for credit or no credit.

MANUAL OF BUSINESS PROCEDURES (VOLUME I) ON GOPHER: Just a reminder that Volume I of the Manual is on Gopher (MSU's Campus-Wide Information System). To access "MSU Manual of Business Procedures," at the central Gopher server, select Information for the MSU Community, then Policies and Procedures, then MSU Manual of Business Procedures.

Enclosures

Date: 3-31-95

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MANUAL OF BUSINESS PROCEDURES
MICHIGAN STATE UNIVERSITY

Introduction

This Manual was compiled to assist individuals who have a need for information regarding proper University business procedures. All possible situations could not be covered in the limited space available; therefore, only generally applicable procedures are contained herein. Unusual problems should be referred to the department or administrative unit involved.

The Manual has been divided into two volumes each with a table of contents and an index. Volume I contains general accounting and business procedures; Volume II contains information on specific service areas and miscellaneous functions. Each table of contents lists the procedures by title in section number order. Each index lists subjects with the section and page number referenced. The pages of each individual section are numbered by section and by page, for example page 25.3 is the third page (xx.3) of Section 25 (25.x), Field Trips. This numbering system facilitates both referencing and subsequent revising.

Personnel procedures are specifically outlined in the following publications, published separately:

Support Staff	-	"Human Resources Policy and Procedure Manual"
Academic Staff	-	"Faculty Handbook"
Students	-	"Student Employment Manual"

Information regarding obtaining medical treatment for work-related illness/injury is included in the Employee Benefit Programs section of the "Human Resources Policy and Procedure Manual" beginning on page W-1.

All users are encouraged to make suggestions for improving the Manual. Suggestions concerning procedures from Volume I should be directed to the Controller's Office, 305 Administration Building. Suggestions concerning procedures from Volume II should be directed to the department responsible.

The Controller's Office, 355-5020, should be informed of department name and location changes, so the manual updates, when distributed, will be sent to the proper office and location. If a department no longer needs a set of manuals (e.g., discontinued operations), the set should be sent to the Controller's Office for distribution to others.

Normal updates, revisions and additions are made annually. If a department wishes to change or add a procedure, it should send the revision or new procedure to the Controller's Office, 305 Administration Building, telephone 355-5020. Urgent changes and/or additions will be made through the year as deemed necessary. **IT IS IMPORTANT THAT NO PROCEDURE BE CHANGED WITHOUT INCORPORATING IT IN THIS MANUAL.**

MANUAL OF BUSINESS PROCEDURES - VOLUME I

Michigan State University

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ACCOUNTING FOR DEPARTMENTAL TRANSACTIONS

I. DEPARTMENTAL BOOKKEEPING

The Controller's Office urges each department to keep a bookkeeping record on each account for which it is responsible. This would enable the department to verify that the balance shown on the ledger statement (received each month from the Accounting Department) is correct. Any errors that might arise in posting would be discovered and could be corrected. Such records would allow the department to know the balance in its accounts at all times.

A. Forms to be Used - Worksheet for Commitments (140-2845) and Bookkeeping Record for Departments (140-2414) are the recommended forms to be used. These forms may be obtained at General Stores, Telephone No. 355-1700.

1. Worksheet for Commitments - The worksheet is used to list all commitments.

a. When a requisition is issued, the information should be recorded on the worksheet and the retained copy of the requisition should be filed in an "open" folder of the account (see Sample, Page 1.7).

b. When the purchase order is received, the purchase order number should be recorded on the worksheet in the column provided and the purchase order itself should be attached to the copy of the requisition and refiled in the "open" folder of the account.

c. When the weekly invoice summary is received:

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

2) Cross off the entry which was made on the Worksheet for Commitments and enter the

expenditure in the Bookkeeping Record for Departments as outlined in Section 2.

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

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

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

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

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

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

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

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

A department can substitute other headings if they are needed. This information is designed to give information to a department head. Expenditures may be charged by check or by charges for services performed by other departments. Items paid on a purchase order or voucher check should be entered immediately upon approval of the invoice or voucher by the department. Expenditures for services of other departments should be entered as soon as charges are received. All items of expenditures should be entered in the appropriate detail column (see sample, page 1.8).

If it is necessary to void a prior entry, it should be entered again in the same columns and circled or written in red ink to show that it is a deduction. When completed, each page should be footed, cross-footed, and the balances carried forward to the next page. The total of the detail expenditure columns should equal the total of the expenditure column. The total of the credit column less the total of the expenditure column should equal the amount shown in the balance column. (IT IS OF UTMOST IMPORTANCE TO KEEP POSTINGS CURRENT.)

B. Reconciliation - Each month the Accounting Department forwards a ledger sheet for each account to the department responsible. There will be entries on the ledger sheet which do not appear on the departmental bookkeeping record and the departmental bookkeeping record will have entries which are not yet on the ledger sheet. To ensure that mistakes have not been made it is necessary to reconcile these two records.

The procedure is as follows:

1. Consider each item on the ledger sheet in the column headed "Expenditures." If the item has been listed on your bookkeeping record, enter the check number or job number on your record in the column so headed and check the item off on the ledger sheet. In the event that the amount paid on the ledger is less than the amount shown on your record, note the amount of discount earned as a deduction (circle or enter in red ink) in the expenditure column and the appropriate expenditure detail column. In the event that any item on the ledger sheet has not been entered on the bookkeeping record, make the entry at this time <u>if it is determined to be a legitimate charge against the account</u>. The number of the month in which the item appears on the ledger from the Accounting Department should be placed opposite the item in the description column. This will enable the department to tell which items have not been posted by the Accounting Department. This is necessary for the reconciliation below. A similar comparison should be made between the ledger sheet revenue column and the bookkeeping record credit column.

2. The reconciliation statement is as follows (See Page 1.8):

Departmental balance (as shown in your bookkeeping record for departments)	$47,645.50
Add: Expenditures posted on your bookkeeping record but not on the ledger	1,200.25
Subtract: Credits posted on your bookkeeping record but not on the ledger	0.00
Unliquidated encumbrances (this will be the final amount in this column on the ledger sheet)	(580.00)
ADJUSTED BALANCE	$48,265.75
LEDGER BALANCE (this amount should agree with the adjusted balance above)	$48,265.75

In the event that any question arises or assistance is needed, call the Accounting Department, Telephone number: 355-5000. The preparation of a reconciliation statement each month provides for a check on the University's accounting system and can assist the Accounting Department in locating errors.

II. Accounting Transaction Inquiry System

A. Departments with the proper equipment and network access may be able to inquire into current month accounting transactions which have been posted to the University Accounting System on the Administrative Information Services (AIS) mainframe computer. The information available through this system includes all postings recorded to date for checks written, IDT's, journal voucher entries, payrolls, cash receipts, budget reallocations, and purchase orders. Dollar

amounts for current month beginning cash balance, net cash transactions, cash balance, total open encumbrance balance and account balance after encumbrances are also available. This information can be useful in monitoring account activity during the month.

B. Examples of the balance inquiry screen, the transaction inquiry screen and the encumbrance inquiry screen are provided on page 1.9.

C. In order to obtain this information, the department must be able to access the AIS mainframe. Administrative Information Services (telephone 353-4420) will advise whether the department is (or can be) equipped for this capability.

D. Once the department is equipped to communicate with the AIS mainframe, a request for system access must be sent to the Accounting Department, 360 Administration. The request should specify that access is requested to the "Accounting On-Line Transaction Inquiry System - A17A." The name, social security number and campus address of the individual to be given access should be provided along with a list of the mail codes, or department names of the accounts to which they are to have access. The request should be signed by the Unit Administrator. (Please note, if the individual given system access transfers to a different department, this authorization must be revised.) Upon receipt, the Accounting Department will submit the request for system access to AIS for security update. The Accounting Department will send a packet of instructions to the department for use in working with the inquiry system.

Form No.
CO-de-2

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WORKSHEET FOR COMMITMENTS

Date	Name or Description	$10.00 or over Est. Amt.		Under $10.00 Est. Amt.		Reg. No.	P.O. No.
-A-6/18/76	-3-Monroe-Calculators----------	650	00			4896	75296
7/21/76	Printing	571	54			4989	75743
7/31/76	Maintenance Equipment	98	00			5031	

[A]This item has been crossed off because the invoice summary has been received indicating that the expenditure has been made. See Page 1.8, "BOOKKEEPING RECORD FOR DEPARTMENTS" Line 6.

Form No. CO-de-1

APPROPRIATION RECORD		
Date	Amount Released	Balance Unreleased
7-1-76	$50,000.00	--0-

MICHIGAN STATE UNIVERSITY

BOOKKEEPING RECORD FOR DEPARTMENTS

FURNISHED BY

UNIVERSITY BUSINESS OFFICE

DEPARTMENT ABC

ACCOUNT NAME XYZ

ACCOUNT NUMBER 00-0000

	DATE	VENDOR	P.O. or JOB NUMBER	VOUCHER or JOB NUMBER To be obtained from Monthly Statement From U.B.O. As Part of the Account Reconciliation	EXPENDITURE	CREDIT	BALANCE	DESCRIPTION	EXPENDITURE DETAIL: Office Supplies	Printing	Travel	Postage	Equip.	Rentals	Telephone	Other
1	7-1-76	BUDGET RELEASE				50000 00	50000 00	1-A								
2	7-5-76	JONES OFFICE SUPPLY	74326	110239	25 00		49975 00	1 TYPEWRITER RIBBONS	25 00							
3	7-6-76	PHYSICAL PLANT	J51462	51462	210 00		49765 00	1 INSTALL MOVABLE PARTITION								210 00
4	7-7-76	JOHN DOE		110421	119 75		49645 25	1 JOHN DOE TRAVEL EXPENSES								
5								TO XXX SYMPOSIUM			119 75					
6	7-13-76	LITTON INDUSTRIES	75296	111005	650 00		48995 25	1 PURCHASE 3 MONROE								
7								1410 CALCULATORS					650 00			
8	7-15-76	IBM CORPORATION	69521	111134	75 00		48920 25	1 COPIER RENTAL						75 00		
9	7-31-76	JOHNSON PRINTING CO.	77342 - B		120 25		48800 00	1 PRINTING - SPECIAL WORKBOOK		120 25						
10	7-31-76	POSTAGE	JVE	497	20 00		48780 00	1 JULY POSTAGE				20 00				
11		DISCOUNT ON VOUCHER 110239			(50)		48780 50	1	(50)							
12	7-31-76	TELEPHONE CHARGES	JVE	598	55 00		48725 50	1 JULY TELEPHONE							55 00	
13							C									
14					1354 50	50000 00			24 50	120 25	119 75	70 00	650 00	75 00	55 00	210 00
15					0											
16																
17		A - Month in which each item appeared on the ledger from the Bookkeeping Department.														
18																
19		B - The voucher pertaining to this P.O. has been approved by the Department but, because of the late date, was not returned to the														
20		Voucher Audit Department in time to be entered on the July ledger from the Bookkeeping Department.														
21																
22		C - Total of the credit column less the total of the expenditure column equals the balance														
23																
24		D - Total of the expenditure detail columns should equal the total of the expenditure column.														
25																
26																
27																
28																
29																
30																
31																

Page: 1.8
Date: 9-30-7

BALANCE INQUIRY SCREEN

ACCOUNT NUMBER: 11-XXXX MAIL CODE: 0308 COMMON UNIT CODE: 04648

ALL

ACCT. NAME: SUPPLIES & SERVICES & EQUIP
DEPT. NAME: PHILOSOPHY
ADMN. RESP: COLLEGE OF ARTS & LETTERS

	PRIOR MONTH END BALANCE:	$	13,098.28
-	MONTH TO DATE TRANSACTIONS:	$	1,582.02 DB
	BALANCE BEFORE ENCUMBRANCES:	$	11,516.26
-	ENCUMBRANCES, CURRENT MONTH:	$	1,801.49
	BALANCE AFTER ENCUMBRANCES:	$	9,714.77

TO REVIEW DETAIL TRANSACTION ACTIVITY, SELECT CATEGORY AND PRESS ENTER

TRANSACTION INQUIRY SCREEN

B <== FUNCTION SELECTION ACCOUNT NUMBER 11-XXXX A17P002

MONTH TO DATE TRANSACTIONS: $ 1,582.02 DB

DATE	OBJECT CLASS	DESCRIPTION	P.O. NUMBER	ALL REFERENCE	AMOUNT
04/02/91	025	HI UNIVERSITY PLAC		CHK456664	203.94
04/01/91	040	TEL CHGS MAR 91			474.08
04/30/91	041	POSTAGE		JVE000027	68.22
04/30/91	052	GENERAL STORES		JVE000034	122.85
03/27/91	061	PETERSON'S GUIDES	383121	CHK383121	295.00
04/30/91	071	IMC CONSOL GROUP 5		IDT028403	75.00
04/18/91	071	IMC CHARGES		JVE019478	12.25-
04/10/91	082	KAYE CHRISTINE		CHK459014	24.64
04/30/91	082	GENERAL STORES		JVE000034	362.04
04/19/91	180	MSU BOOKSTORE ITEM		IDT006473	31.50-

********** END OF EXPENDITURES **********

B ==> CONTINUE BROWSE R ==> RETURN TO INQUIRE
P ==> PAGE BACKWARD

ENCUMBRANCE INQUIRY SCREEN

B <== FUNCTION SELECTION ACCOUNT NUMBER 11-XXXX A17P003

ENCUMBRANCES, CURRENT MONTH: $ 1,801.49

DATE	OBJECT CLASS	DESCRIPTION	P.O. NUMBER	REFERENCE	CURRENT AMOUNT
01/01/91	040	TELE ENC JAN-JUNE			1,681.49
04/24/91	082	COMPUADD	385162		41.00
04/30/91	082	OFFICE MAX	385525		79.00

********** END OF ENCUMBRANCES **********

B ==> CONTINUE BROWSE ALL R ==> RETURN TO INQUIRE
P ==> PAGE BACKWARD

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:

(Account Numbers and Account Requests Continued)

1 = Salary budget and expenditures

2 = Labor budget and expenditures

3 = Supplies, services and equipment budget and expenditures

5 = Special budgets (Contingency and Special Purpose accounts)

For all other accounts, this digit has no special significance.

III. ACCOUNTS REQUESTS

A. Revolving Accounts

1. Requests to establish new accounts or to amend existing accounts must be submitted to the Controller for approval on a completed form CO-fu-1h, "Revolving Account Request Form" (see sample, page 5.5). The form is available from the Controller's Office.

2. When completing the form, certain items deserve special attention as follows:

   a. For revolving accounts, the indicated sources of income (item 5), and types of expenditures (item 7) must be related. Only those expenditures which are incurred to generate the indicated sources of income can be charged to the account.
   b. Item 13 must be completed on both new and amended account requests. Accounts are not permitted to accumulate balances in excess of working capital needs.
   c. The request must be signed by a Dean or Vice President.
   d. All items on the reverse side will be completed by the Controller's Office or Internal Audit.

3. Internal Audit regularly audits accounts to determine that operations are in conformance with the information indicated on approved account request forms.

(Account Numbers and Account Requests Continued)

B. Clearing and Deposit Accounts - These accounts may be established when deposits must be held for disbursements to others (e.g., sales tax collections to be remitted to the State of Michigan). Requests to establish new accounts or to amend existing accounts must be submitted to the Controller for approval on a completed form CO-fu-2b, "Clearing and Deposit Account Request Form" (see sample, page 5.8).

C. General Fund account requests must be approved by the Office of Planning and Budgets.

D. Trust account requests must be arranged through the Office of Investments and Trusts, telephone 355-5018.

E. Gift and Grant, Fellowship and Sponsored Research Accounts -

1. Refer to Volume I, Section 23, concerning Fellowships; refer to Volume II, Section 315, concerning Gift and Grant or Sponsored Research accounts.
2. Any further questions concerning Fellowship accounts should be directed to the Office of Fees and Scholarships, 146 Administration Building; questions concerning Gift and Grant or Sponsored Research accounts should be directed to the Office of Contract and Grant Administration, 302 Administration Building.

F. Scholarship accounts must be arranged through the Office of Financial Aids.

G. Agency Accounts - Student Organizations

1. Use "Application for Agency Account - Student Organization" (see sample, page 5.6). Items 1-8 must be filled in. This form is available in the Accounting Department, Office of the Controller and the Student Activities Division, Office of the Vice President for Student Affairs and Services.

(Account Numbers and Account Requests Continued)

2. The form must be submitted to the Student Activities Division for verification of organization registration and approval of request.
3. After approval from the Student Activities Division, the form must be submitted in person to the Accounting Department, 360 Administration Building, for approval.

H. Agency Accounts - Non-Student Organization

1. Use "Application for Agency Account - Non-Student Organization" (see sample, page 5.7). The date, items 1-5, administrative responsibility and the account name must be filled in and submitted to the Dean or Vice President for approval.
2. After approval by the Dean or Vice President, this form must be submitted to the Controller's Office for approval.
3. Forms are available in the Accounting Department, Office of the Controller.

I. Agency Accounts - Exemption from State Sales Tax

1. Agency accounts do not automatically qualify for exemption from State of Michigan sales tax.
2. Organizations requesting a tax exempt account number must present with their account application a letter from the State of Michigan, Treasury Department, indicating their tax exempt status.

MICHIGAN STATE UNIVERSITY
Office of the Controller
305 Administration Building

Date: _____

REVOLVING ACCOUNT REQUEST FORM

This is a request to: ____ Establish a new account ____ Amend an existing account

1. Name of Account: _____

2. Permanent Account ____ Temporary Account ____ Termination Date _____

3. Purpose of Account: _____

_____

4. Account Responsibility: a. Person _____

b. College/MAU _____

c. Department _____ Common Unit Code _____

5. Sources of Income for this Account:
   a. _____
   b. _____
   c. _____
   d. _____

6. Estimated Yearly Income: $_____

7. Expenditures from this Account will be for:
   a. _____
   b. _____
   c. _____
   d. _____

8. Estimated Yearly Expenditures: $_____

9. Is the activity in this account new? _____ If not, where has it been accounted for in the past? _____

10. Estimated resale inventory at June 30: $_____

11. Estimated billings outstanding at June 30: $_____

12. Anticipated major equipment purchases from this account:
    a. _____ $_____
    b. _____ $_____

13. It is understood that any balance in this account in excess of $_____ will accrue to the supporting fund at _____. THIS ITEM MUST BE COMPLETED. SEE POLICY STATEMENT, SECTION III A., FOR GUIDELINES.

It is further understood that the use of the account as described above and its financial stability is the primary responsibility of the Dean or Major Administrative Unit Administrator.

14. Signature _____ Approved _____
    Department Chairperson or Director — Dean or MAU Administrator

Typed Name _____ Typed Name _____

ACCOUNT NUMBER _____

FOR CONTROLLER'S OFFICE USE ONLY

Account Name: _____ (FILL IN BELOW)

Account Number: _____ (FILL IN BELOW)

Fund: _____

Function: _____

Reversion Date: _____

Fund to Receive Reversion: _____

Approved: _____ Date: _____

****

FOR A18 DATA ENTRY ONLY
(Remaining data to be completed by Financial Analysis.)

Account Number _ _ _ _ _ _ (3-8) Fund _ (10) Category _ (11)

Type _ (12) Function _ _ (13-14) Line _ _ _ _ (15-18)

Name _

_ _

_ (19-78)

Maintenance Code _ (80)

****

FOR INTERNAL AUDIT USE ONLY

RECORD OF AUDIT

"I have examined, through audit, revolving account number _____. A copy of the audit report is on file in the Department of Internal Audit."

	Internal Auditor	Date	Period Audited
Signature	_____	_____	_____
Signature	_____	_____	_____
Signature	_____	_____	_____
Signature	_____	_____	_____
Signature	_____	_____	_____

MICHIGAN STATE UNIVERSITY
APPLICATION FOR AGENCY ACCOUNT - STUDENT ORGANIZATION

1) ACCOUNT NUMBER: _____

2) NAME OF ORGANIZATION: _____

3) PURPOSE OF THE ORGANIZATION: _____

4) What is the source of income? _____

5) Has this Organization ever had a University account? Yes(when)_____ No_____

6) Have any group members been associated with a student organization that has been closed within the last year? Yes_____ No_____
If yes explain: _____

7) As OFFICERS of this organization we understand that we are responsible for any financial obligations incurred by this organization and for any overdraft in this University account.

8) OFFICER/ADVISOR INFORMATION:(Please print or type all but signature)

_____ _____ _____
TITLE NAME SIGNATURE

_____ _____ _____ _____
STUDENT # CLASS LOCAL PHONE # LOCAL ADDRESS

_____ _____ _____
TITLE NAME SIGNATURE

_____ _____ _____ _____
STUDENT # CLASS LOCAL PHONE # LOCAL ADDRESS

_____ _____ _____
TITLE NAME SIGNATURE

_____ _____ _____ _____
STUDENT # CLASS LOCAL PHONE # LOCAL ADDRESS

ADVISOR: _____ _____
NAME SIGNATURE

_____ _____
CAMPUS PHONE # CAMPUS ADDRESS

9) Have you received a copy of the rules governing agency account operation and do you understand them? Yes_____ No_____

****

10) Verification of Organization registration and approval of request:

_____ _____
STUDENT ACTIVITIES OFFICE DATE
OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES

_____ _____
CONTROLLER'S OFFICE DATE

AGENCY ACCOUNT - NON-STUDENT ORGANIZATION

Michigan State University

___ NEW

___ RENEWAL Date _____

Account Name _____

Account Number _____

Name of Organization _____

Purpose of Organization _____

_____

_____

What is your source of income? _____

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

_____

For what period of time will the relationship exist? _____

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

Administrative Responsibility:

Faculty or Staff Member (please print) _____

Faculty or Staff Member (signature) _____

Department _____

College / MAU _____

Common Unit Code _____

APPROVED _____ _____
Vice President or Dean Date

APPROVED _____ _____
Controller Date

Form No.
CO-fu-2b
3/31/89

MICHIGAN STATE UNIVERSITY
Office of the Controller
305 Administration Building

Account Number: _____

Date: _____

CLEARING AND DEPOSIT ACCOUNT REQUEST FORM

This is a request to: ____ Establish a new account ____ Amend an existing account

1. Name of Account: _____

2. Permanent Account _____ Temporary Account _____ Termination Date _____

3. Purpose of Account: _____

_____

4. Account Responsibility: a. Person _____

b. College/MAU _____

c. Department _____ Common Unit Code: _____

5. Sources of Income for this Account:
   a. _____
   b. _____
   c. _____
   d. _____

6. Estimated Yearly Income: $_____

7. Expenditures from this Account will be for:
   a. _____
   b. _____
   c. _____
   d. _____

8. Estimated Yearly Expenditures: $_____

9. Is the activity in this account new? _____ If not, where has it been accounted for in the past? _____

_____

10. Will this account balance be zero at June 30? _____ If not, please explain. _____

_____

It is further understood that the use of the account as described above and its monthly reconciliation is the primary responsibility of the Department Chairperson or Director.

11. Signature _____ Approved _____
    Department Chairperson or Director — Dean or MAU Administrator

    Typed Name _____ Typed Name _____

FOR CONTROLLER'S OFFICE USE ONLY

Account Name: _____ (FILL IN BELOW) _____

Account Number: _____ (FILL IN BELOW) _____

Fund: _____

Function: _____

Approved: _____ Date: _____

****

FOR A18 DATA ENTRY ONLY
(Remaining data to be completed by Financial Analysis.)

Account Number _ _ _ _ _ _ (3-8) Fund _ (10) Category _ (11)

Type _ (12) Function _ _ (13-14) Line _ _ _ _ _ (15-18)

Name _

_ _

_ _
(19-78)

Maintenance Code _ (80)

****

FOR INTERNAL AUDIT USE ONLY

RECORD OF AUDIT

"I have examined, through audit, clearing and deposit account number _____.
A copy of the audit report is on file in the Department of Internal Audit."

	Internal Auditor	Date	Period Audited
Signature	_____	_____	_____
Signature	_____	_____	_____
Signature	_____	_____	_____
Signature	_____	_____	_____
Signature	_____	_____	_____

ACCOUNTS RECEIVABLE

I. GENERAL

A. The Departmental Receivables Department provides services for University departments lacking facilities or personnel to issue monthly billings, which are of an infrequent, casual nature, for materials sold or services rendered to individuals or off-campus organizations. Effective July 1, 1990, a service fee will be charged on all invoices generated for non-General Fund accounts. This service fee, which is charged to user departments monthly based on the number of invoices processed, is a combination of an initial invoice processing cost plus the cost of follow-up collection procedures required. The fee is reviewed annually and may be correspondingly revised. For more information, contact Departmental Receivables at 355-3313.

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

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

II. DEPARTMENTS WITHOUT BILLING FACILITIES

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

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

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

D. It is very important that any remittance subsequently received by the department as payment on these accounts be forwarded immediately to Departmental Receivables, 110 Administration Building.

E. New users of the Departmental Receivables billing service should contact the Assistant Manager at 355-3313 prior to the submission of their first collection advice.

III. DEPARTMENTAL BILLING

A. Departments that elect to do their own billing are responsible for maintaining good collection procedures which include:

1. A current billing status each month.
2. Follow-up prior to an account becoming 90 days old.
3. A complete and auditable bookkeeping procedure.
4. Proper processing of delinquent accounts (see item IV).

B. Departments needing assistance in developing receivables procedures should contact the Office of Financial Analysis, Office of the Controller, 394 Administration Building.

C. Due to the collection and billing cost involved ALL DEPARTMENTS ARE ENCOURAGED TO REQUIRE CASH PAYMENT FOR SERVICES AND MATERIALS IF THE TOTAL CHARGE IS LESS THAN $25.

IV. DELINQUENT ACCOUNTS

A. Departmental billings still outstanding after 90 days from the date the materials were sold or services were rendered are considered DELINQUENT and should be immediately submitted to

the Delinquent Receivables Department of the Accounts Receivable Division via a collection advice form manually labeled "Delinquent" and signed by the department head (see sample, page 10.6). The collection advice should include the following information concerning the account:

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

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

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

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

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

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

V. COLLECTION ADVICE

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

1. To assign non-student and off-campus organization accounts to Departmental or Delinquent Receivables, use Stores stock order #140-2445 (see samples, pages 10.5 and 10.6).
2. To assign student accounts to Student Receivables, use Stores stock order #140-2447 (see sample, page 10.7).

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

Form No.
CO-ar-4g

Michigan State University

COLLECTION ADVICE

BEFORE COMPLETING THIS FORM, READ INSTRUCTIONS ON REVERSE SIDE ➡

To: Office of the Controller
Departmental Receivables
Accounts Receivable Division

DEBIT ☐

CREDIT ☐

The individuals and/or off-campus organizations listed below are indebted to the University for the reason indicated. Please credit our account and bill them accordingly.

ACCOUNT NAME	ACCOUNT NO.	OBJECT CODE	AMOUNT

LEAVE BLANK	Date of Service	Payer Name and Address	Description of Charge	Amount
			TOTAL	

It is very important that any remittance received subsequently by the department as payment of these accounts must be transmitted to Departmental Receivables, Accounts Receivable Division, Office of the Controller.

Date

Signature

Department Chairman or Authorized Representative

INSTRUCTIONS FOR COMPLETING COLLECTION ADVICE

This form is used to transmit to the Office of the Controller collection obligations of individuals or off-campus organizations indebted to the University. Accounts to be assigned should be submitted within ninety (90) days after date of earliest account charge and should include all charges to that account. If this form is not properly completed, it will be returned to the department for correction.

The following will assist you in preparing this form.

1. Debit ☐ or Credit ☐ : Properly identify by marking X in appropriate box. Debits and Credits should be listed on separate collection advices.
2. Account name: Enter name of account (not department) to be credited.
3. Account number: List appropriate account number, object code and amounts to be credited to each.
4. Date of Service: Enter date that service was rendered by department.
5. Payer: List complete name of person or organizatin as the "Payer" who is expected to pay charges or receive credit.
6. **Complete address of each payer:** Include number and street, city, state or foreign country, zip code.
7. Description of charge: Brief description of goods or services provided. Must be adequate for proper billing.
   a) Itemize additional items and show cost of each.
   b) List additional shipping or service address for materials or services supplied if different from item 6 above.
   c) Attach copy of purchase order, letter of authorization, or other authorizing documents.
8. Provide one line space between each account listed.
9. Total dollar amount for each collection advice should be shown.
10. The original copy must be signed by the department chairman or his authorized representative.
11. Collection Advice will be returned to the department for any correction(s).

MSU is an Affirmative Action/Equal Opportunity Institution

O-12361

Stock # 140-2445

Michigan State University Printing

Form No.
CO-ar-4g

Michigan State University

COLLECTION ADVICE

BEFORE COMPLETING THIS FORM, READ INSTRUCTIONS ON REVERSE SIDE ➡

To: Office of the Controller
Departmental Receivables
Accounts Receivable Division

DELINQUENT

DEBIT ☐

CREDIT ☐

The individuals and/or off-campus organizations listed below are indebted to the University for the reason indicated. Please credit our account and bill them accordingly.

ACCOUNT NAME	ACCOUNT NO.	OBJECT CODE	AMOUNT

LEAVE BLANK	Date of Service	Payer Name and Address	Description of Charge	Amount
			TOTAL	

It is very important that any remittance received subsequently by the department as payment of these accounts must be transmitted to Departmental Receivables, Accounts Receivable Division, Office of the Controller.

Date

Signature

Department Chairman or Authorized Representative

INSTRUCTIONS FOR COMPLETING COLLECTION ADVICE

This form is used to transmit to the Office of the Controller collection obligations of individuals or off-campus organizations indebted to the University. Accounts to be assigned should be submitted within ninety (90) days after date of earliest account charge and should include all charges to that account. If this form is not properly completed, it will be returned to the department for correction.

The following will assist you in preparing this form.

1. Debit ☐ or Credit ☐ : Properly identify by marking X in appropriate box. Debits and Credits should be listed on separate collection advices.
2. Account name: Enter name of account (not department) to be credited.
3. Account number: List appropriate account number, object code and amounts to be credited to each.
4. Date of Service: Enter date that service was rendered by department.
5. Payer: List complete name of person or organizatin as the "Payer" who is expected to pay charges or receive credit.
6. **Complete address of each payer:** Include number and street, city, state or foreign country, zip code.
7. Description of charge: Brief description of goods or services provided. Must be adequate for proper billing.
   a) Itemize additional items and show cost of each.
   b) List additional shipping or service address for materials or services supplied if different from item 6 above.
   c) Attach copy of purchase order, letter of authorization, or other authorizing documents.
8. Provide one line space between each account listed.
9. Total dollar amount for each collection advice should be shown.
10. The original copy must be signed by the department chairman or his authorized representative.
11. Collection Advice will be returned to the department for any correction(s).

MSU is an Affirmative Action/Equal Opportunity Institution

O-12361

Stock # 140-2445

Michigan State University Printing

This Fo[illegible]ncludes Cr[illegible], ☐ Only
This Form Includes Charges ☐ Only
☐ J
☐ H
☐ L
☐ N

Michigan St[illegible] University
COLLECTION ADVICE

STUDENT RECEIVABLES

Document No. _____ (37-43)

Student Number (1-9)	Name Last (10-11) First Initial	Amount (13-18)		HSG (25-26)	Dist. (27-29)	Acct. No. (27-32)	OBJ. Code (34-36)	REF (44-46)	CAT (47-49)	Remarks (50-80)
		$								
	TOTAL	$								

Authorization to bill the above accounts.

Department _____

Signature _____
Department Chairman or Authorized Representative

Date _____ (19-24)

MSU is an Affirmative Action/Equal Opportunity Institution 0-12527

Form No. CO-ar-32c
Stock Order # 140-2447

Page: 10.7
Date: 9-30-85

BANKRUPTCY PROCEDURES

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

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

Controller's Office
140 Administration Building
Attn: Bankruptcy Department

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

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

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

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

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

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

BANKRUPTCY PROCEDURES (cont.)

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

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

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

CLAIMANT'S COPY - RETAIN PART 1

UNITED STATES BANKRUPTCY COURT FOR THE WESTERN DISTRICT OF MICHIGAN

CHAPTER 13

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

IN RE:

CASE NUMBER
GL-92-

(H) (W)

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

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

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

NOTICE IS GIVEN THAT:

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

on: April 22, 1992
Time: 9:30 A.M.
The debtor(s) shall appear in person at that time and place for the purpose of being examined. The meeting may be continued or adjourned from time to time by notice at the meeting, without further written notice to the creditors. At the meeting the creditors may designate a person to supervise the meeting, examine the debtor, and transact such other business as may properly come before the meeting.

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

III A HEARING ON CONFIRMATION of the plan will be held

Time: 9:00 A.M. Date: 05-15-92
Address: U.S. BANKRUPTCY COURT, RM 101, U.S. POST OFFICE & COURTHOUSE, 315 W. ALLEGAN, LANSING, MI 48933.
Objections to confirmation or attorney fees must be filed 5 days before confirmation and a copy served upon the Trustee, the Debtor and his Attorney.

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

Claims which are not filed by July 22, 1992 will not be allowed except as provided by law

V SECURED CLAIMS AND VALUATIONS - No creditor may be treated as secured for more than the fair market value of the debtor(s) property on which the creditor holds a perfected lien. Secured claims should be filed prior to the first meeting of creditors to enable the trustee to calculate the plan. If prior to the confirmation hearing, no claim or valuation of collateral is filed by the creditor then the valuation in the debtor(s) schedules will control for the purpose of confirmation. The debtor(s) and a secured party may file a written stipulation as to valuation of collateral prior to the hearing on confirmation. If no agreement on value is previously reached, a trial on valuation will be held at the confirmation hearing.

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

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

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

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

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

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

ADDRESSEE:
MICHIGAN STATE UNIVERSITY
110 HANNAH
EAST LANSING MI 48824

Your Acct. No. 99906598

FILE CLAIMS AND ATTACHMENTS IN DUPLICATE WITH THE BANKRUPTCY CLERK AT:
U BANKRUPTCY COURT-CLERK
P BOX 3310
GRAND RAPIDS, MI 49501

BY THE COURT:

BANKRUPTCY JUDGE DATED

April 1, 1992

SCHEDULED DEBTS:		
SECURED	UNSECURED	PRIORITY
13361.00	6479.80	809.00

FORM B9A
6/90

United States Bankruptcy Court P90003178 03
DISTRICT OF NEW JERSEY

BANKRUPTCY COURT
15 NORTH 7TH STREET

CAMDEN, NJ 08102-1104

IN RE (NAME OF DEBTOR)

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

CASE NUMBER:
91-

FILED:
12/31/91

SOC. SEC./TAX ID NOS.

ADDRESS OF DEBTOR

MEETING OF CREDITORS

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

DEBTOR'S ATTORNEY
ROBERT H. OBRINGER, ESQ.
TWO GREENTREE CENTRE
P O BOX 269
MARLTON, NJ 08053-0269
TELEPHONE: 609-983-1600

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

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

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

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

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

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

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

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

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

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

FOR THE COURT, JAMES J. WALDRON, CLERK, DATED FEB. 5, 1992

MICHIGAN STATE UNIVERSITY

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

EAST LANSING • MICHIGAN • 48824-1046

DATE: _____

SUBJECT: Bankruptcies Received

NAME: _____ S# _____ SS# _____

_____ S# _____ SS# _____

CHAPTER: _____ 7 _____ 11 _____ 13

BANKRUPTCY FILED: _____

CLAIM: _____ Will Be Filed _____ Will Not Be Filed

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

HOLDS: _____

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

Thank you,

Arleen Lampman 36447
Judy Ferguson 37788

MSU is an Affirmative Action/Equal Opportunity Institution

MICHIGAN STATE UNIVERSITY

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

EAST LANSING • MICHIGAN • 48824-1046

DATE: _____

TO:

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

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

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

FROM:
Loans Receivable Office

SUBJECT:
Bankruptcy Papers Received

CHAPTER: ____ 7 ____ 11 ____ 13

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

BANKRUPTCY FILED: _____

CLAIM: _____ Will Be Filed ____ Will Not Be Filed

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

PLEASE COMPLETE:

_____ Open Account _____ Closed Account

$_____ Balance as of Filing Date

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

Clinical Center
Initial_____ Date_____

Olin Health Center
Initial_____ Date _____

Veterinary Center
Initial_____ Date_____

Thank you,

Arleen Lampman 36447
Judy Ferguson 37788
140 Administration Building

MSU is an Affirmative Action/Equal Opportunity Institution

BOF 19
(Rev 5/85)

United States Bankruptcy Court

For the _____ **District of** _____

In re

Case No. _____

*Debtor**

PROOF OF CLAIM

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

[*If claimant is a partnership claiming through a member*] The undersigned, who resides at**
,
is a member of , a partnership,
composed of the undersigned and ,
of** , and
doing business at** ,
and is authorized to make this proof of claim on behalf of the partnership.

[*If claimant is a corporation claiming through an authorized officer*] The undersigned, who resides at**
,
is the of ,
a corporation organized under the laws of ,
and doing business at** ,
and is authorized to make this proof of claim on behalf of the corporation.

[*If claim is made by agent*] The undersigned, who resides at**
, is the agent of ,
of** , and is
authorized to make this proof of claim on behalf of the claimant.

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

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

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

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

5. [*If appropriate*] This claim is founded on an open account, which became [*or* will become] due on , as shown by the itemized statement attached hereto. Unless it is attached hereto or its absence is explained in an attached statement, no note or other negotiable instrument has been received for the account or any part of it.

6. No judgment has been rendered on the claim except

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

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

9. No security interest is held for this claim except

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

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

Claim No. (office use only)		Total Amount Claimed	$

Full Name of Creditor: _____

Signature _____

Date _____

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

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

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, provide a statement of the intended use or purpose of the reallocation. This statement 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:
   Forward the form to the university Office of Planning and Budgets.
4. Form Routing - AES/MSUE Funds:
   Forward the form to the College of Agriculture and Natural Resources Budget Office. Following this review, the form should be sent to the university Office of Planning and Budgets for final review.

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. Areas in the body of the form designated for the use of the Accounting Section of the Controller's Office should not be filled in.

(Budget Reallocations, continued)

CO-ac-5

BUDGET REALLOCATION

JVE No. _____
(For Accounting Use Only)

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

REALLOCATION REQUEST

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

_____

_____

_____

_____

_____

_____

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

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

Description To Be Put On Ledger _____

Date _____ Authorized Signature _____ Phone _____

Date _____ Budget Office Approval _____

cc:

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

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:

1. Prepare the deposit form in duplicate.

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

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

4. Print your name, office address and phone, date and sign the bottom of the deposit form.

5. Total for the top half of the form must be identical to the total for funds being tendered (bottom half).

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

7. For deposits consisting of four or more checks, an adding machine tape must accompany the checks. If no adding machine tape is available, a list of the check amounts and a total on a piece of paper is acceptable.

8. Itemize checks, currency and coinage separately.

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

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

B. Frequency of deposits generally should be based on cumulative receipts on hand as follows. These guidelines provide minimum standards, allowing departmental discretion for increased deposit frequency.

CUMULATIVE RECEIPTS	MINIMUM FREQUENCY OF DEPOSIT *
$40,000 or more	Next Business Day
$10,000 - $40,000	Within 3 business days or 2 times per week
$ 200 - $10,000	Within 5 business days or once per week
less than $200	Within 10 business days or once every 2 weeks

* If a large portion of cumulative receipts on hand is comprised of cash, deposits should be made more frequently than outlined above. Contact the Cashier's Office at 355-5023 for more information.

* If a single receipt for $200,000 or more is received, every effort should be made to deposit this on the same business day.

* 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.

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

V. OVERAGES AND SHORTAGES

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

VI. CASH CONTROL RECORDS

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

VII. RECEIPTS

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

VIII. SECURITY

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

IX. **CHECKING ACCOUNTS**

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

X. CHECKS REFUNDED OR CANCELLED

A. Refunds from vendors or individuals - Occasionally departments have checks returned from vendors or individuals because of erroneous payments, the return of merchandise, or unfulfilled services. In such cases,

departments can have the check redeposited into the account from which the original payment was issued by sending the check and a note stating the circumstances and the account number to the Accounting Department, 360 Administration Building. When applicable, a copy of the document authorizing the payment initially should also be attached.

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

1. Wrong payee or amount.

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

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

XI. WIRE TRANSFERS

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

Form No.
CO-ca-45c

MICHIGAN STATE UNIVERSITY

East Lansing

DEPOSIT RECEIPT

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

Source of Funds

DESCRIPTION TO BE PUT ON LEDGER

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

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

TOTAL DEPOSIT

Deposited by _____
(Please Print)

Signature _____

Campus Address _____

Date _____ Phone _____

Do Not Write Below This Line

CSH NO.

MSU is an Affirmative Action/Equal Opportunity Institution

O-14243

Must Be Machine Receipted To Be Valid

(Stock # 140-2450)

CHECK CASHING

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

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

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

Checks issued by MSU -- up to $300.00
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) 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.

ENCUMBRANCE ADJUSTMENT PROCEDURES

I. GENERAL

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

II. PURCHASE ORDER ENCUMBRANCES

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

1. Adjustment to original purchase order. This type of adjustment is required when:

   a. An open purchase order encumbers either too large or too small a dollar amount compared to the ordering department's experience and/or expectations for the balance of the order.

   b. The object code on which the purchase order was encumbered is incorrect.

   c. Merchandise or services ordered will never be received or are no longer needed.

   d. The account number on which the purchase order was encumbered is incorrect.

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

(Encumbrance Adjustment Procedures Continued)

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

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

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

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

(Encumbrance Adjustment Procedures Continued)

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

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

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

(Encumbrance Adjustment Procedures Continued)

B. Change orders after payments are made.

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

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

C. Additional assistance will be helpful in maintaining the usefulness of purchase order encumbrance information provided on the departmental accounting fund ledgers.

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

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

III. TELEPHONE ENCUMBRANCES

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

IV. PHYSICAL PLANT JOB ENCUMBRANCES

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

V. CORRESPONDENCE VIA UNIVERSITY E-MAIL

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

EQUIPMENT DEPRECIATION POLICY FOR REVOLVING ACCOUNTS

I. BACKGROUND

Most revolving accounts should have the funding capability to meet normal equipment needs on an ongoing basis. By special request to the Controller, revolving accounts may carry forward amounts in excess of the reversion limit for one or two years to accumulate funds for the purchase or replacement of more costly equipment.

There are certain revolving account operations that require very costly equipment. The high cost may be for a single piece of equipment or for a pool of equipment. Under these conditions, it may be necessary to establish a depreciation reserve in the Plant Fund to accumulate funds over an extended period of time to be used for equipment replacement.

Depreciation is a legitimate expense that may be passed on to users of a service or purchasers of a product. Operations that service other accounts of the University are obligated to limit rates so as to essentially maintain a breakeven status, particularly if federal project accounts are charged for the service or product. This obligation creates a dilemma unique to university accounting.

For purposes of federal projects, internal finance charges applicable to loans are not allowable. External finance charges or finance charges included as a part of lease purchase agreements may be allowable. The principal portion of a loan

(Equipment Depreciation Policy for Revolving Accounts Continued)

repayment may be allowable for federal projects if the payments are not greater than comparable and reasonable depreciation rates. Questions relating to allowable charges to federal projects should be directed to the Contract and Grant Administration office.

Depreciation charged as an expense to operations may be an acceptable inclusion to the rate for federal project purposes. However, a rate for federal project purposes may not include both the depreciation expense and the cost of internal loan repayments or purchase lease payments. In other words, duplicate costs cannot be assessed against federal projects.

It is with this brief background that the following equipment depreciation policy has been developed.

II. POLICY

Equipment depreciation may be charged to a revolving account under the following conditions:

A. To be eligible under this policy, the following criteria will be used. Other amounts may be considered when deemed appropriate.

1. For a single piece of equipment to be depreciated, the cost must exceed $50,000.

(Equipment Depreciation Policy for Revolving Accounts Continued)

2. For a pool of equipment to be depreciated, the total cost of the group must exceed $100,000 and each component of the group must exceed $5,000.

B. The depreciation is to be calculated over the estimated useful life of the equipment. The rate of depreciation will generally be restricted to the straight-line method although the machine-hour or other similar methods may be appropriate. Any accelerated method will not be allowable.

C. A revolving account operation may not depreciate assets if that unit is including debt service charges in lieu of depreciation charges in its rate structure.

Consideration will be given for units to recover both depreciation and related debt service charges provided that the revenues are generated by predominantly non-University users.

D. Depreciation may not be included in the rate structure unless the funds generated by the depreciation charge are set aside in a depreciation reserve. Depreciation will be a charge against the operating unit and a credit to a separate reserve account maintained in the Plant Fund. The purchase of replacement equipment will be charged against the reserve to the extent of the balance. Purchase of equipment which

(Equipment Depreciation Policy for Revolving Accounts Continued)

is not a replacement of the depreciable equipment will be charged to the operating account.

E. Once the decision to depreciate equipment is made, an appropriate charge to the operating account will be made as scheduled, regardless of the status of the operating account. The transfer will be made at least quarterly. If an overdraft is created in the operating account as a result of the depreciation charge, adjustments to the operating account must be made to solve the problem other than by using the reserve account or adjusting the depreciation rate.

F. In the event that an operation ceases business, the reserve will revert in accordance with provisions for the revolving account reversion.

G. Any request to establish a depreciation reserve should be presented through appropriate administrative channels to the Controller for approval. The request needs the approval of a Dean or Vice President.

H. An exception to any portion of the policy must be approved by the Vice President for Finance and Operations or designee.

EXPENDITURE CODES

I. GENERAL

Proper classification of all expenditures aids in budget planning and control. The object classification becomes a basis for the preparation of reports and expense studies. To insure accuracy of reports, it is important that all expenditures be properly classified by the user departments.

II. EXPENDITURE CLASSIFICATION CODES

001 Ranked Faculty Salary

002 Unranked Faculty Salary

003 Graduate Assistant Salary

004 Administrative-Professional

005 Clerical-Technical Salary

006 Other Salaries

007 Regular Labor Payroll

008 Student Labor Payroll

009 Resident Assistant

010 Personal Services

011 Retirement

012 Social Security

013 Payroll Deductions

014 Hospitalization Insurance

015 Fringe Benefits

016 Unemployment Compensation

017 Workers Compensation

NOTE - CODES 001-010 COVER ALL SALARIES AND WAGES. CODES 011-017 FOR USE BY PERSONNEL AND CONTROLLER'S OFFICES ONLY.

(Expenditure Codes Continued)

020 Travel - In State -- This classification includes:

(a) Transportation - cost of rail, air or bus tickets or mileage allowance if granted when traveling by private conveyance or rented car.
(b) Subsistence while on authorized travel - meals and lodging.
(c) Fees paid for off campus conferences.
(d) Incidental travel expenses to be paid by the University - telephone, telegraph, taxi fares, registration fees.

021 Travel - Home Community -- Mileage allowance only when authorized by the Dean.

022 Travel - Out of State -- Covers same items as 020 for travel outside the state of Michigan.

023 Travel - Motor Pool Services -- Charges for services rendered by the MSU Motor Pool.

024 Travel - Interview for Positions.

025 Travel - Non-University Employee.

026 Travel - Overseas -- Includes only those expenses authorized by the University.

027 Team Travel - Includes athletic teams, debating teams, agricultural judging teams, etc.

030 Freight - Includes freight charges which are paid directly by the University rather than by the vendor.

040 Telephone and Telegraph - All telephone and telegraph services, switchboard service charges, telephone installation cost and leased-wire for Extension Radio.

041 Postage - Purchase of postage stamps, stamped envelopes and metered postage.

(Expenditure Codes Cont.)

051 Utilities - Electricity, gas, water and steam purchased from a public utility or municipality

052 Rentals & Leases - Payment for the right of possession and use of land, structures, facilities and equipment owned by OTHERS, the possession of which is to be relinquished at a future date.

NOTE - THIS CLASSIFICATION DOES NOT COVER PAYMENTS ON LEASE/PURCHASE AGREEMENTS.

061 Printing and Related Expenses - Includes the cost of all contractual services for the printing of books, pamphlets, University catalogs, student publications, engravings, zinc etchings, programs (athletic and other), etc.

062 Bookbinding & Miscellaneous Small Printing Not For Publication

063 Printing - On Campus -- The cost of printing performed by the University Printing Services.

070 Physical Plant Departmental Services - Physical Plant job charges

071 Contractual Services - This classification includes:

(a) Repairs and maintenance to equipment, including maintenance contracts
(b) Photographing, developing, engraving and blueprinting
(c) Entertainers or entertainment by contract
(d) Entrance fees, membership dues, press news service
(e) Ambulance and taxi service: hospitalization and any work performed by a business establishment
(f) Commissions, fees, etc., for special and miscellaneous services rendered by others
(g) Guarantees
(h) State News delivery
(i) Registration of animals
(j) Any contractual service not otherwise classified

072 Contractual Services - This classification includes:

(a) Alterations, repairs and maintenance to buildings which are not capital improvements.
(b) Professional services and physical examinations.
(c) Honoraria.
(d) Consultant services.
(e) Insurance and surety bonds.
(f) Laundry and dry cleaning.
(g) Payment of insurance premiums carried on retired University employees.

073 Contractual Overhead - For Office of Contract and Grant Administration use only.

074 Advertising - For position vacancies coordinated through Human Resources Services, Employment Division; for seminars and conferences; for soliciting bids on construction contracts; and for promoting University services and facilities.

082 Supplies and Materials - Cost of commodities which are ordinarily consumed or expended within a comparatively short length of time or converted into the process, construction and manufacture of equipment or form a minor part of it, including offices supplies, chemicals, fuels, forage and stable supplies, carpeting, drapes, small tools, etc.

090 Equipment - New or used items costing $500 or more with a useful life of two years or more. Examples include vehicles, livestock not purchased for slaughter, museum and art collections, scientific apparatus, etc.
NOTE - THE ABOVE ITEMS COSTING LESS THAN $500 MUST BE CLASSIFIED AS SUPPLIES AND MATERIALS (082).

091 Equipment Leases - To be used for periodic payments under an authorized lease-purchase agreement (see Volume II, Section 320).

092 Equipment Fabrication Components - For Office of Contract and Grant Administration use only.

093 Freight on 090 Equipment.

099 Equipment Not Owned by MSU - For Office of Contract and Grant Administration use only.

101 Purchase of Land

102 Land Improvements - Examples include drainage, grading, filling and reservoirs for water storage.

103 Building - Capital Improvements -- Includes the purchase, all costs during construction, repairs and alterations except for dormitories and Union (see Classification 890). This classification also includes fixtures and equipment which become permanently attached to or forms a part of buildings or structures; such as elevators, plumbing, power-plant boilers, fire-alarm systems, lighting and heating systems, generators, air-conditioning and refrigerating systems.

104 Site Improvements - Includes landscaping, fences, sewers, wells, sidewalks, roadways, tunnels and utility distribution system.

110 Grants, Contributions and Intangibles - Includes contributions to permanent University retirement fund, taxes, royalties, funeral remembrances, payments for the right to reprint articles and extracts and payment for per diem.

111 Business Entertainment - Includes all charges for food, beverages, and related services and room fees, tickets to shows, sporting events and related charges. Does <u>not</u> include meal per diem for employees while in overnight travel status.

115 Subcontract Payment - Subcontract in excess of $25,000. Includes payment of any amount on subcontracts of $25,000 or more where the University has a prime grant or contract under which part of the work is subcontracted to another organization (excluding the purchase of commercially available supplies, materials, equipment or general support services). Questions regarding the use of this code should be directed to the Office of Contract and Grant Administration, Telephone No. 355-5040.

120 Scholarships and Fellowships

125 Stipends

130 Refunds - All or part of the amounts previously received by the University. For example, tuition, fees and residence hall, military and physical education deposits.

140 Depreciation - For Controller's use only.

150 Debt Retirement - Redemption of bonds and notes and the payment of the related interest.

160 Investments and Loans - Includes:

(a) Student loans.
(b) Travel Advances.
(c) Investments in securities including amounts paid for interest accrued on such securities at the time of purchase as well as any premium paid on such securities.
(d) Advances to revolving and other funds and increases thereof, where such funds are to remain intact, either in the form of cash, receivables, inventory or other assets, until the enterprise is liquidated, transferred or sold.

170 Food for Dormitories - Food purchased by the Food Stores, dormitories, cafeterias, grills and cooperative houses.

180 Books and Magazine Subscriptions - All books and magazine subscriptions purchased by the University except those for resale.

190-210 Resale Items - Items purchased for resale by the MSU Bookstore, General Stores, Food Stores, Concessions, Crossroads Cafeteria, etc.

810 Insurance

811 Tuition - Tuition paid to East Lansing schools

812 Maintenance and Repairs - Equipment and building

813 Trustee Fees

814 Laundry - Laundry and cleaning

815 Institutional Support - For use by V.P. for Finance and Operations and Treasurer only

880 Distribution of Expenditures for Dormitories and Union Building

881 Housing Program Expense

890 Major Repairs for Dormitories and Union Building

FELLOWSHIP AND TRAINEESHIP APPOINTMENTS

I. GENERAL

A. A Graduate Fellowship/Traineeship Appointment Recommendation form must be prepared for each student receiving a fellowship or a traineeship grant.

B. Fellowships or traineeships to be paid from funds awarded to Michigan State University by a federal government agency may require submission of separate appointment forms to the agency. If more information is required, contact 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 x .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 <u>not</u> required to sign oath cards.

GRADUATE FELLOWSHIP/TRAINEESHIP APPOINTMENT/AMENDMENT FOR

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 _____ | 5 DIGIT COMMON UNIT CODE _____

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

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
_____2. Award credit limitation changes
___3. Change in fixed dollar amount of award – and/or percentage change
___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 SEMESTER	YEAR	FIXED DOLLAR AMOUNT	% of TUITION CHARGES TO PAY	% OF FEES TO PAY	ACCOUNT NUMBER	CREDIT LIMIT (IF APPLICABLE)	COMMENTS/ OTHER
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 <u>only</u>. 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.

Michigan State University - Request for Interdepartment Material or Service			Physical Plant Use Only	
To Department			Job Number	SR Number
From Department	Dept. Address		Est Labor	PP Rep
Work Location (room number and building name)	Account Number	Check if An Estimate Is Requested ☐	Est Matenal	Estimator
Dept Administrative Contact	Phone & Extension	FAX Number	Total Estimate	Est Date
Contact Person for Job or Service	Phone & Extension	FAX Number	OC-Bldg No.	Data Entry

Complete Description of Item or service requested:	SYS	MAT	LAB
Date: _____ Authorized Signature _____			

When this form is used for Physical Plant services, send to Physical Plant Division or FAX to 355-5205
Send Requests for Alterations or Improvements to Office of Planning & Budgets, Admin. Bldg.. per Section 200 of the Manual of Business Procedures
Stock # 140-2842

MSU is an Affirmative Action/Equal Opportunity Institution

O-20689

Form No. CO-ca-7a

CASHIER'S COPY — FIELD TRIP Deposit Card

Name _____
Last Name First Name Middle Name

Student No. _____ Deposit Required $ _____

Course _____ Instructor's Name _____

Destination _____

Departure Date _____

Student Mailing Address _____

_____

Student Signature _____

MUST BE MACHINE RECEIPTED IN THIS SPACE TO BE VALID

Form No. CO-ca-7a

Name _____
Last Name First Name Middle Name

Student No. _____ Deposit Required $ _____

Course _____ Destination _____

Departure Date _____

Refund checks of $2.00 or more per student will be mailed within 30 days after final costs of the field trip have been determined.

STUDENT'S COPY — FIELD TRIP Deposit Card

MSU is an Affirmative Action/Equal Opportunity Institution O-12015

MUST BE MACHINE RECEIPTED IN THIS SPACE TO BE VALID

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 <u>replacement pictured-ID's</u> are processed on a walk-in basis; all others are returned daily to the department by Campus Mail. Blank background cards are available to the Unit Administrator through the ID Card Department, 110 Administration Building. Lost or stolen ID's are replaced at the ID Card Department upon receipt of $6.00 and verification of employment.

IV. ID CARDS FOR SPOUSES OF FACULTY OR STAFF

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

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

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

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

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

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. INTERNATIONAL MEDICAL ASSISTANCE PROGRAM

A. MEDEX Program

Michigan State University is a member of MEDEX Plus. MEDEX Plus is a service organization providing medical and personal services to international travelers. Services range from referrals of English-speaking physicians to medical evacuations worldwide. The MEDEX Plus Program is available to MSU employees, students, and retirees traveling overseas on official University business (international travel on an authorized MSU travel form and or account number). It is not a medical card and does not provide any type of health or accident insurance. Contact the Travel Office to request a membership card, or the Office of Risk Management for details of the program.

B. AID CONTRACT PROGRAM

Employees traveling under AID **contracts** are subject to specific AID contract requirements for international medical assistance. Three weeks prior to departure AID travelers must submit a request for medical assistance 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 for processing.

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

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

- ☐ Construction Site
- ☐ Hallway
- ☐ Lobby/Entrance
- ☐ Office
- ☐ Other:
- ☐ Parking Lot
- ☐ Sidewalk
- ☐ Stairway
- ☐ Street

Conditions

- ☐ Dry
- ☐ Icy
- ☐ Snowy
- ☐ Wet
- ☐ Uneven Surface
- ☐ Other:

Reported to:
Police Dept _____
Report Number _____
☐ Not Reported

INCIDENT DESCRIPTION

DESCRIBE WHAT HAPPENED:

INJURED PERSON

NAME **AGE** **PHONE #**

ADDRESS

DESCRIPTION OF INJURY

INJURY – Describe the type, severity, and body part involved

Was Medical Treatment Given? Yes ☐ No ☐ Will seek treatment later ☐

Name of Medical Facility/Doctor

- ☐ Transported by Ambulance
- ☐ Transported by Other:

PROPERTY DAMAGE

OWNER'S NAME **ADDRESS** **PHONE #**

Describe the property and the damage | **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 _____

O-18617

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

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

Stock #140 2583

MICHIGAN STATE UNIVERSITY
AUTOMOBILE ACCIDENT OR LOSS NOTICE REPORT

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.

Signature of Driver _____

Date of this Report _____

AUTOFR94:rah

SEND COMPLETED FORM TO:

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

JOURNAL VOUCHERS

I. GENERAL

A. A journal voucher is prepared primarily for one of the two following reasons:

1. To transfer or correct a previous revenue or expense transaction.
2. To charge or pay for services rendered.

B. Budget adjustments or reallocations should not be made on a journal voucher. See Section 12 for budget reallocation request procedures.

C. The "Journal Voucher" form, CO-ac-6, is the proper form on which to submit journal vouchers (see example, page 40.4). This form may be obtained from Stores, stock #140-2528.

D. The journal voucher consists of an original, a green copy and a blue copy. Except as provided in I.E., the original should be sent to the Accounting Department, Room 360 Administration Building. The green copy may be retained by the initiating department. If another department is impacted by the entry, an advice copy should be sent to them for their files. The advice copy should be clearly marked as a copy. This will help prevent it from being forwarded to the Accounting Department for processing. The blue copy of the journal voucher is available to send to another department or individual for advice purposes.

E. In the following instances, the journal voucher should not be sent directly to the Accounting Department.

1. All entries impacting General Fund salary accounts (11-1001 - 11-7991), should be routed through the Office of Planning and Budgets for review and approval.

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

is the only explanation that will appear on the fund ledger, it should be self-explanatory. Vague descriptions, such as "transfer charges," are unacceptable.

D. The Journal Voucher must be signed by an authorized signer for at least one of the accounts impacted (see Section 66 for details on authorized signers).

E. Date the Journal Voucher, enter your departmental telephone number and distribute the entry as described in Part I.D. and I.E.

III. TIMELINESS

Journal vouchers should be prepared and submitted on a timely basis. Entries should be submitted within 90 days of the transaction to which they relate, but not later than the First June closing of each fiscal year. (Entries to correct <u>errors</u> recorded on the First June closing should be submitted for the Second June fund ledger.)

CO-ac-6

JOURNAL VOUCHER

Date: 3-31-92

JVE No. _____
(For Accounting Use Only)

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

Check Reason for Journal Voucher and Provide Explanation

☐ Transfer or correct previous revenue or expense transaction ☐ For services rendered ☐ Other

Instructions for completing this form are in Section 40 of the Manual of Business Procedures. Explain adjustment in detail—provide date, period covered, type of expenditure or revenue, references (CHK No., JVE No. etc.). Include in your explanation the reason for making the entry. An incomplete explanation will result in the return of the voucher for additional information. Corrections to previous transactions should be submitted within 90 days of their initial date, and should not cross fiscal years.

EXPLANATION

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

(Shaded Areas for Accounting Department Use Only)

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

cc:

Description To Be Put On Ledger

Date _____ Authorized Signature _____ Phone _____

Routing: 1. Send the original according to Section 40 of the Manual of Business Procedures.
2. Retain the green copy for your records. Blue copy may be sent to a second department involved in the entry.

MSU is an Affirmative Action/Equal Opportunity Institution STOCK # 140-2528

LOST, STOLEN OR DESTROYED CHECKS

In the event that a check is stolen, notify the appropriate office immediately. If the check is lost, please make a thorough search before notifying the appropriate office. If the check is a payroll check, notify the Payroll Department, 350 Administration Building. All other checks should be reported to the Accounting Department, 360 Administration Building. The following procedures will be followed:

1. The payee must contact the appropriate office in person and fill out a lost check form.
2. A stop payment is immediately placed on any check stolen and/or in excess of $300.
3. After the bank has confirmed that the check has not been cashed and a stop payment has been placed (if appropriate), a duplicate check will be issued.

I. GENERAL

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

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

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

In order to carry out its academic programs, the University constructed food service, lodging and conference facilities. Therefore, University programs and activities should be held in these facilities whenever possible.

A. For on-campus catered functions, University services shall be utilized. (On-campus catered functions are defined as: a food service provider serving units on campus using service staff and warming and/or refrigeration equipment. Therefore, small fast-food items (e.g. pizza) are not considered catering). If University services are not utilized, documentation of the prior approval of the Vice Presidents (see above) and the reason(s) for using outside providers must be documented.

B. Kellogg Center shall be utilized for lodging unless it is unavailable. If it is not utilized due to lack of availability, this must be documented.

II. BUSINESS FUNCTIONS

A. Staff participation should be limited to those persons required to conduct the business. Expenses should be reasonable.

B. University business functions should be held in campus facilities whenever possible. While business functions may take place off campus, use of campus facilities is strongly encouraged. For catered functions on campus, University services shall be utilized. Tips are limited to 15 percent of the bill.

C. Business functions may be held in other cities if it is more appropriate for business and economic reasons. These reasons must be documented on the voucher.

D. University funds may be used for luncheons to meet with University personnel if the luncheon is necessary to conduct University business.

1. It is not general practice for persons within the same organizational unit to use University funds for luncheons.

2. When a luncheon is a holiday function or has the appearance of a holiday function by the personnel in attendance, the cost may not be charged to the University.

3. While in travel status per diem policies are in effect. Consequently a meal involving only employees traveling together may not be claimed as a business meal (actual cost) but will be reimbursed at the per diem rates subject to travel policies.

E. Names of guests, affiliation(s) and the purpose of the meeting must be on the voucher or supporting documents.

F. In meetings with non-University faculty and staff, cost of alcoholic beverages can be reimbursed under the University policy relating to alcoholic beverages (see item X).

III. RECRUITING MEALS

A. Campus facilities should be used whenever possible. Guests shall be lodged at Kellogg Center when available. University services shall be utilized for on-campus catered events. While off-campus facilities may be utilized for meals, use of campus facilities is strongly encouraged.

B. Alcoholic beverages may be reimbursed under the University policy covering alcoholic beverages (see item X).

C. Reimbursement for meals should include only the principal people involved in the decision-making process. Generally, reimbursement will not be made for entire departments or large numbers of staff.

D. Meals for spouses or partners/guests of the principal staff responsible for the recruiting will be reimbursed when the spouse/partner of the candidate is present.

IV. RETREATS, WORKSHOPS, COMMITTEE AND FACULTY/STAFF MEETINGS

A. Retreats

1. Retreats may be held for academic or University business purposes with prior approval of the Dean or Vice President.

2. Campus facilities should generally be used. The Kellogg Biological Station Conference Center, the Troy Management Center and other University-owned facilities are also acceptable. For campus-based retreats, University services shall be utilized for catered events and guests shall be lodged at Kellogg Center when available.

3. Alcoholic beverages will not be reimbursed.

B. Workshops, Committee and Faculty/Staff Meetings

Campus facilities should be used whenever possible. Reimbursement shall generally be limited to rolls or other low-cost food items and nonalcoholic beverages.

V. RETIREMENTS, STEPPING DOWN FROM ADMINISTRATIVE POSITIONS AND NEW ADMINISTRATIVE APPOINTMENT FUNCTIONS

A. The University provides an annual retirement function for all employees who qualify. In addition, a function may be held for any employee who retires or terminates from the University providing that the employee has 15 years or more of service with the University.

B. Functions may be held for directors, chairpersons or higher who are stepping down from their administrative positions and are either remaining with or leaving the University; they must have held the position for five years or more.

C. Functions may also be held for persons appointed as directors, chairpersons or to higher administrative positions.

D. Spouses or partners/guests may attend these functions. The reimbursement from University funds shall not include alcoholic beverages. The cost of these functions will be allowed up to $10.00 per person plus gratuity. University services shall be used for on-campus catered events. Functions expected to exceed the allowed limit of the per person charge may be paid for by participants or other individuals from non-University funds.

E. Documentation of adherence to the above rules shall be noted on all retirement related charges (i.e. name of retiree, number of years of service and estimated number of people in attendance at retirement function).

VI. COLLEGE/ADMINISTRATIVE MAU AND STUDENT RECEPTIONS

A. A college or administrative MAU may hold a reception once per year for the purpose of meeting new faculty and staff members. In the interest of avoiding negative public perceptions, such events shall not be held between Thanksgiving and New Year's Day.

B. Academic units may have receptions for faculty, staff and students/families when the predominant number of those in attendance are students. Academic units may have receptions to present awards to faculty, staff, and alumni for outstanding accomplishments.

C. Spouses or partners/guests may attend these receptions. The reimbursement from University funds shall not include alcoholic beverages. The use of campus facilities is strongly encouraged.

VII. HOLIDAY AND OTHER FUNCTIONS/EXPENDITURES

A. Holiday functions, including receptions, luncheons, etc., functions for secretaries' week, birthday parties and other social events are not reimbursable from University funds. Personal gifts, cards and holiday decorations are also not reimbursable from University funds except those noted below in item B.

B. Holiday decorations may not be paid for with University funds for offices and public areas. Exceptions are allowed for public areas of operations which are supported by revenues from the general public. Holiday decorations may also be provided in the Student Housing and Food Services areas with University funds. Holiday cards for contributors and benefactors are also reimbursable from University funds when part of an overall development strategy.

VIII. HOME ENTERTAINMENT

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

IX. BULK PURCHASES

A. Bulk purchases of food and related items are limited to perishable food and disposable serviceware directly related to the event.

B. All bulk purchases of food and beverages must be purchased from a vendor that provides itemized receipts. A register which automatically provides the items by name will suffice.

C. Bulk purchases may be reimbursed for events pursuant to other sections of these policies and guidelines.

X. ALCOHOLIC BEVERAGES

A. Alcoholic beverages may be charged to conference accounts when consumed by conference attendees and when reimbursement is made by participants or sponsors of the conference.

B. Reimbursement for alcoholic beverages is limited to business functions involving nonemployees of the University (see item II) and to recruiting (see item III).

1. Alcoholic beverages must be purchased and served through licensed establishments except for home entertainment where bulk purchases are limited to beer and wine.

2. All vouchers which include alcoholic beverages must have the signature of the appropriate Dean or Vice President.

3. All bills which include alcoholic beverages must be charged to a discretionary gift account maintained by the Dean or Vice President.

    a. A bill such as a restaurant check, which includes alcoholic beverages should be charged to the gift account in its entirety. Departments desiring to charge alcoholic beverages portion only to gift accounts should obtain separate billings.

    b. All other bills or portions of a voucher that do not contain alcoholic beverages may be charged to an appropriate fund and account.

FOOD AND LODGING PURCHASED ON CAMPUS CHARGED TO UNIVERSITY ACCOUNTS

I. GENERAL

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

II. MEAL PURCHASES FROM RESIDENCE HALLS

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

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

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

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

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

III. LODGING ARRANGEMENTS WITH UNIVERSITY HOUSING

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

B. There are two exceptions where the cost of the housing can be directly charged to an account on a JVE (see example, page 46.9; departments may make copies of page 46.9 to use for this purpose):

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

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

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

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

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

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

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

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

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

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

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

IV. PURCHASES FROM CROSSROADS FOOD COURT (to open in fiscal 1995-96), KELLOGG CENTER, TAKE-5 SNACKBARS, MSU UNION (see section 206 on MSU Union), MSU UNION CATERING, 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.

UNIVERSITY HOUSING
MEAL TICKET RECORD

TICKET #_____ through #_____

RECEIVED BY:_____ DATE:_____

TICKET #	TICKET ISSUED TO	DATE

CHARGE SLIP WILL BE PROVIDED WHEN AVAILABLE

CROSSROADS FOOD COURT

to open in Fiscal 1995-96

Kellogg Center

Hotel and Conference Center for Continuing Education at Michigan State University
East Lansing, MI 48824-1022

ARRIVAL FOLIO NUMBER

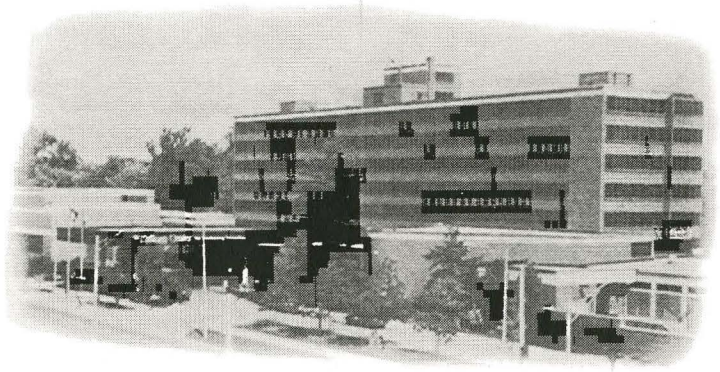
DEPARTURE BALANCE

NAME NIGHTS STATUS DATE TIME ID

ADDRESS GUARANTEED BY

REMARKS

LINE NUMBER	DATE	COMPLEX ROOM	DEPARTMENT DESCRIPTION	REFERENCE	AMOUNT	ID



GUEST SIGNATURE

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any or the full amount of these charges.

MICHIGAN STATE UNIVERSITY
INTERDEPARTMENTAL TRANSFER/HOSPITALITY SERVICES
MSU UNION _____
355-3458

Expenses for food, beverage & room rental must conform to sections 45 and 46 of the MSU Manual of Business Procedures. The following information is required by section 46. Return white and yellow copies to Union Business Office, retain pink copy for your records.

ACCOUNT NUMBER _____
DEPARTMENT _____
BILLING ADDRESS
_____
PHONE _____
FUNCTION DATE _____

FULLY EXPLAIN SPECIFIC BUSINESS PURPOSE

_____
_____
_____

AFFILIATIONS / ORG. REPRESENTED / NAMES (or # if more than five)

1. _____
2. _____
3. _____
4. _____
5. _____

#	Services Rendered	Each	Amount

I authorize the MSU Union Business Office to charge the total amount to the Department and Account Number listed above.

Subtotal _____
Applicable Sales Tax _____
TOTAL _____

_____ _____
Authorized Signature Date

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ARAMARK	*MSU UNION CATERING*	IDT NUMBER	
SPECIAL SERVICE EVENT			
NAME OF ORGANIZATION	DAY/DATE	TIME	
BUSINESS PURPOSE	NO. OF GUESTS	GUARANTEED	
NAME OF REPRESENTATIVE	PHONE	ORDER TAKEN BY:	ORDER PLACED:
ADDRESS	FAX NUMBER	DATE ORDER REVISED:	
LOCATION OF EVENT	BILLING ADDRESS		

MENU

QTY	DESCRIPTION	@ PRICE	TOTAL	SPECIAL INSTRUCTIONS
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	

Expenses for food, beverage & room rental must conform to sections 45 and 46 of the MSU Manual of Business Procedures. The following is required by section 46.

Account Number : _____

Name of Dept. : _____

Business Purpose: _____

_____

_____

_____

_____

_____

EVENT PRICE

NO. OF PERSONS	PRICE PER PERSON	TOTAL
		$0.00

PRICE OF EXTRAS		$0.00
DELIVERY CHARGE		$0.00
SERVICE CHARGE	15%	$0.00
	20%	$0.00
SUB TOTAL		$0.00
TAX	6%	$0.00
TOTAL		$0.00
LESS DEPOSIT		$0.00
PLEASE PAY* THIS AMOUNT		$0.00

* IMPORTANT *
This amount will appear on your next months fund ledger.
Any changes made to this order at the time of service will not be reflected on this form and will be billed to you later.

CUSTOMER'S SIGNATURE – ACKNOWLEDGEMENT OF SERVICES

ARAMARK
MSU UNION – MICHIGAN STATE UNIVERSITY

(517) 355-3495 FAX (517) 353-8814

MICHIGAN STATE UNIVERSITY

INTERDEPARTMENTAL TRANSFER/HOSPITALITY SERVICES

UNIVERSITY CLUB OF MSU 353-5350 FAX 353-1991 **IDT No.** 022972

DATE ISSUED	ACCOUNT NUMBER	DEPARTMENT	ADDRESS

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

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

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

DATE OF FUNCTION

SPECIFIC BUSINESS PURPOSE: _____

NUMBER SERVED	DESCRIPTION OF HOSPITALITY SERVICES RENDERED	COST

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

SALES TAX _____

TOTAL $ _____

_____ / / _____ _____

Authorized Signature Date Phone

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

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JOURNAL VOUCHER

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

JVE No. _____
(For Accounting Use Only)

Lodging Arrangements With University Housing

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

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) (Consultant, Research Collaborator, Visiting Researcher, Visiting Lecturer, Non enrolled fellowship recipient)

6) Is the individual being compensated by MSU ? (yes / no)
(If individual is being compensated via the MSU payroll system, do not use this form, charges must also be processed through payroll)

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):_____
(please note that University accounts CANNOT be charged for visa type B2)

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

MSU is an Affirmative Action/Equal Opportunity Institution

MEMBERSHIP DUES

I. UNIVERSITY POLICY - The University recognizes that memberships in professional organizations and associations may benefit faculty and staff members when carrying out their respective University responsibilities. Because of limited resources to carry out the mission of the University, funds are not available to pay all the numerous and various membership dues.

In view of the above, one of the following criteria must be met before membership dues to professional organizations or associations will be processed for payment USING A DIRECT PAYMENT VOUCHER ONLY.

A. The payment of dues can be for an institutional membership and not on behalf or in the name of an individual faculty or staff member.

B. Occasionally, it is necessary to pay nominal membership dues in order to obtain needed subscriptions. When subscriptions are for departmental use, the membership may be in the name of the chairperson or director of the department or school. Membership dues which are a substantial portion of the combined cost of membership and subscription will not be paid.

C. The Medical Service Plan may continue to pay membership dues for MSP members as authorized by the respective college and/or department in accordance with provisions of the Plan.

(Membership Dues continued)

D. Under special circumstances, memberships or combined membership-subscription dues may be allowed on an annually-approved basis if essential to a specific research project. This information must be documented on the voucher. The voucher requires approval of the unit administrator and the dean (not authorized designates).

E. If a membership in an organization is necessary and essential to an employee in performing the duties and responsibilities of their jobs, a memo explaining the job relatedness must be attached to the voucher. The memo and voucher must be approved by the unit administrator and the dean.

MICHIGAN SALES AND USE TAX

I. APPLICABILITY

The tax applies to sales or rentals of tangible personal property which take place in Michigan.

A. Michigan State University as Purchaser

Michigan State University, as an instrumentality of the State of Michigan and exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, is exempt from the payment of sales and use taxes on purchases of tangible property and applicable rentals. See page 50.7 for a sample of the Certificate of Exemption that MSU would complete when claiming exemption.

B. Michigan State University as Seller

The University is liable for the collection and payment of tax on sales and rental transactions to non-exempt individuals or organizations. If the organization claims exemption, see Section V below for required documentation. If the entity cannot (or does not) provide the required documents then the sale or rental is taxable. Sales or rentals to agency accounts (Nos. 31-3500 through 4099) are to be charged sales and use tax.

II. COLLECTION

All departments of the University engaged in sales or rental transactions which are subject to the Michigan sales or use tax must collect such taxes, keep records of the transactions and report and submit the tax collected when deposits are made or accounts receivable are billed. The sales and use tax deposit account number is 21-3236, object code 995.

III. SALES TAX

Generally, the sales tax applies to sales of tangible personal property to consumers in the State of Michigan. The following would be included as sales subject to sales tax:

A. Books, pamphlets, duplicated materials (including copy machines).

B. Meals, except to currently enrolled students.

C. Concession stand food items to be consumed at or near the premises.

D. Optical wear.

E. Sales to student organizations which cannot provide proof of exemption cited below.

IV. USE TAX

This tax applies to the rental of tangible personal property to renters or lessees and to rental charges for lodging or accommodations.

The following rental transactions would be included in rents subject to use tax:

A. Films, audio and video tapes.

B. Recordings.

C. Equipment (including sports or recreational equipment).

D. Lodging and accommodations for less than 30 days duration.

E. Telephone service.

F. Room rentals when food is being served or in a building where overnight accommodations are available.

V. EXEMPT TRANSACTIONS

A. Sales of tangible personal property to qualified nonprofit organizations for use in qualified activities (not for resale) are exempt from tax provided:

1. Organizations previously certified as exempt present the "exemption ruling letter," reissued after June 12, 1994, by the Department of Treasury (see sample on page 50.5). These organizations should present to MSU a copy of their "exemption ruling letter."

or

2. Organizations not previously certified as exempt must give MSU the following information:

a. A Certificate of Exemption (see sample on page 50.6; this certificate may be duplicated). This form may indicate in the "valid reason" section, "For use or consumption in connection with the operation of a nonprofit organization exempt from Federal income tax under section 501(c)(3) or 501(c)(4) of the IRC";

and

b. A copy of the Federal exemption letter indicating 501(c)(3) or 501(c)(4) exempt status received from the Internal Revenue Service.

(A two-sided, one-page document could be used: one side the Certificate of Exemption and the other side a reproduction of the page of the federal ruling or

determination letter that states recognition of tax-exempt status.)

This procedure does not apply to nonprofit schools, nonprofit hospitals, churches, or governmental agencies that have separate statutory exemption sections. These entities would provide to MSU a claim of tax exemption on the Certificate of Exemption prescribed on page 50.7, on the basis of their being a school or a church, etc. (Section V.A, excerpted from RAB-95-3 entitled, Sales and Use Tax - Nonprofit Entities, dated 3/30/95.)

B. Sales or use tax exemption applies only when the funds for the purchase come entirely from the designated institution or agency. Therefore, for any purchase where participants are involved, such as in a conference, luncheon, dinner, etc., it is extremely important that the agency claiming exemption is fully aware that they are certifying that the proceeds used for purchase have not been collected from participants. If the otherwise exempt agency **HAS** collected funds from the participants for purchase of the meal, etc., the purchase becomes **taxable.**

C. The exemption ruling letter or the certificate of exemption and the Federal exemption letter should be retained with the sales records and may be subject to audit.

D. Due to resale

1. The agency or business purchaser claiming sales tax exemption for resale must complete the Certificate of Exemption citing the reason of "for resale at retail" (certificate on page 50.6). A sales tax license is required before such a "resale" claim can be legally made.

2. 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 – 6.08	0.36	14.59 – 14.74	0.88	23.25 – 23.41	1.40
6.09 – 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.

C-3136 (Rev.)

STATE OF MICHIGAN

DEPARTMENT OF TREASURY

TREASURY BUILDING

LANSING, MICHIGAN 48922

This form must be kept by the seller when making tax exempt sales. The exempt organization may reproduce this form.

JOHN ENGLER, Governor

DOUGLAS B. ROBERTS, State Treasurer

THIS EXEMPTION/FORM IS NOT TRANSFERABLE TO ANOTHER INDIVIDUAL OR ENTITY.

Effective Date

SAMPLE

This letter serves as notice to a seller that your organization qualifies to buy goods and services without paying the Michigan sales or use tax. **TREASURY DOES NOT ISSUE TAX EXEMPT NUMBERS.**

To buy goods and taxable services without paying a sales or use tax, present:

- a copy of this letter, and
- a completed certificate (below) certifying to the seller that the goods or services being purchased are for purposes of the organization and are being paid for from organizational funds. The seller must keep a copy of this certificate with the record of the sale.

Please note the following.

- This exemption does not apply to the purchase of tangible personal property or to the purchase of vehicles that are not used primarily to carry out the purposes of your organization as stated in your bylaws or articles of incorporation.
- Employees or members may NOT use this exemption to purchase goods or services for personal use.

The Michigan Department of Treasury may review your exempt status at any time to verify your eligibility. If the Internal Revenue Service revokes your exempt status under section 501 (c)(3) or 501 (c)(4), if a Treasury audit discovers non-exempt status, or if for any other reason your organization no longer qualifies for exemption, then your organization is subject immediately to sales or use tax on its purchases.

Please notify us if you have a name or address change. If you have questions, please contact this office at 517 - 373-3190.

Sincerely,

Jesse A. Weaver, Administrator
Sales, Use and Withholding Taxes Division

CERTIFICATE REQUIRED FOR TAX-EXEMPT SALES

I certify that the item or items being purchased are to be used or consumed in connection with the operation of the exempt institution or agency named above and that the consideration for this purchase moves from the funds of the designated institution or agency. In the event this claim is disallowed, the transferee promises to reimburse the seller for the amount of tax involved.

Signature of Authorized Representative of Non-Profit Organization	Date

Purchases by Nonprofit Organizations

Public Act 424 of 1994 established an exemption in the Use Tax Act which was identical to that placed in the General Sales Tax Act by Public Act 156 of 1994 for sales to nonprofit organizations. The exemption was expanded to all federal income-tax-exempt organizations under section 501 (c)(3) or 501 (c)(4) of the Internal Revenue Code (IRC).

As with sales tax, two exemption avenues were established by Public Act 424. The first was a continuation of the exemption for organizations that had previously received an "exemption ruling letter" signed by the Administrator of the Sales, Use and Withholding Taxes Division dated after June 12, 1994. The second was to expand exemption to organizations without an "exemption ruling letter," but having received Federal 501(c) or 501 (c) (4) tax exempt status from the Internal Revenue Service.

Public Act 424 which amended the Use Tax Act nonprofit exemption was filed and became law on January 5, 1995, retroactive to January 1, 1994. The previous discussion for sales tax concerning sales made to nonprofit organizations will have general application to purchases by nonprofit organizations that may be subject to the use tax. This includes the discussion that the exemption is limited to use or consumption of the item primarily in carrying out the purposes of the nonprofit organization as stated in the bylaws or articles of incorporation.

Additional Information or Forms

Additional information or forms may be obtained by writing to:

Sales, Use and Withholding Taxes Division
Michigan Department of Treasury
Treasury Building
Lansing, Michigan 48922

or by telephoning (517) 373-3190

SALES AND USE TAX
CERTIFICATE OF EXEMPTION

(Note: Blanket exemption certificates are not accepted or recognized by the State of Michigan.)

The purchaser hereby claims exemption on the purchase of tangible personal property and selected services made under this certificate from:

_____
(Vendor's Name)

and contained on invoice No. _____, or purchase order No. _____, and certifies that this claim is based upon the purchaser's proposed use of the items or services, the activity of the purchaser, or both, as shown hereon:

_____

_____

_____

PURCHASER MUST STATE A VALID REASON FOR CLAIMING EXEMPTION.
In the event this claim is disallowed, the purchaser promises to reimburse the seller for the amount of tax involved.

_____
Purchaser's Name

_____
Street Address

_____
City State Zip Code

_____
Signature and Title

_____
Date Signed Telephone No.

_____
Sales Tax License No., if applicable

This certificate cannot be used by construction contractors to purchase material for incorporation into real property except under an exempt construction contract for nonprofit hospital or qualified nonprofit housing.

SAMPLES OF CERTIFICATES OF EXEMPTION

Sales Not for Resale to Nonprofit Schools, Nonprofit Hospitals and Churches

The sale of tangible personal property to a nonprofit school, nonprofit hospital, or regularly organized church or house of religious worship is exempt. To claim the exemption, the exempt entity must sign a statement that the property will be used or consumed in connection with the operation of the institution or agency and that the institution or agency qualifies as an exempt entity under the law. A sample of the statement is provided below.

CERTIFICATE TO BE EXECUTED WHEN TAX-EXEMPT SALE

IS MADE TO AN EXEMPT INSTITUTION OR AGENCY

The undersigned hereby certifies that the item or items being purchased are to be used or consumed in connection with the operation of the exempt institution or agency named in the space provided below, and that the consideration for this purchase moves from the funds of the designated institution or agency. In the event this claim is disallowed, the transferee promises to reimburse the seller for the amount of the tax involved.

_____
Name of Exempt Institution or Agency

_____ _____
Signature and Title of Claimant Date

Sales to Governmental Entities

Sales to the United States government, the State of Michigan, and their political subdivisions, departments and institutions are not taxable when ordered on a purchase order and paid for by warrant on government funds. In the alternative, the government may claim exemption at the time of purchase by providing the seller with a signed statement to the effect that the purchaser is a governmental entity. A sample of such a statement appears below.

CERTIFICATE TO BE EXECUTED WHEN TAX EXEMPT SALE

IS MADE TO A GOVERNMENTAL ENTITY

The undersigned hereby certifies that the tangible personal property being purchased is not for resale and is to be used in connection with the operation of the governmental entity named in the space below. The consideration for this purchase moves from the funds of the governmental entity. In the event this claim is disallowed, the purchaser promises to reimburse the seller for the amount of tax involved.

_____
Name of Governmental Entity

_____ _____
Signature and Title of Claimant Date

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 IRS Form 4782, Employee Moving Expense Information (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. Departments are required to fill out the IRS Form 4782, "Employee Moving Expense Information." If payments/reimbursements are submitted incrementally, an amended Employee Moving Expense Information 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. This information should be reported on IRS Form 4782, Part I, Section 1.

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 $0.21 differential from MSU's mileage per diem (currently $0.30 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.

6. Taxable moving expenses should be reported on IRS Form 4782, Part I, Section 3.

Foreign Moving Expenses

Consult the Payroll Division.

Form **4782**
(Rev. September 1994)
Department of the Treasury
Internal Revenue Service

Employee Moving Expense Information

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

▶ See instructions on back.

OMB No. 1545-0182

Do not file.
Keep for your records.

Name of employee

Social security number

Moving Expense Payments		(a) Amount paid to employee	(b) Amount paid to a third party for employee's benefit and value of services furnished in kind	(c) Total (Add columns (a) and (b).)
Part I Expenses Incurred After 1993				
1 Transportation and storage of household goods and personal effects	1			
2 Travel and lodging payments for expenses of moving from old to new home. **Do not** include meals	2			
3 List all other payments (specify). **Note:** *These amounts must be included in the employee's income* ▶	3			
4 **Total payments for moving expenses incurred after 1993.** Add the amounts in column (c) of lines 1 through 3. ▶	4			
Part II Expenses Incurred Before 1994				
Section A—Transportation of Household Goods				
1 Transportation and storage of household goods and personal effects	1			
Section B—Expenses of Moving From Old To New Home				
2 Travel and lodging payments **not** including meals	2			
3 Meal payments for travel	3			
Section C—Pre-move Househunting Expenses and Temporary Quarters for any 30 Days in a Row After Obtaining Employment (90 Days for a Foreign Move)				
4 Pre-move travel and lodging payments **not** including meals	4			
5 Temporary quarters payments **not** including meals	5			
6 Total meal payments for both pre-move househunting and temporary quarters	6			
Section D—Qualified Real Estate Expenses				
7 Qualified expenses of selling, buying, or renting a home	7			
Section E—Miscellaneous Payments				
8 List all other payments (specify) ▶	8			
9 **Total payments for moving expenses incurred before 1994.** Add the amounts in column (c) of lines 1 through 8. **Note:** *This amount **must** be included in the employee's income* ▶	9			

For Paperwork Reduction Act Notice, see back of form. Cat. No. 13079T Form **4782** (Rev. 9-94)

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

The time needed to complete this form will vary depending on individual circumstances. The estimated average times are:

	Recordkeeping	Preparing the form
Part I only	3 hr., 21 min.	3 min.
Part II only	6 hr., 56 min.	7 min.
Parts I and II	9 hr., 34 min.	10 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: Reports Clearance Officer, PC:FP, Washington, DC 20224; and the **Office of Management and Budget,** Paperwork Reduction Project (1545-0182), Washington, DC 20503. **DO NOT** send this form to either of these offices. Instead, give it to your employee.

Instructions for Employer

Purpose of Form

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

Form W-2

Any payments you made for an employee's move (including the value of any services furnished in kind) must be included on the employee's Form W-2, in box 1, "Wages, tips, other compensation." But see the **Exception** later.

Payments for moving expenses that **are** deductible by your employee **are not** subject to withholding. Payments for moving expenses that **are not** deductible by your employee (other than the nondeductible portion of meal expenses incurred before 1994) **are** subject to withholding. This includes withholding of income, social security, and Medicare tax.

Exception. Payments (including the value of services furnished in kind) for an employee's moving expenses are treated as excludable fringe benefits if **(1)** the expenses were incurred after 1993, **(2)** the expenses would have been deductible by the employee if the employee paid them, and **(3)** the employee did not deduct the expenses in a prior year. These payments should be made under rules similar to those of an accountable plan. Do not include these payments in boxes 1, 3, or 5 of the employee's Form W-2. Instead, report them in box 13 using code **P.** These payments are not subject to withholding.

When To Give the Information

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

Penalty for Not Providing the Information or Providing Incorrect Information

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

Additional Information

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

Instructions for Employees

Purpose of Form

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

Caution: *This form is not verification of your moving expenses. It only shows the amounts your employer paid for your move. These amounts may be different from the amounts you actually spent.*

Who May Deduct Moving Expenses

If you file Form 1040, you may deduct the reasonable expenses you paid or incurred during the tax year to move to a new principal place of work (workplace). But you must generally meet the "distance" and "time" tests explained later. If you incurred expenses shown on this form and they qualify as deductible moving expenses, you may include them in figuring your deduction. But you may not include expenses you deducted in a prior year.

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

Distance Test.—For moving expenses incurred after 1993, your new workplace must be at least 50 miles farther from your old home than your old workplace was. For moving expenses incurred before 1994, your new workplace must be at least 35 miles farther from your old home than your old workplace was.

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

Additional Information

For detailed moving expense information, including which expenses qualify and what are reasonable expenses, see Form 3903 and its instructions; Form 3903-F and its instructions; or **Pub. 521,** Moving Expenses.

Printed on recycled paper

*U.S.GPO:1994-375-381

PAYROLL DEPARTMENT

I. DETERMINING EMPLOYMENT STATUS - EMPLOYEE VERSUS INDEPENDENT CONTRACTOR

A. Employee

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

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

a. Anyone teaching a course for credit.

b. Generally, anyone teaching a noncredit course (see Section 76 for guidelines on determining if independent contractor status is appropriate).

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

d. Anyone currently enrolled as a University student.

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

B. Independent Contractors

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

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

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

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

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

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

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

II. UNIVERSITY PAYROLLS

A. Pay and Pay Dates

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

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

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

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

B. Information Required for Payroll Processing

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

a. Form W-4, Employee's Withholding Allowance Certificate, must be filed by every employee (see sample, page 55.19). Federal law requires that the <u>employee</u> complete the form in its entirety. If an employee does not complete a Form W-4, withholdings will be taken from the employee's earnings at the highest withholding rate (i.e., single marital status, zero exemptions).

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

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

d. Employees wishing to file a Form CW-4, Withholding Certificate for City Income Tax, may do so in the Payroll Department (see sample, page 55.20).

2. Verification of Social Security Card Information

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

3. Nonresident Alien Employees

a. Nonresident alien employees should present their visas in the Payroll Department to determine if they may be eligible for exemption from federal, state and/or FICA withholding taxes.

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

C. Optional Forms

1. Direct Deposit Authorization

Regular employees and Graduate Assistants may have their paychecks directly deposited into personal checking or savings accounts by completing the Direct Deposit Authorization card (see sample, page 55.21). Employees who desire this service should also contact the financial institution and advise them that their paychecks are to be direct deposited.

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

D. Appointment and Hiring

1. Academic Appointments

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

2. Salaried Support Staff and Hourly Employees

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

3. Graduate Assistant Appointments

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

4. Student Employees

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

b. Departments are responsible for obtaining the completed Form W-4 and for verifying social security information and must submit the information to the Student Employment Office,

together with the Student Employment Application (Stores stock order #140-2578). For further details on hiring student employees, see the Student Employment Manual prepared by the Student Employment Office.

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

E. Forms Required for Payroll Processing

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

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

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

2. Hourly Employees (excluding Clerical-Technical)

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

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

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

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

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

b. Blank blue "Labor Payroll Time Report" (see sample, page 55.23).

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

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

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

3. Student Employees

a. Preprinted green "Payroll Time Report" for Biweekly Student Payroll (see sample, page 55.24).

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

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

b. Blank green "Student Payroll Time Report" (see sample, page 55.25).

This form may be used to pay student employees who do not appear on the preprinted time reports and to pay unusual payments, e.g., late and

retroactive pay. To complete the blank Student Payroll Time Report, enter the name and social security number of the student (these must be the same as they appear on the student's social security card), as well as all other information per the instructions printed on the form. If a student employee is new to the payroll, his/her student number should be entered in the last column of the time report.

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

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

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

F. Rate of Pay

1. Academic

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

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

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

2. Graduate Assistants

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

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

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

3. Salaried Support Staff - Rate of pay is approved and provided to the Payroll Department by the Office of Human Resource Services.

4. Hourly Employees - Rate changes for hourly employees are approved by Human Resource Services, and provided

to the Payroll Department. Time reports will not reflect a new rate until approved and processed by Human Resource Services.

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

G. Deadline for Submitting Payroll Information and Changes

1. Time Reports

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

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

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

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

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

H. Distribution of Checks

1. Direct Deposit

a. Salaried employees may have their checks directly deposited into their personal checking or savings account by completing a "Direct Deposit Authorization" form (see sample, page 55.21).

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

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

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

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

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

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

2. Distribution to Departments

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

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

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

1) Late termination.

2) Leave of absence without pay.

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

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

I. Checks Not Distributed with Regular Payroll

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

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

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

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

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

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

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

J. Checks Not Prepared with Regular Payroll

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

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

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

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

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

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

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

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

L. Final Payments to Terminated Employees

1. Academic Employees

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

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

2. Support Staff

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

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

M. Record of Hours Worked Requirement

1. The Fair Labor Standards Act requires that a record of hours worked be maintained for all nonexempt employees. Faculty, specialists, executive managers, and administrative professionals are exempt under the law. Records of hours worked should also be kept for employees entitled to overtime based on contractual provisions (administrative professionals in levels 8 - 11).

2. The "Time Record" (see sample, page 55.26) is an appropriate record for all hourly employees including students. Other departmental records are acceptable, as long as they record hours worked on a daily basis.

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

III. FICA WITHHOLDING INFORMATION

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

B. Student employees will be assessed FICA/Medicare tax if they are:

1. Undergraduate students enrolled for less than 6 credits.
2. Master's level students enrolled for less than 5 credits.
3. Doctoral level students enrolled for less than 3 credits.

C. Services performed by nonresident aliens temporarily in the United States under F, J or M visas may be exempt from social security withholding. Individuals who feel they qualify for this treatment should come to the Payroll Department to discuss qualifications for exemption.

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

A. Change of Name

1. Support Staff

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

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

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

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

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

5. Changing Forms W-4 - Every employee who changes his/her name also must submit a new Form W-4, Employee's Withholding Allowance Certificate (see sample, page 55.19) and, if applicable, a Form CW-4, City Income Tax Withholding Certificate (see sample, page 55.20) to the Payroll Department.

B. Change of Payroll Address

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

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

C. Correcting Errors in Social Security Number - If an error in a social security number is found on any earnings information from the University, the employee should take or send a copy of the social security card to the appropriate personnel office to have the number corrected. The employee also should send a copy to the Payroll Department so correction of the employee's earnings records can be made with the Social Security Administration.

V. COMPENSATION FOR NONREGULAR ASSIGNMENTS OR DUTIES

A. Overtime

(NOTE: The information below summarizes significant pay requirements but is superseded by collective bargaining agreements. See appropriate contracts for details.)

1. Definition

a. The Fair Labor Standards Act stipulates that nonexempt employees must be appropriately compensated for overtime hours worked. "Nonexempt employees" are all employees except faculty, specialists, executive management, administrative professional, and supervisory staff. In addition, administrative professionals in levels 8 - 11 are provided overtime pay per their collective bargaining agreements.

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

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

2. Compensation

a. Time Off for Overtime Hours

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

b. Payment for Overtime Hours

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

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

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

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

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

c. Rate of Payment

1) Hourly employees should be paid their regular rate.

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

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

B. Compensation for Services Apart from Regular Work Assignments

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

2. Support Staff

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

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

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

C. Military Pay

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

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

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

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

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

D. Jury Duty

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

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

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

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

VI. SPECIAL HANDLING

A 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 1995 W-4 Instructions | 1995

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

2a. Your social security number — —

2b. If Student, your student number

Home address

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

City, State, and Zip Code

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

		FEDERAL	STATE
4. Total number of allowances you are claiming (from the Federal Form W-4 Worksheet) NOTE: See instructions for claiming STATE exemptions when completing lines 4, 5, and 6.	4		
5. Additional amount, if any, you want deducted from each pay.	5	$	$
6. I claim exemption from withholding and I certify that I meet **ALL** of the following conditions for exemption: ● Last year I had a right to a refund of **ALL** Federal income tax withheld because I had **NO** tax liability; **AND** ● This year I expect a refund of **ALL** Federal income tax withheld because I expect to have **NO** tax liability; **AND** ● This year if my income exceeds $650 and includes nonwage income, another person cannot claim me as a dependent. If you meet all of the above conditions, enter the year effective and "EXEMPT" here ▶ 19 **NOTE: See State of Michigan instructions for claiming STATE "EXEMPT" status.**	6		
7 Are you a full-time student? (**Note:** *Full-time students are not automatically exempt.*)	7	☐ Yes	☐ No

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

EMPLOYEE'S SIGNATURE _____ DATE _____

USC 02625 MSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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

MSU 658 (01-95)

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

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

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

5. Employee's Signature _____

Date _____

MSU is an Affirmative Action/Equal Opportunity Employer

O-17994

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

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

MICHIGAN STATE UNIVERSITY
DIRECT DEPOSIT AUTHORIZATION

PLEASE PRINT

Name: _____ Social Security No. _____
LAST FIRST MIDDLE

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

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

[ ] Check if this is a change in financial institution

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

_____ _____ ___ Checking ___Savings
Financial Institution Account Number – Including dashes

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

_____ _____
SIGNATURE DATE

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

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

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

_____ _____ _____
Financial Institution Signature Date

** SEE REVERSE FOR MORE INFORMATION

FOR PAYROLL USE ONLY:

INPUT PRENOTE

DIRECT DEPOSIT RULES AND DEADLINES

BEGINNING A NEW DIRECT DEPOSIT

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

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

CHANGING YOUR DIRECT DEPOSIT TO A DIFFERENT BANK

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

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

O-19904

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

AGRIC ENGINEERING
216 FARRALL AGR ENGR HALL
E LANSING MI 48824

BIWEEKLY LABOR PAYROLL
HOURLY
POSITIVE REPORTING REQUIRED

MICHIGAN STATE UNIVERSITY
PAYROLL TIME REPORT

PAGE NO. 00004 | PAY END DATE 09/03/89 | SCHED. NO. 091

	X		EMPLOYEE NAME/ID NO.	TRAN CODE	EARN TYPE	NO. OF HOURS	EARN TYPE	NO. OF HOURS	EARN TYPE	NO. OF HOURS	RATE OF PAY	JOB NO.	JOB CLASS	ACCT NO.	DEPT NO.	COMMENTS
1.	X	A	Beach,Sandy 444-44-4444	TX	REG	40.0					7.360		115000	713187	57038	
2.	X	B	Fir,Douglas 909-90-9090	TX	REG	80.0	OTP	10.0			4.000		115100	712270	57038	
3.	X	C	Shell,Celia 303-30-3030	TX	REG	8.0					6.50		115000	713489	57634	
4.	X	D	Rose,Red 505-50-5050	TX	REG	42.0					11.280		113000	713187	57038	
	X	E	ROSE,Red 505-50-5050	TX	REG	38.0					11.95		115000	712246	57038	
	X	F	SCHMIDT, Susan 616-61-6161	TX	REG	20.0					6.750		115000	*** 713349	57038	
5.	X	G	SCHMIDT Susan 616-61-6161	TX	REG	20.0					6.250		115000	*** 713054	57410	9.
	X	H	SCHMIDT Susan 616-61-6161	TX	REG	20.0					6.250		115000	*** 712813	02038	
6.	X	I	Pine,Peter 202-02-2020	TX	REG	40.0					4.00 ~~3.450~~		115100	71-3187 ~~712813~~	57038 ~~02038~~	
7.																
8.		J	~~Honey,Della 123-45-6789~~	TX	REG						11.280		115000	~~712491~~	~~57038~~	
			10. COLUMN TOTALS		P 308.0		Q 10.0		R		S 64.34					

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

TOTAL RATE OF PAY (from box S) 64.34

NO. OF 'X' LINES THIS PAGE 9

(BLUE - LABOR)

Page: 55.22
Date: 3-31-91

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

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

ALLOWABLE EARNINGS TYPES FOR STUDENT EMPLOYEES:

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

ALLOWABLE EARNINGS TYPES FOR LABOR EMPLOYEES:

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

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

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

AUTHORIZED SIGNATURE DATE PHONE #

MICHIGAN STATE UNIVERSITY
LABOR PAYROLL TIME REPORT

DEPT. NAME	
ROOM NO.	BLDG.

Payroll Use Only

PAGE NO.	SCHED. NO.

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

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

TOTAL RATE OF PAY (from box S) _____

NO. OF COMPLETED LINES THIS PAGE _____

USE THIS FORM TO:

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

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

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

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

INSTRUCTIONS: Type or print in ink.

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

ALLOWABLE EARNINGS TYPES:

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

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

X

AUTHORIZED SIGNATURE DATE PHONE #

(BLUE)

Page: 55.23
Date: 3-31-91

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

CONTROLLER
305 ADMINISTRATION BUILDING
E LANSING MI 48824

BIWEEKLY STUDENT PAYROLL
HOURLY
POSITIVE REPORTING REQUIRED

MICHIGAN STATE UNIVERSITY
PAYROLL TIME REPORT

PAGE NO. 00063

PAY END DATE 02/26/89

SCHED. NO. 220

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

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

TOTAL RATE OF PAY (from box S)

NO. OF 'X' LINES THIS PAGE

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

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

ALLOWABLE EARNINGS TYPES FOR STUDENT EMPLOYEES

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

ALLOWABLE EARNINGS TYPES FOR LABOR EMPLOYEES:

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

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

X

(GREEN - STUDENT)

Page: 55.24
Date: 3-31-91

MICHIGAN STATE UNIVERSITY
STUDENT PAYROLL TIME REPORT

DEPT. NAME	
ROOM NO.	BLDG.

Payroll Use Only

PAGE NO.	SCHED. NO.

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

(GREEN)

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

TOTAL RATE OF PAY (from box S)

NO. OF COMPLETED LINES THIS PAGE

USE THIS FORM TO:

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

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

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

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

INSTRUCTIONS: Type or print in ink.

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

ALLOWABLE EARNINGS TYPES:

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

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

X

AUTHORIZED SIGNATURE | DATE | PHONE #

Page: 55.25
Date: 3-31-91

TIME RECORD

MICHIGAN STATE UNIVERSITY

Department _____ Timekeeper _____

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

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

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

APPROVAL FOR OVERTIME HOURS FOR NON-EXEMPT EMPLOYEES

Michigan State University

Name of Employee _____

Social Security No. _____

Date(s) overtime will be incurred _____

Estimated number of overtime hours _____

Compensation for overtime ☐ Pay ☐ Time off

Reason for overtime _____

_____

_____

_____

Signature _____ _____
Unit Administrator or Supervisor Date

Signature _____ _____
Employee Date

Record of Overtime

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

Compensation

Time off (indicate dates and hours) _____

Pay (indicate date paid and hours) _____

INSTRUCTIONS:

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

MSU is an Affirmative Action/Equal Opportunity Institution

Stock Order # 140-2604

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

MICHIGAN STATE UNIVERSITY
ADDITIONAL PAYMENTS FORM

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

(YELLOW)

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

INSTRUCTIONS:

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

ALLOWABLE EARNINGS TYPES:

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

Total No. of Hours

Total Rate of Pay

No. of Payments This Page

Authorized Signature	Date	Phone #

0-18259

Page: 55.28
Date: 3-31-91

MICHIGAN STATE UNIVERSITY
SPECIAL PAYMENT AUTHORIZATION FORM

EMPLOYEE NAME	SOCIAL SECURITY NUMBER
EMPLOYING DEPARTMENT	COMMON UNIT CODE
DEPARTMENT FOR WHICH SERVICE WAS PERFORMED	ACCOUNT TO BE CHARGED
DATE(S) WORK WAS PERFORMED	

AMOUNT TO BE PAID (SHOW CALCULATION)

LUMP SUM PAYMENT: $_____ **OR**

HOURLY PAYMENT:

NO. OF HOURS* _____ X HOURLY RATE $_____ = TOTAL GROSS $_____

ENTER NUMBER OF ACTUAL HOURS WORKED.* **OR

OVERTIME PAYMENT:

NO. OF HOURS* _____ X 1.5 X HOURLY RATE $_____ = TOTAL GROSS $_____

**ENTER NUMBER OF ACTUAL HOURS WORKED OVER 40 HOURS.*

EARN TYPE	DESCRIPTION	EARN TYPE	DESCRIPTION
☐ SPP	SPECIAL PROJECT PAY	☐ APO	AP 12 & ABOVE OVERTIME (STRAIGHT TIME)
☐ VPO	VACATION PAYOFF		
☐ HRP	HIGHER-RATED JOB PAY	☐ SOT	SALARY OVERTIME (TIME AND A HALF)
☐ MIS	MISCELLANEOUS		
☐ _____	OTHER_____	☐ REG	ADDITIONAL PAY (LESS THAN 40 HRS WK)

REASON FOR PAYMENT:

_____

_____

_____

_____

DEPARTMENTAL AUTHORIZATION	DATE

HANDDRAWN CHECK REQUESTED YES OR NO ($25.00 FEE)

TRANSACTION INPUT 008

PAYEND DATE	EARN TYPE	NO. OF HOURS	RATE OF PAY	JOB CLASS	ACCT NO.	DEPT NO.
__/__/__	_____	___._	____.__	_____	____-____	_____

1. ENTER APPROPRIATE LABOR/SALARY PAYEND DATE.
2. ENTER EARN TYPE, NUMBER OF HOURS, RATE AND ACCOUNT NUMBER FROM ABOVE.
3. OBTAIN DEPARTMENTAL AUTHORIZATION AND FORWARD TO HUMAN RESOURCE SYSTEMS, 110 NISBET BUILDING.

HUMAN RESOURCE USE ONLY

EMPLOYEE RATE/SALARY:		TITLE:
PERCENT EMPLOYED:	TERM DATE:	RETIREMENT DATE:
APPROVAL:		**DATE:**

PETTY CASH FUNDS

I. GENERAL

A. Petty cash funds are used for making change and for making small purchases of items NOT AVAILABLE AT GENERAL STORES. Such purchases should only be for items appropriate to charge to a University account. When needed, the fund is reimbursed through the submission of a reimbursement voucher to Accounts Payable.

B. Refunds can be made from petty cash funds obtained by departments for that purpose. Reimbursement vouchers must be used to record the signatures of persons receiving refunds through a petty cash fund.

C. There are two types of petty cash funds which may be established.

1. Petty cash funds secured by departments as change funds or to be used to make refunds or purchase materials. These are not charged to the department's account, but are carried as cash advances by the Cashier's Office. The department's account is charged as reimbursement vouchers are submitted.

2. Petty cash funds established for agency or dormitory clubs are initially charged to the organization's account.

II. OBTAINING MONEY FOR A PETTY CASH FUND

A. Departmental Funds

1. The unit administrator (See Signature Requirements, Sec. 66.1), should send a written request to the Manager of Cashier's Office, 110 Administration

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 <u>authorized</u> 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. <u>No money should be disbursed from the petty cash fund to reimburse a person unless a paid receipt or invoice is presented.</u> 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. <u>The custodian should be listed as the payee</u>. 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 account off campus. Contact the Manager of the Cashier's Office for exceptions to this policy. If permission is granted to maintain the advanced funds in a commercial account off campus, any interest earned is the property of Michigan State University.

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 _____ Date
Payee's Signature

Approved _____ Date
Administrative Senior

Audit

TOTAL CLAIM $

CHECK NUMBER and DATE

MSU is an Affirmative Action/Equal Opportunity Institution

STOCK # 140-2646

O-18217

REVENUE CODES

I. GENERAL

Proper financial reporting requires the use of revenue classification codes. Such codes also aid in the preparation of internal reports and studies. Therefore, it is important that departments include the proper revenue code on all transactions that affect revenue (income).

II. REVENUE CLASSIFICATION CODES

901 Tuition and Fees-For use by V.P. for Finance and Operations and Treasurer only.

902 Federal Appropriations-for use by V.P. for Finance and Operations and Treasurer only.

903 State Appropriations-for use by V.P. for Finance and Operations and Treasurer only.

904 Local Appropriations-for use by V.P. for Finance and Operations and Treasurer only.

905 Federal Grants and Contracts-for use by V.P. for Finance and Operations and Treasurer only.

906 State Grants and Contracts-for use by V.P. for Finance and Operations and Treasurer only.

907 Local Grants and Contracts-for use by V.P. for Finance and Operations and Treasurer only.

908 Private Gifts, Grants and Contracts-to be used when funds are received from nongovernmental organizations and individuals or foreign governments.

909 Indirect Cost Recoveries Allocated to General Fund-for use by V.P. for Finance and Operations and Treasurer only.

(Revenue Codes Continued)

910 Endowment Income - For use by Vice President for Finance and Operations and Treasurer only.

911 Other Investment Income - For use by Vice President for Finance and Operations and Treasurer only.

912 Sales and Services of Educational Activities - Revenues of educational departments not directly associated with the training of students, e.g., film rentals, sales of scientific and literary publications, testing services, etc.

913 Auxiliary Activities - Housing and Food Services summer room and board

914 Auxiliary Activities - Housing and Food Services summer conferences

915 Auxiliary Activities - Housing and Food Services buildings

916 Auxiliary Activities - Housing and Food Services dining room

917 Auxiliary Activities - Housing and Food Services grill

918 Auxiliary Activities - Athletics

919 Auxiliary Activities - Other

920 Employee Health Charges

921 Student Health Fees

922 Health Service Cards

925 Sales and Services of Hospitals

930 Other Sources - To be used for revenue that does not fit into any other category.

931 Other Sources-Application Fees - Fees collected from individuals applying for admission to the University.

(Revenue Codes Continued)

950 Decrease (Increase) in Restricted Revenues Held for Future Expenditures - For use by Vice President for Finance and Operations and Treasurer only.

995 Non-University Revenue - To be used for funds collected that do not belong to the University, e.g., sales tax, deposits to any Agency account.

III. GUIDELINES

A. Revolving accounts - All accounts in the range 21-2700 through 21-3199 that <u>are not</u> residence hall or university housing accounts will use 919. Accounts in the range 21-2300 through 21-2699 will use either 912 or 930 depending on whether or not the account belongs to an educational department.

B. Clearing and Deposit, and Agency Accounts - All accounts in the ranges 21-3200 through 21-3399 and 31-3500 through 31-4999 will use 995.

C. A code must be used for <u>all</u> transactions affecting revenue. Therefore, <u>all</u> cash deposits will require a code and journal entry request and interdepartmental transfers may require a code.

D. The above guidelines and the notations in item II above, "For use by Vice President for Finance and Operations and Treasurer only" are <u>generally</u> true, but there may be exceptions. If there are questions about these guidelines or any other facet of revenue coding, contact the Accounting Department, 360 Administration Building.

SIGNATURE REQUIREMENTS

I. GENERAL

Because of the number of administrative forms utilized in carrying on the fiscal and personnel activities of an institution the size of Michigan State University, it is appropriate and necessary to have a single consistent set of signature requirements. Without such requirements, excessive or inappropriate signatures may be obtained with the end result that such activities may not take place on a timely basis or have proper approval.

The attached list sets forth the minimum signature requirements for the various existing University forms. The signature levels required are indicated by separate categories. These categories and a description of the administrative levels they encompass are as follows:

A. Unit Administrator Designate (Personnel granted signature authority by Unit Administrator)

B. Unit Administrator (Chairpersons and Directors)

C. Dean or Assistant Vice President Designate (Personnel granted signature authority by the Dean or Assistant Vice President)

D. Dean or Assistant Vice President (Deans, Associate or Assistant Deans and Associate or Assistant Vice Presidents)

E. Vice President/Provost (Vice President and Provost)

For the Vice President/Provost category, signature authority may be delegated to responsible administrators within their respective units.

(Signature Requirements Cont.)

For all categories, the designated administrator may require that other individuals sign or initial the various forms prior to their signing them.

In order for the forms listed to be processed on a timely basis, the signature of a person at the administrative level designated must be on the form. The signature of a person at a higher administrative level than that required will be accepted in all cases.

Many of the listed forms which are currently stocked do not provide for signature titles as provided above. All forms at the point of reorder, should be changed to provide for the signature designations set forth above.

SIGNATURE REQUIRED

FORM	Unit Administrator Designate	Unit Administrator	Dean or Assistant Vice President Designate	Dean or Assistant Vice President	Vice President/Provost	Approval Office for Personnel Actions (Provost or Personnel Office)
Academic Position Request		X		X		X
Affirmative Action Report for Faculty and Academic Staff		X		X		
Annual Equipment Inventory Insurance Report		X				
Application for Agency Account - Non-Student Organization				X		
Application for Agency Account - Student Organization		X				
Appointment Recommendation - Academic - Continuing Employment (Tenure System/Job Securtiy System)		X		X		X
Appointment Recommendation - Academic - Temporary Employment (with ending dates)		X	X			X
Appointment Recommendation for Graduate Assistant		X	X			X
Appointment Recommendation of Graduate Fellow or Graduate Trainee		X	X			X
Appointment Recommendation for Under-graduate Assistant		X	X			X
Appointment Recommendation of Under-graduate Trainees		X	X			
Approval for Overtime Hours - Non-Exempt Employees		X				
Authorized Signature Card - Student Organizations		X				
Certification of Inventory		X				
Change of Status - Academic - Continuing Employment (Tenure System/Job Security System)		X		X		X

SIGNATURE REQUIRED

FORM	Unit Administrator Designate	Unit Administrator	Dean or Assistant Vice President Designate	Dean or Assistant Vice President	Vice President/Provost	Approval Office for Personnel Actions (Provost or Personnel Office)
Change of Status - Academic - Temporary Employment (with ending dates)		X	X			X
Collection Advice - Student Receivables - Less than 90 days past due	X					
Collection Advice - Student Receivables - 90 or more days past due		X				
Collection Advice - Departmental Receivables - Less than 90 days past due	X					
Collection Advice - Departmental Receivables - 90 or more days past due		X				
Direct Payment Voucher		X				
Educational Assistance Request		X				X
Employee Performance Evaluation		X				X
Equipment Screening Certification - Note A		X		X	X	
Equipment Transfer Notice	X					
Gifts and Grants		X		X	X	
Injury Absence Report		X				
Interdepartmental Transfers (Various internal service billings)	X					
Journal Voucher	X					
Leave of Absence - Academic - Continuing Employment (Tenure System/Job Security System)		X		X		X
Leave of Absence - Academic - Temporary Employment (with ending dates)		X	X			X
Mail Service Request	X					
Material Return Slip and/or Shipping Permit		X				
MSU Bookstore Special Order	X					
Multiple Check Voucher		X				
Non-Academic Personnel Requisition			X			X

SIGNATURE REQUIRED

FORM	Unit Administrator Designate	Unit Administrator	Dean or Assistant Vice President Designate	Dean or Assistant Vice President	Vice President/Provost	Approval Office for Personnel Actions (Provost or Personnel Office)
Occupational Accident Report		X				
Official University Travel Authorization - Note D		X				
Overtime Payroll Cards		X				
Personnel Action Notice		X	X			X
Recommendation for Temporary Appointment as Research Associate or Post-Doctoral Fellow		X	X			X
Reimbursement Voucher		X				
Request for Emergency Medical Examination and/or Treatment - Note B		X				
Request to Establish a Petty Cash Fund		X				
Request for Gasoline and Oil Credit Card		X				
Request for Interdepartmental Material or Service		X				
Request for Keys		X				
Request for Long-Term Use of Ownership of University Vehicle				X		
Request for Position Classification/ Reclassification/Reactivation		X	X			X
Request for Programming Support		X				
Request for Publication of Material for Resale		X				
Request for Retirement - Academic		X		X		X
Request for Retirement - Non-Academic Personnel		X		X		X
Request for Waiver of Affirmative Action Procedures for Filling Academic Positions - Note C		X		X		X
Requisition to the Purchasing Department		X				
Revolving Account Request Form				X		
Staff I.D. Card		X				
Student Employment Application	X					

SIGNATURE REQUIRED

FORM	Unit Administrator Designate	Unit Administrator	Dean or Assistant Vice President Designate	Dean or Assistant Vice President	Vice President/Provost	Approval Office for Personnel Actions (Provost or Personnel Office)
Student or Labor Payroll Cards	X					
Termination of Employment - Academic - Continuing Employment (Tenure System/ Job Security System)		X		X		X
Termination of Employment - Academic - Temporary Employment (with ending dates)		X	X			X
Transmittal Sheet for Sponsored Reserach and Education Proposals		X		X	X	
Travel Voucher - Note D		X		X	X	

Note A - The required signature for this form depends on the cost of the equipment to be purchased. For equipment costing $1,000 or more, a unit administrator must sign. For equipment costing $5,000 or more, a dean or equivalent must sign. For equipment costing $10,000 or more, the Vice President for Research and Graduate Studies must sign.

Note B - If the unit administrator is not available then a unit administrator designate may sign.

Note C - If category "Other" is utilized for explanation of reason waiver is requested then Provost must sign.

Note D - Unit administrators must have their travel vouchers signed by their dean or assistant vice president. Deans may sign their own travel reimbursement voucher but must have their Official University Travel Authorization form signed by the Provost.

AUTHORIZED SIGNATURE FORMS

I. GENERAL

In order to facilitate the monitoring of transactions for properly authorized signatures, an Authorized Departmental Signatures form is used (see example, pages 68.4 and 5). The signature form is divided into various authority levels. All authorized signers must be shown at their appropriate level of authority. These levels are described in Section 66 of this manual.

The signature forms are based upon the departmental unit. Therefore, a person listed as an authorized signer will be allowed by the Accounting Department to sign for all accounts within that department including general fund, revolving, gift and grant, etc. If a department wishes to maintain more restrictive signature control over specific accounts within their area, they will need to monitor this themselves.

The only exception to the department-wide signature form is for agency accounts. These accounts are in the number range 31-3500 to 31-4199. This group of accounts represents non-University funds maintained for groups not affiliated with specific departments. Individual signature cards will continue to be maintained for these accounts to satisfy the fiscal agent responsibilities of the University.

(Authorized Signature Forms Continued)

II. COMPLETING NEW SIGNATURE FORMS

New signature forms will be sent to departments only when complete updates of the Accounting Department's signature file are being done, or upon request of the unit administrator, the dean or the vice president. The signature forms will initially be sent to the appropriate dean or vice president for distribution to departments. When completed, the form should be forwarded back to the dean or vice president for their approval and signature. Access to the signature form should be restricted by the department to ensure that only authorized people are allowed to sign. After the form has been completed, it should be reviewed to determine that all signatures are proper and that everyone is listed at the proper level of authority. After review, the signature form should be sent to the Accounting Department, Room 360 Administration Building. Departments should keep a copy of their Authorized Departmental Signatures form to serve as their record of those individuals who have been authorized to sign accounting transactions.

III. ADDING OR DELETING AUTHORIZED SIGNERS

To add an individual as an authorized signer, a letter requesting the addition and a completed Authorized Signature Form Sticker (see example, page 68.6) should be sent to the Accounting Department, Room 360 Administration Building. This letter should indicate the name and title of the person to be added. The letter must be signed by the unit administrator for

(Authorized Signature Forms Continued)

that department and the person being added as an authorized signer. If the individual being added is the unit administrator, the letter should be signed by the dean or vice president. The signature form sticker should have the new signer's name typed on the left and their signature on the right. The signature must be an original; signature stamps will not be accepted. Once the letter and signature form sticker are received in the Accounting Department, the new signer will be authorized.

To delete the name of an authorized signer from the signature form, a letter requesting the change and signed following the guidelines above should be sent to the Accounting Department. When the letter is received, the name of the authorized signer will be deleted.

The department copy of the signature form should be updated whenever changes are made to the official signature form in the Accounting Department.

AUTHORIZED DEPARTMENTAL SIGNATURES

Department Name _____ Date _____

Major Administrative Unit _____ New ☐

Mail Code _____ Revised ☐

Common Unit Code _____

UNIT ADMINISTRATOR DESIGNATE(S)

Typed Name	Signature	Typed Name	Signature

See back for additional required signatures

Typed Name	Signature	Typed Name	Signature
UNIT ADMINISTRATOR Include in this category CHAIRPERSON, DIRECTOR, ASSISTANT OR ASSOCIATE CHAIRPERSON OR DIRECTOR		DEAN / ASSISTANT VICE PRESIDENT Include in this category ASSISTANT, OR ASSOCIATE DEAN, OR ASSISTANT PROVOST	
		PROVOST / VICE PRESIDENT Include in this category ASSOCIATE PROVOST OR VICE PRESIDENT	

Typed Name	Signature	Typed Name	Signature
Typed Name	Signature	Typed Name	Signature
Typed Name	Signature	Typed Name	Signature
Typed Name	Signature	Typed Name	Signature
Typed Name	Signature	Typed Name	Signature
Typed Name	Signature	Typed Name	Signature
Typed Name	Signature	Typed Name	Signature
Typed Name	Signature	Typed Name	Signature
Typed Name	Signature	Typed Name	Signature
Typed Name	Signature	Typed Name	Signature

0-14853

AUTHORIZED SIGNATURE FORM STICKERS

refer to Section 68 of the Manual of Business Procedures for the detail ures to follow in submitting signatures of newly authorized signers to counting Department for addition to Authorized Signature Forms. sing these stickers to effect additions please type the signer name on side of an idividual sticker. The newly authorized individual should n the right side of the sticker. Detach the sticker and its backing at oration. Staple the sticker to the authorization letter. Send to the Ac- Department as specified in Section 68.

AUTHORIZED SIGNATURE FORM STICKERS

Please refer to Section 68 of the Manual of Business Procedures for the detail procedures to follow in submitting signatures of newly authorized signers to the Accounting Department for addition to Authorized Signature Forms. When using these stickers to effect additions please type the signer name on the left side of an idividual sticker. The newly authorized individual should then sign the right side of the sticker. Detach the sticker and its backing at the perforation. Staple the sticker to the authorization letter. Send to the Accounting Department as specified in Section 68.

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 370 Administration Building, 353-4882, with questions or concerns about the program.

Travelers with questions about travel expense documentation or reimbursement should call 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, 370 Administration Building.

F. Preferred Travel Agency

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

II. DOMESTIC TRAVEL

A. General Information

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

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

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

4. Conference fees should be paid in advance 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

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

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

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

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

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

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

C. Transportation

1. Common Carrier

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

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

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

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

2. Preferred Travel Agency Air Policies

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

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

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

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

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

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

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

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

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

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

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

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

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

n. Monthly Air Travel Reports from the preferred travel agency are forwarded to unit administrators to analyze travel costs for their unit. Discount Refusal Codes are listed on these reports as

information for the unit administrator to analyze lost savings and as information to the Travel Office in determining needs of the travelers. These codes are as follows:

DISCOUNT REFUSAL CODES

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

INFORMATION REPORTING CODES

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

3. Private Car

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

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

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

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

4) When it will cost the University no more than common carrier, i.e. lowest available discount airfare. The authorizing department should determine the lowest cost alternative by comparing the total cost of mileage, meals and lodging enroute to be claimed by the traveler, against the lowest available discount airfare (according to the preferred travel agency). The dollar value of work hours lost while enroute should also be factored into the cost of automobile travel.

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

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

1. General Information

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

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

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

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

2. Preferred Travel Agency Hotel Policies

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

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

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

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

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

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

III. LOCAL TRAVEL

A. General Information

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

B. Authorization

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

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

C. Reimbursement

1. On-campus travel is not reimbursable.

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

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

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

IV. FOREIGN TRAVEL

A. General Information

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

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

3. 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, University Travel Office, 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	56%
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 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.

V. OTHER INFORMATION

A. Travel Advances

1. General Information

Regular Faculty, Academic staff and Administrative Professionals of Michigan State University who are expected to travel annually on behalf of the University and earn a salary of more than $15,000 are eligible to be considered for an American Express Corporate Card. Clerical-Technical employees who earn a minimum annual salary of $15,000, have traveled at least twice during the past fiscal year on behalf of the University and would be expected to travel at least twice per year in the future are eligible to apply for a corporate card. Use of this corporate card by the employee will eliminate the need for most travel advances. Information on how to obtain a card may be received from the Travel Office, 370 Administration Building, 353-4882.

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

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

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

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

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

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

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

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

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

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

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

3. <u>Undergraduate Students and Non-MSU Personnel Eligibility</u>

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

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

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

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

4. <u>Employees Who are Eligible for a Corporate Card</u>

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

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

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

Under both conditions, the traveler is required to bring the original, approved Travel Voucher and the American Express Corporate Card statement to the Travel Office, 370 Administration Bldg., for approval. No advance will be made more than 20 days after the traveler's return date. For travelers who receive a corporate card statement under these conditions prior to making the trip, advances will be given to avoid delinquency.

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

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

5. Obtaining an Advance

a. Travel advances may be obtained by presenting the signed original (white) and goldenrod copies of the Travel Voucher with the authorization section completed to the Travel Advance Section of the University Travel Office, 370 Administration Building. A valid student ID card or Faculty/Staff ID, along with a pictured ID is required. Office hours are 8:15 a.m. to 4:15 p.m. Monday through Friday, phone 353-4882. Graduate assistants also need to present appointment papers. The social security number or student number of the traveler is required on the authorization part of the Travel Voucher.

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

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

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

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

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

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

6. Repayment of an Advance

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

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

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

d. Payments may be made in person in the Cashier's Office, 110 Administration Building or by mail to the University Travel Office, 370 Administration Building.

7. Graduate Fellow Advance

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

days after the return to campus. In cases where a Fellow extends his/her travel en route to campus, the advance will be due 45 days from the departure date from the research location.

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

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

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

B. Travel Vouchers

1. Voucher Forms

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

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

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

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

2. Preparation of Vouchers

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

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

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

d. 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 the Travel Office, 370 Administration Building, 355-0343.

k. The Travel Office 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, the Travel Office forwards the voucher to Accounting for verification of authorized signatures and correctness of account numbers. Accounting prepares a check and inserts the check number on the voucher.

m. The Travel Voucher is distributed as follows:

White - Accounting

Goldenrod - Retained by the Travel Advance Office when a travel advance is issued.

Yellow - After audit, this copy is sent to the Office of Planning and Budgets.

Pink - Retained by the originating department for their records.

Blue - Sent to payee with check.

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

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

C. Report of Out-of-State Travel

1. General Policy

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

2. Purpose

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

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

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

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

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

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

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

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

2. Travel Accident Insurance

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

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

1) Travel in the course of employment.

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

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

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

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

c. Persons or circumstances excluded from coverage are:

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

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

3) Persons whose salaries are paid by other organizations.

4) Employees acting as private consultants.

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

d. Beneficiaries

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

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

3. Field Trip Insurance

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

4. Worker's Compensation Insurance

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

5. Reporting Accidents

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

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

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

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

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

E. 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)	~~30~~ 31 cents per mile		None
Mileage-vicinity travel	~~30~~ 31 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)	~~30~~ 31 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

(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%.~~ 20%

X

(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
ALASKA
All Locations
ARIZONA
Phoenix/Scottsdale
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
COLORADO
Aspen
Boulder
Denver
Durango
Keystone/Silverthorne
Vail
CONNECTICUT
Bridgeport/Danbury
Hartford
New Haven
Salisbury
DELAWARE
Wilmington
DISTRICT OF COLUMBIA
Washington, D.C.
FLORIDA
Fort Myers
Key West
Miami
Miami Beach
Naples
West Palm Beach
GEORGIA
Atlanta
HAWAII
All Locations
IDAHO
Ketchum/Sun Valley
ILLINOIS
Chicago
INDIANA
Indianapolis
KANSAS
Kansas City
KENTUCKY
Covington
Louisville
LOUISIANA
New Orleans
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
MISSOURI
Kansas City
Lake Ozark
St. Louis
NEVADA
Las Vegas
Stateline
NEW HAMPSHIRE
Lebanon/Hanover
NEW JERSEY
Atlantic City
Camden
Edison
Freehold/Eatontown
Moorestown
Newark
Ocean Cty/Cape May
Princeton/Trenton
NEW MEXICO
Albuquerque
Santa Fe
NEW YORK
Buffalo
Glens Falls
New York City
Niagara Falls
Palisades/Nyack
Rochester
Saratoga Springs
Schenectady
West Point
White Plains
NORTH CAROLINA
Charlotte
Ralleigh/Durham/
Chapel Hill
OHIO
Akron
Cleveland
Columbus
PENNSYLVANIA
Allentown
Bala Cynwyd
Chester/Radnor
Fort Washington
Harrisburg
King of Prussia
Philadelphia
Pittsburgh
Valley Forge
RHODE ISLAND
East Greenwich
Newport
Providence
SOUTH CAROLINA
Hilton Head
TEXAS
Austin
Dallas/Fort Worth
Houston
VIRGINIA
Alexandria
Arlington
Charlottesville
Chesapeake
Fairfax
Falls Church
Hampton
Newport News
Norfolk
Portsmouth
Richmond
Virginia Beach
Williamsburg
Wintergreen
WASHINGTON
Richland
Seattle
Tumwater/Olympia
Vancouver
WISCONSIN
Brookfield
Lake Geneva
WYOMING
Jackson

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

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

Airports

Capitol City	10
Detroit City	95
Kent County	55
Metropolitan	88

Colleges & Universities

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

Hospitals

Mich Capital Medical Ctr	
Greenlawn	5.5
Pennsylvania	4.5
Sparrow	4.5
St. Lawrence	7
MDPH	8
Red Cross	4.5

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

ALABAMA	
Birmingham	737
Huntsville	658
Mobile	995
Montgomery	827
Tuscaloosa	790
ARIZONA	
Phoenix	2009
Tucson	1977
ARKANSAS	
Little Rock	840 805
CALIFORNIA	
Los Angeles	2219
Sacramento	~~2243~~
San Diego	2272 2240
San Francisco	2336
COLORADO	
Boulder	1214
Colorado Springs	1275
Denver	1205
CONNECTICUT	
Hartford	783
New Haven	761
Stamford	722
DELAWARE	
Dores	635
Wilmington	663
DISTRICT OF COLUMBIA	
Washington, DC	605
FLORIDA	
Fort Lauderdale	1438
Miami	1460
Orlando	1223
Tampa	1235
GEORGIA	
Atlanta	790
Augusta	853
Savannah	977
IDAHO	
Boise	1892
ILLINOIS	
Argonne	266
Batavia	256
Chicago	217
Chicago (O'Hare)	236
Evanston	236
Peoria	353
Springfield	386
Urbana-Champaign	326
INDIANA	
Evansville	429
Fort Wayne	132
Gary	189
Indianapolis	259
South Bend	150
IOWA	
Cedar Rapids	449
Des Moines	533
KANSAS	
Kansas City	728
Topeka	790
Wichita	922
KENTUCKY	
Bowling Green	479
Lexington	397
Louisville	367
LOUISIANA	
Baton Rouge	1107
New Orleans	1081
MAINE	
Augusta	967
Caribou	1136
MARYLAND	
Annapolis	628
Baltimore	609
Gaithersburg	583
MASSACHUSETTS	
Boston	843
MINNESOTA	
Duluth	706
Minneapolis	634
St. Paul	624
MISSISSIPPI	
Columbus	793
Jackson	931
MISSOURI	
Columbia	599
Kansas City	724
Springfield	697
St. Louis	485
MONTANA	
Helena	1719
NEBRASKA	
Hastings	826
Lincoln	721
Omaha	667
NEVADA	
Carson City	2134
Las Vegas	1969
Reno	2110
NEW HAMPSHIRE	
Concord	835
Manchester	844
NEW JERSEY	
Atlantic City	737
Newark	678
Trenton	681
NEW MEXICO	
Albuquerque	1543
Santa Fe	1539
NEW YORK	
Albany	680
Buffalo	402
New York City	687
Syracuse	545
NORTH CAROLINA	
Charlotte	712
Greensboro	686
Raleigh	762
Winston-Salem	661
NORTH DAKOTA	
Bismark	1061
Fargo	868

OHIO	
Cincinnati	312
Cleveland	239
Columbus	255
Dayton	263
Toledo	118

OKLAHOMA	
Oklahoma City	1002
Tulsa	883

OREGON	
Eugene	2334
Portland	2313
Salem	2363

PENNSYLVANIA	
Harrisburg	576
Philadelphia	671
Pittsburgh	367
State College	470

RHODE ISLAND	
Newport	855
Providence	841

SOUTH CAROLINA	
Charleston	929
Columbia	820

SOUTH DAKOTA	
Pierre	1020
Sioux Falls	798

TENNESSEE	
Chattanooga	673
Knoxville	567
Memphis	722
Nashville	542

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

UTAH	
Provo	1612
Salt Lake City	1594

VERMONT	
Burlington	776
Montpelier	811

VIRGINIA	
Norfolk	794
Richmond	706
Roanoke	630

WASHINGTON	
Olympia	2327
Seattle	2285

WEST VIRGINIA	
Charleston	444
Huntington	393
Parkersburg	376

WISCONSIN	
Green Bay	432
Madison	372
Milwaukee	315

WYOMING	
Casper	1338
Cheyenne	1160

CANADA	
Guelph	270
Kitchener	278
Montreal	701
Quebec	887
Toronto	332

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

MICHIGAN STATE UNIVERSITY — TRAVEL VOUCHER

Page ____ of ____

TRAVEL AUTHORIZATION

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

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

Department _____ Unit Code _____

Room/Building _____

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

Date of Departure _____ Date of Return _____

Destination(s): _____

Travel Reimbursed by: MSU Funds_____ Non-MSU Funds_____ Travel Advance $_____ None_____

Reimbursement Limited to: _____

Approval for use of Motor Pool Vehicle: Yes_____ No_____

Approval for Overseas Travel-Dean or Vice President _____

PURPOSE OF TRIP:

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

ACCOUNT TO BE CHARGED

Page: 70.VI.7
Date: 3-31-92

DEPARTMENT _____

ADDRESS _____

ACCOUNT NUMBER	OBJECT CLASS	AMOUNT

Administrative Approval (Signature)

_____
Unit Administrator Date

_____
Unit Administrator Date

Contract and Grant | Cashier's | Planning and Budgets

EXPENSE REIMBURSEMENT

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

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

DATE		AMOUNT
	Subsistence and Misc-Sub-Total	$

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

Reviewed and Verified:

Traveller's Signature Date Unit Administrator Designate Date

Contracts and Grants

Travel Sub-Total	$
Total Claim	$
Limit	$

Accounts Payable

Accounting

Check number Date

Report on Out-of-State Travel

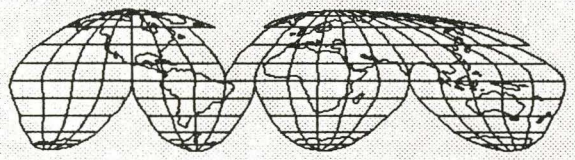
This section should be completed if travel took place outside of the State of Michigan.

Major purpose of trip. (check one only)

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

INTERNATIONAL TRAVEL PER DIEM AND LODGING REIMBURSEMENT WORK SHEET

TRAVELER'S NAME:	DATES OF TRAVEL: FROM	TO	PAGE	OF



M&IE per diem is effective as of the begin of qtr in which traveler departs on travel assignmt; M&IE terminates at end of qtr in which traveler retrns home. Total daily per diem for each day (based upon traveler's locatn at 12:00 midnight & limited by State Dept daily max) is sum of lodging cost plus M&IE per diem for locality in which lodging cost is incurred. Special rules apply to partial days of travel upon departure and return; domestic layovers; and max daily per diem allowed when lodging is paid direct by Univ or Fed govmnt. Lodging cost reimbrsmnt may not exceed State Dept rate (orig recpts reqd). See Manual of Business Procedures Section 70 for details.

			M&IE PER DIEM AMOUNT									
			AM		PM							
DATE	ORIGIN	DESTINATION	12:01-6:00	6:01-NOON	12:01-6:00	6:01-MIDNGT	TOTAL PER DIEM	LODGING AMOUNT (FORGN CURNCY) *RECEIPTS REQ'D	X RATE EQUIV US $	LODGING AMOUNT (US $)	STATE DEPT LODGING LIMIT	TOTAL M&IE + LODGING ALLOWED

Page: 70.VI.8
Date: 3-31-91

WORK SHEET FOR INTERNATIONAL TRAVEL EXPENSES OTHER THAN LODGING AND M&IE

TRAVELER'S NAME:			DATES OF TRAVEL: FROM TO		PAGE OF		
DATE	LOCATION	EXPENSE ITEM (RECEIPTS REQUIRED)	BUSINESS PURPOSE	FOREIGN CURRENCY AMOUNT	X RATE EQUIV US $	EXPENSE AMT (US $)	RECEIPT NUMBER

All expenses for which reimbursement is requested must be made and documented in accord with University policy and procedure. See the Manual of Business Procedures for specific details. Unless excluded by University policy, receipts are required for all expenditures. While in international travel status, some expenditures are incorporated in M&IE or lodging and should not be claimed individually. M&IE includes all charges for meals and related tips and taxes (specifically excluded are alcoholic beverages, entertainment expenses and any expense 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. Lodging includes expenses for overnight sleeping facilities; baths; personal use of the room during daytime; service charges for fans, air conditioners, heaters and fires furnished in the room when such charges are not included in the room rate.

INTERNATIONAL TRAVEL VOUCHER EXAMPLE

The narrative below presents an international travel scenario that is represented by the completed travel voucher example which follows on pages 70.VI.11 and 70.VI.12. A completed "International Travel Per Diem and Lodging Reimbursement Work Sheet" is also provided on page 70.VI.13.

In January, the traveler left on a trip to various British universities to discuss methods of travel reimbursements. She left on January 7 in the third quarter of the day and arrived in London in the second quarter of January 8. She met with auditors from the University of London on the 9th and left for Oxford during the second quarter of January 10th. She remained in Oxford conducting auditing research with auditors from Oxford University until the 14th. Leaving in the second quarter of the day, she traveled to Cambridge to meet with auditors from Cambridge University. She remained in Cambridge until the 18th and left in the third quarter of the day to return to London. On the 19th and 20th, she spoke at a travel auditing conference at the University of London. The conference coordinators paid for her meals on the 19th. She left for the United States on the 21st during the second quarter of the day, arriving in Detroit at 3:40 p.m. and in Lansing at 6:10 p.m.

MICHIGAN STATE UNIVERSITY — TRAVEL VOUCHER

TRAVEL AUTHORIZATION

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

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

Department: Accounts Payable/Controller Unit Code: 76200

Room/Building: 360 Administration Bldg

One: ☐ Faculty ☒ Staff ☐ Graduate Student ☐ Undergraduate ☐ Other

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

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

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

Reimbursement Limited to: ____

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

Approval for Overseas Travel–Dean or Vice President: J. M. Dean

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

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

ACCOUNT TO BE CHARGED

DEPARTMENT: Accounts Payable/Controller

ADDRESS: 360 Administration Bldg

ACCOUNT NUMBER	OBJECT CLASS	AMOUNT
11-2533	026	3,507.76
		Page: 70.VI.11
		Date: 3-31-92

Administrative Approval (Signature)

Unit Administrator 12/19/90
Unit Administrator — Date

Unit Administrator — Date

Contract and Grant | Cashier's | Planning and Budgets

EXPENSE REIMBURSEMENT

DATE	STARTING POINT	DESTINATION	Manner of Travel MILEAGE	RATE	AMOUNT
1/7	LV 2:00 PM MSU	Detroit	Limo		75.00
1/7	LV 5:40 PM Detroit				
		ARR 8:00 AM London	Air		352.00
1/8	Airport	hotel	Airline Bus	8 ₤	15.22
1/10	LV 7:00 AM London	ARR 8:00 AM Oxford	Train	10.2₤	19.45
1/10-1/13	hotel	Oxford University	Various Bus Trips	7 ₤	13.32
1/14	LV 7:00 AM Oxford	ARR 8:00 AM Cambridge	Train	18.4₤	35.00
1/15-1/17	hotel	Cambridge University	Various Bus Trips	5 ₤	9.52
18	LV 1:00 PM Cambridge	ARR 2:00 PM London	Train	10.2₤	19.45
1/19-1/20	hotel	University of London	Various Bus Trips	6 ₤	11.42
1/21	hotel	airport	Airline Bus	8 ₤	15.22
			Travel Sub-Total		$ 992.60

SUBSISTENCE AND MISCELLANEOUS

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

DATE		AMOUNT
12/17	Passport	40.00
1/7	Limo tip	7.50
1/7	½ London M&IE	48.50
1/8	London M&IE	97.00
1/8	London Lo	144.00
1/9	London M&IE 97.00 Lo 144.00	241.00
1/10	Oxford M&IE	54.00
1/10	Oxford Lo	61.00
1/11-1/13	3 @ Oxford M&IE 54.00 Lo 61.00	345.00
	Subsistence and Misc-Sub-Total	$ 2,515.16

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

Traveller's Signature: Loismarie Newhouse — Date: 1/23/91

Reviewed and Verified: Unit Administrator Designate — Date: 1/23/91

Unit Administrator Designate

Contracts and Grants

Accounts Payable

Accounting

Travel Sub-Total	$ 992.60
Total Claim	$ 3,507.76
Limit	$
Check number	Date

Report on Out-of-State Travel

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

Major purpose of trip. (check one only)

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

MSU is an Affirmative Action/Equal Opportunity Institution

MICHIGAN STATE UNIVERSITY — TRAVEL VOUCHER

TRAVEL AUTHORIZATION

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

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

Department: Accounts Payable/Controller Unit Code: 76200

Room/Building: 360 Administration Bldg

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

Date of Departure _____ Date of Return _____

Destination(s): _____

Travel Reimbursed by: MSU Funds_____ Non-MSU Funds_____ Travel Advance $_____ None_____

Reimbursement Limited to: _____

Approval for use of Motor Pool Vehicle: Yes_____ No_____

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

PURPOSE OF TRIP:

ACCOUNT TO BE CHARGED

DEPARTMENT Accounts Payable/Controller

ADDRESS 360 Administration Bldg

ACCOUNT NUMBER	OBJECT CLASS	AMOUNT
11-2533	026	
		Page: 70.VI.12
		Date: 3-31-92

Administrative Approval (Signature)

Unit Administrator 12/19/90

Unit Administrator Date

Unit Administrator Date

Contract and Grant | Cashier's | Planning and Budgets

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

EXPENSE REIMBURSEMENT

DATE	STARTING POINT	DESTINATION	Manner of Travel MILEAGE	RATE	AMOUNT
1/21	LV 10:45 AM London	ARR 3:40 PM Detroit	Air		352.00
1/21	Detroit	ARR 6:10 PM Lansing	Limo		75.00
**********	**********	**********	**********	**********	**********
Exchange rate:		1.9030			
Maximum per diem rates:	Lodging	M&IE	Actual per diem rates:	Lodging	U.S. & equiv
London	144.00	97.00		97 ₤	$184.59
Oxford	61.00	54.00		35 ₤	$ 66.61
Cambridge	114.00	82.00		55 ₤	$104.66
			Travel Sub-Total		$

SUBSISTENCE AND MISCELLANEOUS

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

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

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

Reviewed and Verified:

Traveller's Signature Date Unit Administrator Designate Date

Contracts and Grants

Travel Sub-Total $

Total Claim $

Accounts Payable

Limit $

Accounting

Check number Date

Report on Out-of-State Travel

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

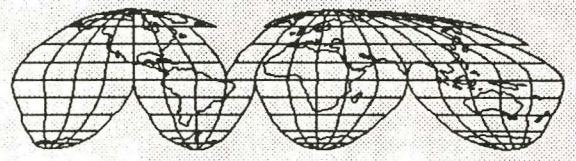
Major purpose of trip. (check one only)

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

MSU is an Affirmative Action/Equal Opportunity Institution

INTERNATIONAL TRAVEL PER DIEM AND LODGING REIMBURSEMENT WORK SHEET

TRAVELER'S NAME: Loismarie Newhouse | DATES OF TRAVEL: FROM 1/7/91 TO 1/21/91 | PAGE 1 OF 1



M&IE PER DIEM AMOUNT

M&IE per diem is effective as of begin of qtr in which traveler departs on travel assignmt; M&IE terminates at end of qtr in which traveler retrns home. Total daily per diem for each day (based upon traveler's locatn at 12:00 midnight & limited by State Dept daily max) is sum of lodging cost plus M&IE per diem for locality in which lodging cost is incurred. Special rules apply to partial days of travel upon departure and return; domestic layovers; and max daily per diem allowed when lodging is paid direct by Univ or Fed govmnt. Lodging cost reimbrsmnt may not exceed State Dept rate (orig recpts reqd). See Manual of Business Procedures Section 70 for details.

DATE	ORIGIN	DESTINATION	AM 12:01-6:00	AM 6:01-NOON	PM 12:01-6:00	PM 6:01-MIDNGT	TOTAL PER DIEM	LODGING AMOUNT (FORGN CURNCY) *RECEIPTS REQ'D	X RATE EQUIV US $	LODGING AMOUNT (US $)	STATE DEPT LODGING LIMIT	TOTAL M&IE + LODGING ALLOWED
1/7	MSU/Detroit	London			24.25	24.25	48.50					48.50
1/8		London	24.25	24.25	24.25	24.25	97.00	97£	1.903	184.59	144.00	241.00
1/9		London	full day				97.00	97£	1.903	184.59	144.00	241.00
1/10	London	Oxford	13.50	13.50	13.50	13.50	54.00	35£	1.903	66.61	61.00	115.00
1/11-13		Oxford	3 full days x $54.00				162.00	3x35£	1.903	199.82	183.00	345.00
1/14	Oxford	Cambridge	20.50	20.50	20.50	20.50	82.00	55£	1.903	104.66	114.00	186.66
1/15-17		Cambridge	3 full days x $82.00				246.00	3x55£	1.903	314.00	362.00	560.00
1/18	Cambridge	London	24.25	24.25	24.25	24.25	97.00	97£	1.903	184.59	144.00	241.00
1/19		London	—	—	—	—	—	97£	1.903	184.59	144.00	144.00
1/20		London	full day				97.00	97£	1.903	184.59	144.00	241.00
1/21	London	MSU	24.25	24.25	24.25	24.25	97.00					97.00

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)	30 cents per mile		None
Mileage-vicinity travel	30 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)	30 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

(1) MSU staff members who entertain guests may also receive reimbursement in excess of the maximum allowance if (a) entertainment of guests is a part of the approved purpose of the trip, (b) on-campus facilities are used if possible, (c) reimbursement excludes alcoholic beverages, (d) receipts, names and business affiliations of guests are provided, and (e) tips are limited to 15%.
(2) In cases involving grants and contracts, the Office of Contract and Grant Administration should be consulted in order to determine whether this expense is reimbursable.
(3) Personal car mileage is taken from the Rand McNally Standard Highway Mileage Guide which assumes that travel is to the center of the city to which you are going. If your destination is not located at the center of the city, be sure to report the destination and the mileage difference as vicinity travel on a separate line of your Travel Voucher. Since the University does not reimburse mileage for commuting, mileage must be computed to and from the point of employment.
(4) Reimbursement for two round trips to and from the Lansing airport. Taxi fare limited to the fare amount to and from campus.
(5) CDW/LDW and Liability Waiver costs are not reimbursable.
(6) Conference registration fees should be paid in advance on a Direct Payment Voucher.
(7) Reimbursement at Federal Key City per diem rates is provided when the lodging purchased is located within the city limits of the key city. For all locations in Canada and Mexico, use $33.00 per diem rate except for select cities where special $45.00 per diem rate applies (see Federal Key Cities listing in this section).

MICHIGAN STATE UNIVERSITY

SELECTED TRAVEL POLICIES AND PROCEDURES

JULY 1995

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

Authorization

Local Travel - Local travel is authorized by the Dean of your college sending an authorization letter to the Travel Office, 370 Administration Bldg. If reimbursement is requested, a trip log must be kept. **Instate, Out-of-State and Foreign Travel** are authorized on the Travel Voucher, General Stores Stock #140-2786.

Private Vehicles

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

University-owned Vehicles

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

Rental Vehicles

Mid-size or smaller when available. Request MSU Corporate rate or any lower advertised specials. See "Travel Regulations" Manual of Business Procedures, Section 70 reimbursement policy.

Plane Fare

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

Deductible Expenses

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

Travel Advances

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

Obtaining an Advance

Present authorization form (graduate assistants-appointment papers also) to the Travel Office, 370 Administration Building 8:15 a.m. to 4:15 p.m. If a trip is cancelled, the advance is due immediately.

Repayment of an Advance

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

Insurance

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

List of Travel Expenses

Day	Meals	Hotel	Transport.	Tips/Misc.

INVOICE PROCESSING SYSTEM

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

II. **PROCEDURES**

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

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

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

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

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

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

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

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

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

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

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

Dept. Name _____

Address _____

P.O No. _____

Auditor _____

IMPORTANT

VENDOR INVOICE CONFIRMATION

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

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

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

4. Reason for not paying invoice:

Accounts Payable
366 Administration Bldg.
Phone: 353-2011

_____
Department Signature Date

_____
Dept. Phone

CO-1A-19C 0-13939

MSU is an Affirmative Action/Equal Opportunity Institution

Michigan State University Printing

Dept. Name _____

Address _____

P.O. No. _____

Auditor _____

I M P O R T A N T

VENDOR INVOICE PAYMENT NOTICE

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

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

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

SUPPLIER INVOICE PRICE APPROVAL CONFIRMATION

IMMEDIATE ATTENTION REQUIRED!!!!

TO: _____

DEPT: _____

ADDRESS: _____

P.O. # _____

AUDITOR: _____ DATE: _____

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

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

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

Thank you for your prompt attention

Accounts Payable
360 Administration Bldg.
3-2011

DEPT NAME W K KELLOGG BIO STATION A5706 - DEPARTMENTAL INVOICE SUMMARY
ACCT NAME KELLOGG FARM
ADMN RESP COLLEGE OF NATURAL SCIENCE INVOICE PERIOD 03-19-90 THRU 03-23-90 RUN DATE: 03-22-90

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

CO-IA-22

INVOICE DATA SHEET

Page: 74.7
Date: 3-31-93

VENDOR _____ PO _____

ACCT. #_____

$ AMT. _____

CK # _____

PAY DATE_____

DOC #_____

MAIL CODE _____

O-17977
Michigan State University Printing

MSU is an Affirmative Action/Equal Opportunity Institution

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

VOUCHERS

I. DIRECT PAYMENT VOUCHER

A. Purpose

1. This voucher was designed to simplify payment when a requisition and purchase order are not required 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 certain noncredit course instructors (for further discussion of these payments see Section 76).

   c. Entertainers.

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

   e. Magazine subscriptions not available through Ebsco Subscription Services with written authorization of the Purchasing Department.

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

   g. Conference registration fees.

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

   i. 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. Special preparation is required if the payment is reportable to the Internal Revenue Service.

a. If the payment represents rents, royalties, prizes or awards, advertising 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.

b. For a sole proprietor or individual, the name of the individual (owner) and their social security number or federal employer identification number (FEIN) 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.

c. 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.

d. 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 pay enrolled students for services of any kind. Payment must be processed through Payroll

3. 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.

4. 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.

5. 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
   Green - Internal Revenue Service tax reporting file
   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.

INSTRUCTIONS:

1. Prepare typewritten in quadruplicate and obtain required Signatures.
2. Refer to Manual of Business Procedures for correct preparation.
3. Send first three copies to Accounts Payable, Room 360, Administration Building.

MICHIGAN STATE UNIVERSITY
DIRECT PAYMENT VOUCHER

DISTRIBUTION:

WHITE - Controller's Office
GREEN - Return to Department with Check Number
BLUE - Remittance Advice (to be returned with check)
PINK - Department Copy

PAYEE	ACCOUNT TO BE CHARGED
NAME	DEPARTMENT Page: 75.9
ESS	Date: 3-31-90
	ADDRESS

ACCOUNT NUMBER	OBJECT CLASS	AMOUNT

PURPOSE: This voucher is to be used when the issue of a requisition and purchase order is not possible because of the nature of the payment.

PLEASE BE EXPLICIT IN THE REASON FOR EXPENDITURE. WHERE A REFUND IS INVOLVED, GIVE THE RECEIPT NUMBER THAT RECORDED PAYMENT.

AMOUNT

I CERTIFY THAT THE ABOVE PAYMENT IS CORRECT AND JUST

TOTAL PAYMENT

)VED _____ _____
UNIT ADMINISTRATOR DATE

_____ _____
BUDGET APPROVAL DATE

AUDIT

CHECK NUMBER AND DATE

40-2478 (REV 8-83)

Form **W-9**
(Rev. March 1994)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do NOT send to the IRS.

Please print or type

Name (If joint names, list first and circle the name of the person or entity whose number you enter in Part I below. **See instructions on page 2 if your name has changed.**)

Business name (Sole proprietors see instructions on page 2.)

Please check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ►

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). For sole proprietors, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How To Get a TIN** below.

Note: *If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.*

Social security number

OR

Employer identification number

List account number(s) here (optional)

Part II For Payees Exempt From Backup Withholding (See Part II instructions on page 2)

►

Part III Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding.

Certification Instructions.—You must cross out item **2** above if you have been notified by the IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return. For real estate transactions, item **2** does not apply. For mortgage interest paid, the acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (Also see **Part III instructions** on page 2.)

Sign Here **Signature ►** **Date ►**

Section references are to the Internal Revenue Code.

Purpose of Form.—A person who is required to file an information return with the IRS must get your correct TIN to report income paid to you, real estate transactions, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 to give your correct TIN to the requester (the person requesting your TIN) and, when applicable, (1) to certify the TIN you are giving is correct (or you are waiting for a number to be issued), (2) to certify you are not subject to backup withholding, or (3) to claim exemption from backup withholding if you are an exempt payee. Giving your correct TIN and making the appropriate certifications will prevent certain payments from being subject to backup withholding.

Note: *If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.*

What Is Backup Withholding?—Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that could be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, your payments will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or

2. The IRS tells the requester that you furnished an incorrect TIN, or

3. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

4. You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only), or

5. You do not certify your TIN. See the Part III instructions for exceptions.

Certain payees and payments are exempt from backup withholding and information reporting. See the Part II instructions and the separate **Instructions for the Requester of Form W-9.**

How To Get a TIN.—If you do not have a TIN, apply for one immediately. To apply, get **Form SS-5,** Application for a Social Security Number Card (for individuals), from your local office of the Social Security Administration, or **Form SS-4,** Application for Employer Identification Number (for businesses and all other entities), from your local IRS office.

If you do not have a TIN, write "Applied For" in the space for the TIN in Part I, sign and date the form, and give it to the requester. Generally, you will then have 60 days to get a TIN and give it to the requester. If the requester does not receive your TIN within 60 days, backup withholding, if applicable, will begin and continue until you furnish your TIN.

Note: *Writing "Applied For" on the form means that you have already applied for a TIN* ***OR*** *that you intend to apply for one soon.*

As soon as you receive your TIN, complete another Form W-9, include your TIN, sign and date the form, and give it to the requester.

Penalties

Failure To Furnish TIN.—If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil Penalty for False Information With Respect to Withholding.—If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal Penalty for Falsifying Information.— Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs.—If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name.—If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage, without informing the Social Security Administration of the name change, please enter your first name, the last name shown on your social security card, and your new last name.

Sole Proprietor.—You must enter your **individual** name. (Enter either your SSN or EIN in Part I.) You may also enter your business name or "doing business as" name on the business name line. Enter your name as shown on your social security card and business name as it was used to apply for your EIN on Form SS-4.

Part I—Taxpayer Identification Number (TIN)

You must enter your TIN in the appropriate box. If you are a sole proprietor, you may enter your SSN or EIN. Also see the chart on this page for further clarification of name and TIN combinations. If you do not have a TIN, follow the instructions under **How To Get a TIN** on page 1.

Part II—For Payees Exempt From Backup Withholding

Individuals (including sole proprietors) are **not** exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For a complete list of exempt payees, see the separate Instructions for the Requester of Form W-9.

If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding. Enter your correct TIN in Part I, write "Exempt" in Part II, and sign and date the form. If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester a completed **Form W-8,** Certificate of Foreign Status.

Part III—Certification

For a joint account, only the person whose TIN is shown in Part I should sign.

1. Interest, Dividend, and Barter Exchange Accounts Opened Before 1984 and Broker Accounts Considered Active During 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, Dividend, Broker, and Barter Exchange Accounts Opened After 1983 and Broker Accounts Considered Inactive During 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item **2** in the certification before signing the form.

3. Real Estate Transactions. You must sign the certification. You may cross out item **2** of the certification.

4. Other Payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified of an incorrect TIN. Other payments include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services, payments to a nonemployee for services (including attorney and accounting fees), and payments to certain fishing boat crew members.

5. Mortgage Interest Paid by You, Acquisition or Abandonment of Secured Property, Cancellation of Debt, or IRA Contributions. You must give your correct TIN, but you do not have to sign the certification.

Privacy Act Notice

Section 6109 requires you to give your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 31% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account [1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor [2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee [1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner [1]
5. Sole proprietorship	The owner [3]
For this type of account:	**Give name and EIN of:**
6. Sole proprietorship	The owner [3]
7. A valid trust, estate, or pension trust	Legal entity [4]
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

[1] List first and circle the name of the person whose number you furnish.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name, but you may also enter your business or "doing business as" name. You may use either your SSN or EIN.

[4] List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note: *If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.*

U.S. GOVERNMENT PRINTING OFFICE: 1994 345-126

Instructions:
1. Prepare typewritten voucher in triplicate and obtain required signatures.
2. Send first two copies to Accounts Payable, Room 360, Administration Building

MICHIGAN STATE UNIVERSITY
MULTIPLE CHECK VOUCHER

Distribution:
White — Accounting
Blue — Remittance Advice
Pink — Department

Purpose (reason and period covered):

Account to be charged: Page: 75.11
Department Date: 3-31-89
Account Name

DESCRIPTION TO BE PUT ON CHECKS:

Account Number	Object Class	Amount

Payee (Last Name, First Name, Complete Address)	Amount		Check Number and Date (For Accounting Office Use Only)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
I HEREBY CERTIFY that the above amounts are due and hereby approved for payment. AUTHORIZED SIGNATURE DATE	$		TOTAL AUDIT

MSU is an Affirmative Action/Equal Opportunity Institution

Stock Order # 140-2570

O-17988

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 _____

ACCOUNT TO BE CHARGED

Department _____

Account Name _____

Account Number	Object Class	Amount

PURPOSE:

DATE	ITEM DESCRIPTION			TOTAL		SIGNATURE (Required when lacking receipt—items $10 or less)

I CERTIFY THE EXPENSES CLAIMED HEREIN WERE NECESSARY AND REASONABLE IN CARRYING OUT MY UNIVERSITY RESPONSIBILITIES AND ARE REIMBURSABLE UNDER UNIVERSITY POLICY

Signed _____ | _____
Payee's Signature | Date

Approved _____ | _____
Administrative Senior | Date

Contracts & Grants	Accounts Payable	Accounting

TOTAL CLAIM $

CHECK NUMBER and DATE

MSU is an Affirmative Action/Equal Opportunity Institution

STOCK # 140-2646

O-19183

A3811-01

MICHIGAN STATE UNIVERSITY
WEEKLY VOUCHER CHECK SUMMARY REPORT

REPORT DATE: 11/30/87
PERIOD COVERED: 11/23/87 - 11/30/87

ACCOUNT # : 12-3456 MAIL CODE: 01601
DEPT. NAME : DEAN'S OFFICE
ACCT. NAME : OPERATING ACCOUNT
ADMN. RESP. : XYZ COLLEGE

PAYMENT DATE	OBJECT CLASS	PAYEE NAME	PROJECT CODE	P.O. NUMBER	CHECK TYPE	CHECK NUMBER	AMOUNT
11/30/87	040	VENDOR 1			DIRECT PAY	135882	79.64
11/25/87	071	VENDOR 2			DIRECT PAY	135475	11,810.09
11/25/87	071	VENDOR 3			DIRECT PAY	135476	1,576.66
11/30/87	130	PAYEE A			MULTIPLE CHECK	136088	22.50
11/30/87	130	PAYEE B			MULTIPLE CHECK	136085	67.54
11/30/87	130	PAYEE C			MULTIPLE CHECK	136083	28.64
11/30/87	130	PAYEE D			MULTIPLE CHECK	136084	78.86
11/30/87	130	PAYEE E			MULTIPLE CHECK	136086	30.00
11/30/87	130	PAYEE F			MULTIPLE CHECK	136087	19.56
11/24/87	021	TRAVELER A			TRAVEL VOUCHER	134924	68.40
11/25/87	021	TRAVELER B			TRAVEL VOUCHER	135321	462.40
						**TOTAL:	14,244.29

Page: 75.13
Date: 3-31-89

INDEPENDENT CONTRACTORS

I. Determining Employment Status

A. Employee

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

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

a. Anyone teaching a course for credit.

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

c. Anyone currently employed by the University who performs additional services outside his/her regular job description (discussed in section 55, item V.,B.).

d. Anyone currently enrolled as a University student.

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

B. Independent Contractors

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

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

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

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

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

C. When the status of a worker cannot be determined from the above guidelines, contact the Accounts Payable Department (5-0331) or Payroll Department (5-5010) for guidance 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.

C. Restrictions

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

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

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

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

D. Preparation, Processing and Routing

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

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

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

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

   a. The independent contractor.

   b. An authorized signer on the account being charged.

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

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

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

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

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

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

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

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

8. The Direct Payment Voucher must be completed and processed in accordance with instructions detailed in Section 75 of this Manual.

   a. The independent contractor's home or business address and social security or employer identification number must be shown on the Direct Payment Voucher. For a sole proprietor or individual, the social security number must be given. The Internal Revenue Service requires that the University report these payments at the end of each calendar year on Form 1099-MISC.

   b. Documentation on the Direct Payment Voucher should include a full description and the dates of the services rendered and/or products provided.

   c. Attachments to the Direct Payment Voucher should include the contractor's signed invoice, original receipts and tickets for travel expenses reimbursed, the original copy of the Professional Personal Services Contract, and documentation on the bidding and selection process or sole source justification, if applicable.

   d. Any portion of the payment to the independent contractor that is designated as reimbursement for travel expenses is not included in the amount reported to the Internal Revenue Service on Form 1099-MISC. These expenses must be documented as outlined above.

9. When partial payments to an individual contractor are being made, a copy of the fully executed Professional Personal Services Contract must be attached to the Direct Payment Voucher with each payment. The bottom section on the front side of the contract must be completed indicating the current payment, prior payment(s) and total payments.

III. Nonresident Alien Independent Contractors

A. If a nonresident alien independent contractor is to be paid for services rendered, they must have been issued a visa which permits them to receive compensation. Departments should clear the employment of nonresident alien independent contractors with the Office for International Students and Scholars before employing them for a compensated work engagement. The telephone number for that office is 353-1720. Unless exempted by a current tax treaty with an individual independent contractor's country of citizenship, payments for services rendered by the independent contractor are subject to federal income tax withholding of 30% and state income tax withholding of 4.6%. Nonresident alien partnerships or corporations may be exempt if payments to them are attributable to their engaging in trade or business in the United States.

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

B. 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. <u>The contractor must have applied for a social security number</u>. Proof of application from the Social Security Administration must be attached to IRS Form 8233.

4. IRS Form 8233 should accompany the Direct Payment Voucher and other required documentation and be forwarded to the Accounts Payable Department, 360 Administration Building.

5. The Accounts Payable Department will complete IRS Form 8233 and mail it to the Internal Revenue Service.

6. The exemption from withholding must be approved by the Internal Revenue Service before payment is made. It takes approximately 15 days for the IRS to respond to a request to exempt payment from withholding.

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.

2. IRS Form 4224 must be completed in duplicate by the contractor and should accompany the Direct Payment Voucher and other required documentation and be forwarded to the Accounts Payable Department, 360 Administration.

3. The contractor must have applied for an employer identification number (EIN). Proof of application from the Social Security Administration must be attached to IRS Form 4224.

E. If the payment is determined to be exempt from withholding, a check will be issued for the gross amount of the Direct Payment Voucher.

F. If the payment is determined not to be exempt from withholding, a check will be issued for the net amount of the Direct Payment Voucher after deducting taxes.

G. Departmental accounts will be charged for the federal and state income tax withheld using a Journal Voucher entry prepared by Accounts Payable.

H. IRS Form 1042S, Foreign Person's U.S. Source Income Subject to Withholding, is issued annually to each nonresident alien independent contractor, whether or not the individual has taxes withheld. Form 1042S, which is issued by the Payroll Department no later than March 15, reports all payments made during the previous calendar year. The Payroll Department also provides a letter of payments and state tax withholdings that can be used when filing the State of Michigan income tax return. Questions about Form 1042S should be addressed to the Payroll Department, 5-5010.

Contract No. _____ (optional)

Page: 76.7
Date: 3-31-93

MICHIGAN STATE UNIVERSITY
PROFESSIONAL PERSONAL SERVICES CONTRACT WITH INDEPENDENT CONTRACTOR

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

Contractor: _____ Phone No.: _____

Address: _____ (Home address, if individual)

City: _____ State: _____ Zip Code: _____

U.S. Citizen: Yes ____ No ____ If No, Country of Citizenship: _____

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

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

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

Subject to backup withholding: Yes ____ No ____

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

PERFORMANCE SCHEDULE:

Starting date: _____ Ending date: _____ Total hours: _____

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

Course Number: _____ Title: _____

Meeting days: _____ Meeting hours: _____

COMPENSATION INFORMATION:

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

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

Services shall not exceed: $ _____ Expenses shall not exceed: $ _____

Nature of Expenses: _____

_____

DEPARTMENTAL CONTACT PERSON:

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

Name: _____ Phone No.: _____

Address: _____

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

_____

CONTRACTOR ACCEPTANCE:

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

Signature: _____ Date: _____

MICHIGAN STATE UNIVERSITY ACCEPTANCE:

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

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

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

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

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

SEE REVERSE FOR CONDITIONS AND ROUTING PROCEDURE.

Complete this section when processing payments for partial performance of services

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

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

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

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

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

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

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

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

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

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

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

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

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

Procedure for routing of Contract:

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

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

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

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

b Passport number

2 Permanent foreign address

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? ☐ Yes ☐ No
(If you checked "Yes," attach a statement explaining why.)

e Additional facts to justify the exemption from withholding

4 Number of personal exemptions you are claiming (See 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.)

*U.S. Government Printing Office: 1993 — 343-034/80123

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

Department of the Treasury
Internal Revenue Service

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

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

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

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.

*U.S. Government Printing Office: 1993 — 343-034/80099

NONRESIDENT ALIEN INDEPENDENT CONTRACTORS

Listing of Tax Treaty Countries

Limited tax treaties are available with the following countries:

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

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

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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.

See Section Title Interior Design, Section Number 223.1; see also Section Title Physical Plant Division, Section Number 260.1-260.4

MSU BOOKSTORE

I. BOOK LISTS

A. General

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

B. Request Form and Its Preparation

1. The "Textbook and Supply Adoption" form is a three part form (see sample, page 205.6). Additional copies, if needed, are available at the MSU Bookstore.
2. The department must list all:
   a. Required books and packets for courses even though a majority of the students may already have the books and materials from preceding or prerequisite courses;
   b. Optional or supplementary readings;
   c. Art and engineering materials or other non-book items which they feel should be made available to students.

C. Distribution

1. After the department and the Office of the Dean have signed all copies, the department distributes the form as follows:
   a. White original - MSU Bookstore
   b. Pink - Instructor
   c. Yellow - Departmental Office
2. The book lists should not be delayed pending late additions; instead, the departments may supplement the requests by sending an additional list.

(MSU Bookstore Continued)

II. BOOKS - DESK COPIES

A. The "Desk Copy Request Form" (see sample, page 205.7) is available at the departmental offices for requesting desk copies from the publishers. Additional forms may be requested from the MSU Bookstore.

B. Publishers furnish desk copies directly to the department (do not have them sent to the MSU Bookstore.)

C. Books obtained by departments from the MSU Bookstore for use as desk copies are charged to the departmental account the same as any other purchase.

D. When the department receives the desk copy from the publisher, the original copy purchased from the MSU Bookstore may be returned within 30 days for full credit. The book must be in new and saleable condition (no markings of any type within book.)

III. PURCHASING BOOKS - POLICY

A. Except as noted below, all book purchases are to be directed to the MSU Bookstore and not to the Purchasing Department.

B. Periodicals, with the exception of those originating from the Superintendent of Documents and National Technical Information Service; solution manuals and answer books; and examination copies of books for review purposes, must be ordered through the Purchasing Department.

C. In general, the MSU Bookstore cannot furnish the following and an alternate method of procurement should be considered (i.e., Purchasing or Direct Pay Voucher):

1. Material offered by an organization which lists one price (usually lower) for members and another price (usually higher) for non members;
2. Material at special prepublication discounts;
3. Other special offers by vendors (e.g. buying book A for $12.00 and getting book B [which usually retails for $9.95] for $2.00.)

D. Requests for individual articles from journals or books that are not in the University Library collection should be directed to Interlibrary Borrowing and not to the MSU Bookstore.

IV. BOOKS AND SUPPLIES IN STOCK

A. Departments may obtain books and supplies at the MSU Bookstore by signing an itemized receipt ticket (interdepartmental charge.) The signed receipt ticket authorizes the MSU Bookstore to issue an interdepartmental charge against the department's account. Departmental personnel must note the specific business purpose on the IDT.

B. A 10% discount on books and a 20% discount on supplies is allowed on departmental purchases from in-stock merchandise charged to University accounts. Software, Electronics, and Sale merchandise are not discounted.

(MSU Bookstore Continued)

C. Faculty are entitled to a 10% discount on any book purchase.

V. BOOKS NOT IN STOCK

A. Books not in stock will be ordered and, upon delivery, billed by the MSU Bookstore at current list price plus shipping and/or handling charges from the publisher.

B. Books not discounted by publishers will be billed at cost plus shipping and/or handling charges from the publisher plus a handling charge from the Bookstore. (MSU Bookstore 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 will be billed a handling charge from the MSU Bookstore.

VI. SPECIAL DEPARTMENTAL ORDERS

A. Special orders for books and supplies are accepted from University departments.

B. Requests are to be made by using the green "Departmental Special Order" forms (see sample, page 205.8) which are available from the MSU Bookstore. (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. SHIPMENT OFF CAMPUS

A. The MSU Bookstore 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.

VIII. SUPERINTENDENT OF DOCUMENTS AND NATIONAL TECHNICAL INFO. SERVICE

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

(MSU Bookstore Continued)

B. Subscriptions from these two sources should be clearly marked as such on the order form. The MSU Bookstore will have subscriptions mailed directly to the department to expedite delivery. Because of direct mailing, departments will also receive the renewal notices on subscriptions, which are generally sent out well in advance of the expiration dates. A renewal should be so noted on the Special Order form and the renewal card sent with the order to avoid duplication or lapses of the subscription.

IX. MERCHANDISE RETURN POLICY

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

X. RECEIPT TICKET (INTERDEPARTMENTAL CHARGE)

A. A prenumbered receipt ticket is issued to make interdepartmental charges. The date, account name and number, and detail of the merchandise received is entered on the ticket.

B. The receipt ticket is a six-part form distributed as follows:

1. White - Accounting Department, Office of the Controller, 360 Administration
2. Yellow - MSU Bookstore Accounting
3. Pink - Department
4. Green - Department - Packing List for General Stores delivery
5. Blue - General Stores - Signature copy for delivery - Returned to the MSU Bookstore
6. Onion Skin - Numerical book copy

C. Purchases made at the MSU Bookstore are receipted with a four part form (White, Yellow, Pink, and Onion Skin as above.)

D. It is the responsibility of all university departments to keep track of their purchases from the MSU Bookstore. All purchases from the MSU Bookstore are receipted with at least one copy given to the department.

XI. BUDGET RESPONSIBILITY

A. Departments are responsible for requesting only materials that can be paid from available balances and used exclusively for University business.

B. Encumbrances are not posted to the fund ledgers for materials and services furnished by the MSU Bookstore.

(MSU Bookstore Continued)

XII. PUBLICATION OF MATERIALS FOR RESALE

A. The MSU Bookstore will print course pack materials. All course pack materials will be shelved along side required textbooks. Desk copies will be furnished to faculty at no charge. Unsold copies will not be the responsibility of the individual faculty member or academic department.

B. Procedure for Obtaining Course Packs

1. Materials for publication must be brought to the MSU Bookstore to the attention of the textbook buyer.
2. Copyright permissions will be obtained by the MSU Bookstore.
3. The MSU Bookstore will have the materials printed in the most cost effective, efficient manner.

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

DUE DATE: APRIL 15, 1992

DEPARTMENT: _____ SEMESTER: _____

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

INSTRUCTOR: _____ PHONE: _____
SHOULD THE STUDENT HAVE THESE BOOKS FROM PRIOR COURSE? YES____NO____
WILL THESE BOOKS BE USED IN THE NEXT SEMESTER? YES____NO____

FOR BOOK STORE USE ONLY

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

E	CRS	SECT	ISBN/PUB	AUTHOR	TITLE	YR/ED	REQ/OPT

INSTRUCTIONS ***

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

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

SIGNATURE(INSTRUCTOR): _____ DATE: _____

SIGNATURE(DEAN): _____ DATE: _____

DESK COPY REQUEST FORM

(See notes at bottom)

(Rev. November 1972)

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

Date _____

To: _____
(Publisher)

_____
(Street)

_____
(City, State, Zip Code)

Your book _____
(Specify author, complete title, and edition)

_____

Publishers Book Number _____

has been adopted as a _____ required _____ recommended text in my course _____

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

text was placed with _____
(Name of Bookstore)

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

text.

Name _____ Rank _____

Department _____

School _____

Street Address _____

City & State _____

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

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

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

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

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

Printed in U.S.A.

DEPARTMENTAL SPECIAL ORDER **SPECIAL ORDER NUMBER** D 56369

MSU BOOK STORE
MICHIGAN STATE UNIVERSITY

DEPARTMENT _____

ACCOUNT NUMBER _____

DATE _____

DELIVER TO: _____
Person

_____
Room Number And Bldg. Must Be Given

TELEPHONE NUMBER _____

TITLE _____ NUMBER OF COPIES _____

AUTHOR _____ PUBLISHER _____

ISBN # _____ HARDCOVER _____ PAPERBACK _____

INSTRUCTIONS
1. Special Orders Are NON-RETURNABLE
2. Only One Title Per Order
3. Retain White Copy For Your Files
4. Send Green And Yellow Copies To The Book Store
5. One Copy Will Be Returned With The Book

SIGNED _____
Authorized Representative

BOOK STORE USE ONLY

Signature _____

Purchase Order No. _____

Billed on IDC No. _____

Date Billed _____

MSU is an Affirmative Action/Equal Opportunity Institution
0-17962

MSU UNION

I. GENERAL

The MSU Union (departmental phone 355-3460) contributes toward the enrichment of University life through a variety of facilities, services, conveniences, programs, and educational experiences primarily directed to a diverse student population, while providing similar opportunities to faculty, staff, alumni, and guests.

II. DEPARTMENTS

A. The MSU Union contains several departments to service the diverse needs of the University.

1. Meeting and Conference Facilities:

Departments may reserve rooms in the MSU Union to support departmental meetings, training sessions, guest speakers, special programs, and etc. Services are billed to departmental accounts through IDT's. (See page 206.3) Contact 355-3464 for reservations and rates.

2. Food Service (ARAMARK)

The MSU Union provides full catering functionality through ARAMARK Corp. This service can be used to support meetings in the Union, or for catered service anywhere on campus. In addition to catering, a cash food service called Union Station Cafe is located on the lower level of the building. This operation, managed by ARAMARK, can also be used for food service in support of departmental meetings held at the MSU Union. All ARAMARK services can be billed to departmental accounts through IDT's. (See page 206.4) Contact 355-3495 for food service assistance.

3. Food Court

The MSU Union Food Court, One Union Square, is located on the first floor. The vendors, Burger King, Little Caesar's, Melting Moments, and Panda Express offer a diverse selection of foods. University departments can charge services from these vendors as long as the meals conform to Section 46 of the Business Procedures Manual. (See page 206.3)

(MSU Union continued)

4. Copy Center

   The MSU Union contains a Copy Center operated by Copy Duplicating Products (CDP). This center is a full service copy center to meet most any departmental need. Services may be charged to departmental accounts through CDP. Contact 337-8343 for assistance.

5. Union Central and Spartan Spirit

   The MSU Union provides retail stores to service the University community. Union Central is a convenience store with food, beverages, and office supplies, and also serves for campus wide information. Spartan Spirit offers a selection of emblematic clothing and souvenirs. In addition, Spartan Spirit serves as the primary source for obtaining all commencement regalia for faculty, administrators, and students. Departments can purchase goods through MSU Union IDT's in either store. (See page 206.3)

6. Recreation

   The MSU Union houses a bowling alley and a billiards room. Departmental leagues can be set up for either location. These areas are also used year around to provide physical education classes. Services can be billed by MSU Union IDT's as long as a specific business purpose conforming to the Business Procedures Manual is included. (See page 206.3) Contact 355-3358 for assistance.

7. Sign Shop

   The MSU Union Sign Shop creates letteron, calligraphy, and other hand-drawn signage on posterboard, paper, and other types of sign board. Additionally, the Sign Shop makes buttons of various types and sizes. All services can be billed by MSU Union IDT's. (See page 206.3) Contact 355-3460 for assistance.

B. Other Offices

Additional offices also located within the MSU Union for the convenience of faculty and staff include the MSU Alumni Association, Women's Resource Center, a post office, a computer lab, and many offices for student groups.

№ 39837

MICHIGAN STATE UNIVERSITY
INTERDEPARTMENTAL TRANSFER/HOSPITALITY SERVICES
MSU UNION _____
355-3494

Expenses for food, beverage & room rental must conform to sections 45 and 46 of the MSU Manual of Business Procedures. The following information is required by section 46. Return white and yellow copies to Union Business Office, retain pink copy for your records.

ACCOUNT NUMBER _____
DEPARTMENT _____
BILLING ADDRESS
_____
PHONE _____
FUNCTION DATE _____

FULLY EXPLAIN SPECIFIC BUSINESS PURPOSE

_____
_____
_____

AFFILIATIONS / ORG. REPRESENTED / NAMES (or # if more than five)

1. _____
2. _____
3. _____
4. _____
5. _____

#	Services Rendered	Each	Amount

I authorize the MSU Union Business Office to charge the total amount to the Department and Account Number listed above.

Subtotal _____
Applicable Sales Tax _____
TOTAL _____

_____ _____
Authorized Signature Date

MSU is an Affirmative Action/Equal Opportunity Institution

O-20283

ARAMARK *MSU UNION CATERING*

SPECIAL SERVICE EVENT

IDT NUMBER			
NAME OF ORGANIZATION	DAY/DATE	TIME	
BUSINESS PURPOSE	NO. OF GUESTS	GUARANTEED	
NAME OF REPRESENTATIVE	PHONE	ORDER TAKEN BY:	ORDER PLACED:
ADDRESS	FAX NUMBER	DATE ORDER REVISED:	
LOCATION OF EVENT	BILLING ADDRESS		

MENU

QTY	DESCRIPTION	@ PRICE	TOTAL	SPECIAL INSTRUCTIONS
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	
			$0.00	

Expenses for food, beverage & room rental must conform to sections 45 and 46 of the MSU Manual of Business Procedures. The following is required by section 46.

Account Number : _____

Name of Dept. : _____

Business Purpose: _____

_____

_____

_____

_____

_____

CUSTOMER'S SIGNATURE – ACKNOWLEDGEMENT OF SERVICES

EVENT PRICE

NO. OF PERSONS	PRICE PER PERSON	TOTAL
		$0.00

PRICE OF EXTRAS		$0.00
DELIVERY CHARGE		$0.00
SERVICE CHARGE	15%	$0.00
	20%	$0.00
SUB TOTAL		$0.00
TAX	6%	$0.00
TOTAL		$0.00
LESS DEPOSIT		$0.00
PLEASE PAY* THIS AMOUNT		$0.00

* IMPORTANT *
This amount will appear on your next months fund ledger.
Any changes made to this order at the time of service will not be reflected on this form and will be billed to you later.

ARAMARK
MSU UNION – MICHIGAN STATE UNIVERSITY

(517) 355–3495 FAX (517) 353–8814

ADMINISTRATIVE INFORMATION SERVICES DEPARTMENT

I. GENERAL

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

II. REQUEST FOR SERVICES

A. Programming Services

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

B. Signature Digitization

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

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

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

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

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

(AIS Continued)

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

b) Production printing of secured forms.

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

C. Production Services

Productional jobs should be requested from AIS via a "Standard Request Memo" at least three (3) days prior to the desired run date. The client must fill out the request form with the client supplied setup information and deliver it to the Input/Output window of AIS located on the ground level, Room 47 Administration Building. Output from a job will be available at AIS on the morning following the run date.

Any jobs that require preprocessing, such as uploading of diskette data by AIS, will require additional lead time depending on volume of work to be completed. This time may be determined by contacting the AIS Input/Output window, extension 207.

"Standard Request Memos" for existing productional jobs (jobs not requiring programming support) should be obtained from AIS. A unique "Standard Request Memo" exists for each productional job run in AIS. Samples of Standard Request Memos for jobs U0002AD8 and U0001AD8, which produce address mailing labels, are found in the Manual Of Business Procedures, section 240, Mail Distribution Labels, beginning at page 240.2.

D. Network Access (Connection)

1. Administrative Information Network

Requests for additional connection(s) to the Administrative Information Network should be addressed to Administrative Information Services, Attention, Manager of Departmental Systems & Services or phone the AIS Help & Support Center extension 311 and provide the following information:

(AIS Continued)

a. If the equipment is currently owned by the client, state type of equipment and quantity to be connected. For AIS supplied equipment or client supplied equipment, see section E.1, page 210.4 for acceptable device types. If equipment has not yet been purchased, state the number of connections desired.

b. Location at which equipment is to be installed.

c. Client department common unit code.

d. Billable account number.

e. Name and telephone number of contact person.

f. Desired installation date.

g. Authorized department signature.

A representative of the AIS staff will prepare a cost estimate for the specific equipment required to meet the needs of the client department and will consult with the client department, as required, to facilitate the installation. Estimates for site preparation will be provided if requested.

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

2. Office Information Services

AIS services include assisting client units with selection and implementation of office systems technology. Requests to AIS for office systems services, should be addressed to the AIS Department, Attention, Departmental Systems & Services or phone the AIS Help & Support Center extension 311.

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

(AIS Continued)

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

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

E. Equipment Considerations

1. Administrative Information Network

The following list indicates equipment available through AIS and acceptable client department equipment:

a. Local SNA Attachment - Directly attached to the AIS IBM 3090/300J via coaxial cable.

1. AIS Equipment - SNA 3270 terminals (monochrome or color display) and printers.

2. Client Department Equipment - SNA 3270 terminals and printers or SNA 3270 compatible terminals and printers attached to an AIS communication controller.

b. Remote SNA Attachment - Attached to the AIS IBM 3090/300J host by modems over the broadband cable at speeds of 9600 - 19.2 BPS using SNA/SDLC communication protocol.

1. AIS Equipment - SNA 3270 terminals (monochrome or color display) and printers.

2. Client Department Equipment - SNA/SDLC 3270 emulating devices, or SNA 3270 terminals and printers, or SNA 3270 compatible terminals and printers attached to an AIS communication controller.

c. Attachment to AIS via the campus ethernet(MSUnet)- Client department equipment can be used to access the AIS 3090/300J host over ethernet on broadband (MSUnet)

(AIS Continued)

using 3270 emulation software and the TCP/1P protocol. Contact Engineering Services at the Computer Laboratory for MSUnet equipment considerations.

d. Other - Alternative equipment or connection options may become available with changes in technology. Contact AIS Help & Support Center, extension 311 if you have specific questions.

2. Remote Job Entry (RJE)

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 Center 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 Center, 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. ARM forms are available from the AIS Help & Support Center, 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 311.

(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 steward must be obtained. Contact AIS Help & Support Center 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 steward. 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 steward 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 steward 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 Data Administration Section of AIS.

b. A meeting will be arranged between the requestor and appropriate AIS Staff. At this time specific requirements including files to be accessed and training materials will be discussed.

c. File access must be approved in writing by the functional data base steward.

(AIS Continued)

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

e. Clients who have questions concerning these services, or who wish to report a problem, should contact the AIS Help & Support Center extension 311.

III. PRESERVATION OF PERSONAL PRIVACY AND CONTROL OF SENSITIVE FILES

A. There exists public and legislative concern and regulation about individual rights to personal privacy. Use of computerized data processing has greatly increased the volume of available personal data, and has sensitized public awareness to the privacy issue. The issue of individual privacy and the computer, therefore, can only be resolved by regulating the client.

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

Data Bases	Functional Data Base Owner
Student Information System	Data Resource Administrator
Alumni/Development	University Development
University Business	Ass't Vice President for Finance
Budget	Office of Planning and Budgets
Academic Personnel	Provost
Non-Academic Personnel	Director of Human Resources

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

(AIS Continued)

IV. LONG-TERM RETENTION TAPE FILES

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

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

B. Clients will be provided with a listing of long-term retention tapes listed in data set name order on a quarterly basis. The clients will be allowed to extend retention dates on long-term tapes through the use of the Request For Application Support Form (RAS), page 210.10, to AIS.

V. METHOD OF PAYMENT

Payments for AIS services are made through interdepartmental billings against university account numbers. Units without University account numbers are billed by Departmental Receivables, a division of the Office of the Controller. These latter payments may be mailed to Departmental Receivables, or made at the Cashier's Office, 110 Administration Building.

VI. BILLING AND MONTHLY STATEMENTS

A. AIS prepares two copies of the monthly billing statement, one of which is sent to the client department while the other is retained in electronic form by AIS. Only transactions which occurred during the billing period shown on the statement are included. Billing questions should be directed to AIS Help & Support Center, 353-4420 extension 311.

B. Department charges will be reflected on a monthly ledger distributed by the Accounting Department. Monthly statements for non-University account number holders are processed by the Departmental Receivables Division.

C. Charges for services rendered may not be divided between two or more accounts. Charges will be billed to the requesting department. Two or more departments sharing the cost should make their own arrangements for distribution of the charge.

ADMINISTRATIVE INFORMATION SERVICES

REQUEST FOR APPLICATION SUPPORT

SEND TO: ADMINISTRATIVE INFORMATION SERVICES
RAS REQUESTS
ROOM 2 ADMINISTRATION BUILDING
PH: 353-4420

DATE RECEIVED
Page: 210.10
Date: 03/31/91 (1)

AIS DOCUMENT NUMBER (2)

AIS USER CODE (3)

PLEASE TYPE OR PRINT IN BLACK INK — SHADED AREAS WILL BE COMPLETED BY AIS

PROJECT CODE (IF KNOWN) (4)	ACCOUNT NUMBER (5)	DATE PREPARED (6)	REQUESTED DUE DATE (7)	PRIORITY NUMBER (8)
		/ /	/ /	

REQUESTOR NAME (9)	TELEPHONE (9)	AUTHORIZING NAME (PRIMARY) (11)	TELEPHONE (11)

REQUESTOR'S OFFICE, ROOM NO., BUILDING (9)

AUTHORIZING SIGNATURES

REQUESTORS SIGNATURE (12)	DATE

AUTHORIZING SIGNATURE (12)	DATE

UNIV. COMMON UNIT CODE (10)	UNIT NAME (10)	AUTHORIZING SIGNATURE (12)	DATE

BRIEF DESCRIPTION OF REQUEST (MAXIMUM 80 CHARACTERS) (13)

REQUEST FOR (14)

☐ COST ESTIMATE ☐ IMPLEMENTATION ☐ RESEARCH ☐ REVISE PREVIOUS AIS REQUEST NO. _____

DETAILED DESCRIPTION OF REQUEST ☐ SEE ATTACHMENT (15)

EMPLOYEE NUMBER	COMMENTS TO REQUESTOR
DATE COMPLETED / /	☐ SEE ATTACHMENT

INSTRUCTIONS ON BACK

Stock # 140-2448

MSU is an Affirmative Action/Equal Opportunity Institution

-INSTRUCTIONS-

WHEN USED - The Request for Application Support (RAS) is used to request new systems development or enhancement services from Administrative Information Services. It should NOT be used to request scheduling or execution of existing production jobstreams, this is done with a Standard Request Memo (SRM). Nor should it be used to request security access changes, this is done with an Access Request Memorandum (ARM).

GENERAL - To ensure accurate request tracking, AIS can accept RAS requests only on this yellow 'Request for Application Support' form (with attachments as needed). Requests submitted in any other format, or which lack required information as specified below, will be returned to the requestor. Please clearly print or type the request in black ink so that it can be photocopied in AIS.

A copy of this form will be returned to the requesting individual when the requested service is complete.
For a more detailed description of this form's use, and samples of the completed form, see the M.S.U. Manual of Business Procedures.
Additional copies of this form are available from MSU General Stores.

FORM USAGE -

1. Date Received - For AIS internal use. The date the request arrived at AIS.
2. AIS Document Number - For AIS internal use. AIS assigned tracking number.
3. AIS User Code - For AIS internal use. Used by AIS to group requests for reporting at In-Process Reviews (IPRs).
4. Project Code - Code used for AIS billing process. If you do not know this code leave this space blank. AIS will establish one for your account if you don't already have one.
5. Account Number - (Required) - University account number to be charged for the requested services. Courtesy customers should specify the account number that would be charged if they were billable customers.
6. Date Prepared - (Required) - The date you fill out this form.
7. Requested Due Date - (Required) - Date by which the service requested should be completed. Please be realistic and avoid arbitrarily chosen dates. An entry here other than a valid date will be completed based on our time constraints.

   If the requested due date reflects a regulatory requirement, or was chosen so that the request will be complete before a production run of an existing system, please note this in the 'Detailed Description of Request' section of this form.
8. Priority Number - (Required) - Priority of this request within the AIS user group's outstanding requests.
9. Requestor Name, Telephone, Office Address - (Required) - Identifies the individual requesting the service, and whom AIS may query for information. A copy of the completed request will be sent to the person listed in this section.
10. University Common Unit Code & Name - (Required) - Requestor's department code and name.
11. Authorizing Name & Telephone - (Required) - This section should identify the authorizing manager of the unit initiating the request. This person's name & signature must be on file in AIS in association with the AIS user code for verification.
12. Authorizing Signature(s) - (Required) - Signature(s) of authorized customer manager(s).
13. Brief Description of Request - (Required) - A short (80 characters or fewer) description of the request. This line will be entered as a description in AIS's automated tracking system to identify the request.
14. Request for: - (Required) - This tells AIS what action you wish taken. If you check . . .
    a) Cost Estimate, AIS will send you a written estimate of the requested service's cost. To implement that request, submit a second request with the estimate attached asking AIS to perform the service
    b) Implementation, AIS will perform the requested service, billing you for actual costs if you are a non-courtesy customer.
    c) Research, AIS will investigate the issue noted and report back to you.
    d) Revise Previous AIS Request No. _____, AIS will integrate new or changed specifications under 'Detailed Description of Request' with a previous in-process request. Call AIS to obtain the document number of the previous request
15. Detailed Description of Request - (Required) - A detailed description of the service being requested. Include the reason for the requested due date. Identify other units (if any) that may be affected by the request. If possible, include the objective your unit hopes to realize through this request (this helps AIS assess relationships between in-process requests).
    Requests for certain services require additional information. So, if you are requesting . . .
    a) Development of a new system, broadly describe the proposed system's cost and benefit implications for your unit and the University.
    b) Improvement to an existing system, identify affected system(s), jobstream(s), program(s), report(s), etc., if possible. Broadly describe its cost and benefit implications
    c) Correction of problems with an existing system, identify affected system(s), jobstream(s), program(s), report(s), etc., and list the symptoms of the problem, including any error codes or messages that occur. Attach samples if possible.
    d) Revision or implementation of a previous in-process request, you need not completely recopy the previous request. Simply refer to the previous request by document number.

EMPLOYEE NAME	START DATE / /	COMPLETE DATE / /	WORK HOURS
ACTION TAKEN/COMMENTS: ☐ SEE ATTACHMENT			

ADMINISTRATIVE INFORMATION SERVICES
ADVANCED ELECTRONIC PRINTER
SIGNATURE STORAGE RELEASE FORM

I, the undersigned, authorize the Administrative Information Services Department to store my digitized signature, indentification number _____, for use on the Advanced Electronic Printing Systems. Administrative Information Services will be responsible for the placement of my signature on the following forms:

FORM#	DESCRIPTION
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature _____

Date _____

DATE RECEIVED	MICHIGAN STATE UNIVERSITY ADMINISTRATIVE INFORMATION SERVICES ACCESS REQUEST MEMORANDUM Send to: Information Services Access Request Room 2 Administration Building 353-4420	USER CODE Page: 210.12 Date: 03/31/91 DOCUMENT NUMBER

REQUESTOR INFORMATION

REQUESTOR'S NAME, TITLE	REQUESTOR'S SIGNATURE	PHONE	DATE PREPARED

COMMON UNIT CODE	DEPARTMENT	ACCOUNT #	REQUESTED COMPLETION DATE

RETURN ACCESS INFORMATION TO: ☐ REQUESTOR ☐ OPERATOR ☐ BOTH

SPECIAL INSTRUCTIONS

TYPE OF REQUEST

NETWORK ACCESS:
- ☐ ADD THIS OPERATOR
- ☐ CHANGE INFORMATION FOR THIS OPERATOR
- ☐ DELETE THIS OPERATOR

APPLICATION ACCESS:
- ☐ ADD THIS OPERATOR/TERMINAL
- ☐ CHANGE ACCESS LEVEL FOR THIS OPERATOR/TERMINAL
- ☐ DELETE ACCESS FOR THIS OPERATOR/TERMINAL

OPERATOR INFORMATION

OPERATORS FULL NAME, DEPARTMENT	ADDRESS	PHONE	EMPLOYEE ID

APPLICATION ACCESS INFORMATION FOR:

APPLICATION AUTHORIZATION

☐ Access Approval Authority Previously Received

AUTHORIZING SIGNATURE(S)	DATE:

This Section to be Completed by Administrative Information Services

Operator Name _____ Operator ID _____

Network Password _____ Application Password _____

Completed by: Date:

INSTRUCTIONS

1. The following information is REQUIRED on ALL requests:

   a. REQUESTOR NAME, TITLE - the name of a person in your office authorized to submit requests

   b. SIGNATURE - signature of the person identified as the requestor

   c. PHONE - requestor's phone number

   d. DATE PREPARED - todays date

   e. COMMON UNIT CODE - the 5-digit department number

   f. DEPARTMENT - department name

   g. RETURN ACCESS INFORMATION TO: - indicate where you wish ADP to send the completed request (including passwords and other information).

   h. TYPE OF REQUEST - there are basically two types of requests, requests to access the network (NETWORK ACCESS) and requests to use a specific application (APPLICATION ACCESS). A single form may be used to specify both types of requests for A SINGLE OPERATOR.

   i. OPERATORS FULL NAME, DEPARTMENT - the operators name and department

   j. ADDRESS - campus mail address for the operator

   k. PHONE - phone number for this operator

   l. EMPLOYEE ID - the employee number (SSN) for this employee

2. Other information which may be used on any request:

   a. REQUESTED COMPLETION DATE - requests are typically processed on the Tuesday after they are received. You may use this field to indicate an alternative date.

3. Additional information required for APPLICATION ACCESS requests:

   a. In order to request access to an application system you must be using a form customized for that application.

   b. The authorizing signature box MUST be completed.

UNIVERSITY STORES

University Stores, located at 101 Angell Building, 355-1700, has the responsibility for meeting the supply needs of the Michigan State University colleges and departments. This is handled either through the Stores stockkeeping or Open Order non-stock purchasing functions.

Stores is also 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.

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I. STORES STOCK

To order supplies carried in stock, the "Request for Supplies from Stores" form **#140-2703 (see page 220.26)**, 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 and phone number 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, faxed or dropped off at Stores. 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.

Stores - Stores Stock continued)

Departments should check supplies received against the pink copy of the Stores order form which is left with each delivery. If an 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 pick up. 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 page 220.27)** 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.

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 **8 a.m.** to **4 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) 2 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 page 220.28)** should be used. 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.

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, 110-2011 and 110-2012)** have been preapproved 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 31st, 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 pick up at the counter. 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.

(Stores - Special Stock Considerations continued)

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 the contents.

2) **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. 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.

(Compressed Gases and Accessories continued)

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 page 220.29)**.

- 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 the University. 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 for filling balloons can be rented. (Stores stock # **160-0003**). Departments will be held liable for any damage to the regulator.

3) 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 page 220.30**), signed by an authorized departmental representative, with your "Request for Supplies from Stores" form.

(Stores - Special Stock Consideration continued)

4) REFRIGERANTS (FREON)

a) The Federal Clean Air Act legislation restricts the sale of refrigerants to certified technicians only. A Refrigerant Certification form (**See page 220.31**) must be on file with Stores, or included with order, before a purchase can be authorized.

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)**. The purchase of a 2" green binder **(140-4162)** is recommended. 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 page 220.32)** 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: **Stores, 101 Angell Bldg., or call 5-1700, 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, please call **5-1700, ext. 195**. For technical information, please call the Computer Lab/Engineering Services.

VI. OPEN ORDERS

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

Material from Open Order suppliers may be ordered using the **"University Stores Non-Stock Order Form"** stock **#140-2704 (see page 220.33)** 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 and supplies the following information: the name of the 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 from local vendor, obtains price information, and part number. Department calls **3-5392** or stops at Stores to obtain release authorization. Department picks up material.
2) Department representative shops local suppliers, finds items wanted, calls Stores **3-5392** 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.

   The department must specify a supplier and price. It is helpful to reference 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.
4) 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.

(Stores - Open Orders continued)

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.

There are a number of local vendors with special requirements or restrictions. If dealing with a vendor for the first time, a quick call to Open Orders (3-5392) may save you some time. 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** requires a release number on a **"Stores Non-Stock Form"** before obtaining merchandise.

5) The following requires Physical Plant approval:

    a) Electrical items
    b) Multiple outlet strips
    c) Surge protectors

6) The following requires Purchasing Department approval:

    a) Coffee makers
    b) Major appliances e.g. ovens, stoves, refrigerators, freezers
    c) Computer software over $200 or that is stocked at the Computer Laboratory
    d) Large orders for lumber/plywood or anything that appears to be used for more than repair purposes.

(Stores - Open Orders continued)

7) The following requires approval from Safety Services:

   a) Fire Extinguisher

8) The following requires Instructional Media Center's approval:

   1) Film processing
   2) Name plates

A complete listing of rules and vendors with which Open Order contracts have been established is available upon request. Most companies with Open Orders will provide catalogs directly to departments. Open Orders also maintains a catalog library for viewing. Open Orders does not distribute company catalogs.

Damaged shipments or shortages are to be reported immediately. **(5-1700 vendors A - K ext. 190, L - Z ext. 192)** In the event there is a damage, the original shipping container must be kept until the claim is resolved.

If material is to be returned or exchanged, contact Open Orders for instructions as to how to proceed. The company must be contacted for return authorization and a **"Material Return Slip and/or Shipping Permit"** form **#140-2562 (see page 220.34)**, must be completed and sent to the Stores Open Order office before arrangement can be made for pick up.

Local shipments with a value less than **$25** can be handled by the department. Any credits received are to be forwarded to Stores Open Orders for processing.

Dry ice is handled as a standing order. It is available as a 55 lb. block, 55 lb. cut block, or 50 lb. bag of pellets. For a department to use the open order, a non-stock order form must be prepared. Required information is:

1) Account number
2) Delivery location
3) Day(s) of the week for delivery **(Monday, Thursday or both)**
4) Quantity and unit of dry ice

Before deliveries start, the department must have a dry ice storage container available. These can be ordered through Purchasing on a purchase requisition. Deliveries will be made as requested until the non-stock order form must be renewed **(May 1, of each year)** or until Open Orders receives a written cancellation request.

VII. RECEIVING

Stores Receiving is the central receiving location for incoming shipments to campus departments. Stores receiving accepts authorized shipments for any department on campus. Incoming shipments include those received from:

1) United Parcel Service
2) Parcel Post
3) Common carriers
4) Air freight carriers
5) Vendor-owned delivery vehicles

The Receiving office will not accept shipments or packages for student dormitory rooms, Kellogg Center guest rooms, or for organizations not affiliated with University academic or business operations.

Stores responsibility is for the receiving and redelivery of shipments relating to University business only. Stores will not be responsible for non-business related shipments for individuals employed by the University.

Copies of P.O.'s, P.O.D.'s, and Open Order releases are kept on file in the receiving area of Stores. As packages are received, the order is pulled, copied, and the following receiving information is recorded:

1) The date the shipment was received at Stores.
2) The method of shipment.
3) If delivered by vendor truck, the packing slip will be pulled and the number recorded.
4) When delivered by freight, either standard or air, the freight bill or air bill number is recorded.
   a) Standard freight shipments also have the weight recorded.
   b) Shipments arriving collect will show the collect charge.
5) The number of pieces **(each, bags, cartons, skids, etc.)** received are recorded.

Packages are tagged with copies of the **"delivery receipt"** and are delivered to the proper buildings.

Redelivery of shipments will be made on the next scheduled truck to the delivery location. Exceptions to this practice will be made for perishable material that is received too late for the scheduled route.

1) Perishables received prior to **3 p.m.** will be delivered by a special courier between **3 p.m.** and **4 p.m.** the same day.
2) Any perishable received **after 3 p.m.** will be stored **(after a phone call has been placed with the addressee or a representative to determine the method of storage)** and delivered the following workday.

(Stores - Receiving continued)

Shipments received by air express will be delivered by the next scheduled truck to the delivery location. If the next truck will not be departing until the following workday, a courtesy call will be made to notify the addressee of receipt of material.

A special delivery service can be provided on an actual cost basis **(minimum of one hour)**, if:

1) Planned delivery service is not acceptable to the addressee, and
2) If a delivery person and vehicle are available.

Upon receipt of the packages, departments sign the delivery receipt and return the yellow copy to Receiving as proof of delivery. The pink copy is retained by the department.

Material received in a damaged condition must be reported immediately to the damage and claims section of Stores. Time is very important. In order to be considered, concealed damage must be reported to the freight carriers **within 15 days of the date received by MSU.** The package and contents must be preserved, including inner packaging, just as it was received. Nothing from that package can be removed until after it is inspected or a determination is made for return or replacement. Damage valued at less than **$25** cannot be processed.

Disposition of damaged items will be processed on a **"Material Return"** form, numbered for identification **(see page 220.34)**. Vendors will be contacted by the Stores Department, prior to disposition, to verify such information as:

1) Whether disposition of the items is to be handled by MSU or by the supplier.
2) If returned to the vendor, the shipping address.
3) The type of transportation to be used, and who is responsible for the shipping expenses.
4) Whether the shipment requires additional insurance and at whose expense.
5) The exact dollar amount of the claim.

Once a claim has been initiated, Stores will contact the department regarding responsibility for payment of invoices or for handling of credits.

Any overage or shortage arriving on a P.O. or P.O.D. should be reported to the Receiving office. They will advise as to disposition **(eg. pickup, redelivery, or Material Return)**.

VIII. EXPEDITING

Expediting, located in Stores, is responsible for obtaining purchase order and purchase order draft delivery commitments. **Department Open Orders must be expedited by the ordering department.**

To obtain expediting or follow-up service:

1) Departments should call Expediting **(5-1700 ext. 186)** and be prepared to provide the purchase order or purchase order draft number, vendor name, expected arrival date, and the items that have not been received **(unless the entire order is involved)**.
2) The expeditor will contact the vendor, gathering delivery information for the department and/or clarifying any incomplete information.
3) Once timely and relevant information is obtained, the expeditor will notify the department regarding the status.
4) Individual departments should not contact suppliers **(unless Expediting is notified)** once an expediting request has been submitted. **If the supplier is contacted by the department, the expediting request will be considered canceled.**

Expediting's responsibility is limited to gathering information and correcting erroneous information. Cancellation, order changes, price changes, etc. must be processed by Purchasing through the change order procedure.

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 make all arrangements with the recipient.

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 regarding Material Returns, see Purchasing Section 270.

Expedited shipping of documents or letters through the various air freight companies, with guaranteed times of arrival, or UPS can be processed using a **"Quick Ship" (QS)** form **(see page 220.35)** 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.

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 ext. 214)**.

Infectious substance shipping containers are available from stock. (Stock numbers 165-7084 and 165-7086)

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.

If a department wants a change in delivery point before delivery, redelivery charges can be avoided by calling Receiving **(5-1700 ext. 209)** and notifying them of the change.

(Stores - Distribution Services continued)

2) CONTRACTED SERVICES

a) Additional material handling or distribution services can be arranged on a contract basis for a service fee based on actual cost incurred. All vehicles will be operated by Stores personnel, and the cost of the driver is included. Charges for extra men, when necessary, will be based on regular and/or overtime rates.

- On-campus service includes furniture delivery, equipment moves, etc. either during the regular work day or after hours.
- Off-campus service includes pick-up and delivery service for local trips to the Lansing and East Lansing area, and long distance trips within the lower peninsula.
- Outside trips may be scheduled if sufficient lead time is provided.

b) Service is available by either delivery van or freight truck. Call Receiving to schedule this service or to obtain an estimated quote for a potential job.

c) Prior to shipping any material off-campus, departments must complete a MR and obtain approval before any material can be picked up for shipment.

XII. CAMPUS MAIL

MSU Board of Trustees action and United States Postal Service Private Express Statutes limit campus mail service to the distribution on campus of official University communications and the collection of mail for off-campus mailing. Examples of communications that will be handled are:

- Notices of faculty meetings or other University department sponsored affairs or programs.
- Notices of meetings of learned and professional societies.
- Communications from one department of the University to another.
- Memorandums from one individual to another when pertaining to current University business.

Section 310.3 (b) of the Private Express Statutes (Vol. 39, Federal Register pp. 33211-13) does not permit campus mail service to receive or carry letters which do not relate to the current business of the University. Those that cannot be distributed are:

- Personal letters of the University's offices and employees.
- Letters exchanged between non-University agencies.
- Letters exchanged between students.
- Requests for contributions (except Community Charitable Campaign).
- Sales or collections by campus organizations or individuals.
- Church announcements, club announcements, notices of political or organizational meetings.
- Anonymous mailings.

Campus Mail reusable envelopes are available for purchase from Stores stock in the following sizes:

- 10 1/4" x 4 1/2" **(140-1806)**
- 9" x 12" **(140-1820)**
- 10" x 13" **(140-1825)**

Used envelopes are available at no cost on a limited, first come, first serve basis. Complete a **"Stores Requisition for Supplies"** form, indicating the approximate quantity needed.

Payroll envelopes are to be used only for delivery from the Payroll Department to the department head. Departments forwarding payroll time reports or checks, should remove them from the payroll envelope and forward in a regular mail envelope. Payroll envelopes are not to be reused for interdepartmental mail. This procedure was designed to protect employee pay sheets, employee checks and accountability by Payroll and Campus Mail Service. The empty envelope can be returned to the Payroll Office for their reuse.

(Stores - Campus Mail continued)

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 twelve to sixty months in 12 month increments. **Prior approval must be obtained from Contract and Grant Administration for any lease involving a grant account.**

To initiate a lease, departments must complete a Purchasing Requisition following 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 through Stores over ____ years" must be included.
- The requisition, once approved, is sent to Stores Equipment Rental, 101 Angell Building.

Stores will record the information needed for their records, insert the appropriate Stores account number and forward the requisition back to the Purchasing Department. The monthly lease charge will begin when the equipment is received and the invoice is paid by Stores. Since the Stores account number and address is now on the requisition, the department will **NOT** receive a copy of the Purchase Order. For further information and lease payment amounts, dial **5-1700, ext. 195.**

Stores retains ownership until all lease obligations have been met. Equipment can be purchased at any time during the contract period by paying the equipment's lease balance (principal plus current month's interest).

The following applies to equipment leased prior to Feb. 1, 1995:

At the end of the contract period, the department will receive notification of final payment. At that point the following options are available:

- Do nothing and the buy out amount will automatically be charged to the original account number and ownership transferred to the leasing department. (An ETN will be issued by Stores.)
- Notify Stores to charge an alternate account number for the final buyout and ownership transferred to the leasing department. (An ETN will be issued by Stores.)
- Choose not to exercise purchase option and lease will be converted to a rental. (Stores will retain ownership.)
- Contact Stores to relinquish ownership and arrange for pick up.

(Lease/Purchase continued)

The following applies to equipment leased after Feb. 1, 1995:

At the end of the contract period, the department will receive notification of final payment. At that point the following options are available:

- Do nothing and ownership will be transferred to the leasing department. (An ETN will be issued by Stores.)
- Choose not to assume ownership and lease will be converted to a rental. (Stores will retain ownership.)
- Contact Stores to relinquish ownership and arrange for pick up.

Departments are responsible for the **maintenance** contract on leased equipment. Contact Purchasing for details, **355-0357, ext. 100.**

XIV. EQUIPMENT RENTAL PROGRAM

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

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

Listed below are the items for rent and the monthly rates. For additional information on rental procedures, call **5-1700, ext. 195.**

PAGERS

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

DICTATION/TRANSCRIBER

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

(Stores - Equipment Rental continued)

TYPEWRITERS

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

MISCELLANEOUS RENTALS

Xerox 1012 Copier (.05 per copy)		**$146.00**
Xerox 7020 Fax Machine (plain paper)		**$65.00**
Answering Machine		**$17.50**
Apple Powerbook Computers	(140)	**$80.00**
	(160)	**$115.55**
	(170 w/modem)	**$135.00**
	(520)	**$155.00**
	(540C w/modem)	**$197.00**

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 advertised through the Budget Booster.

This publication is issued the first week of every month. In order to place an ad a department must:

1) Write or type up a brief description of the item or items to be sold.
2) Indicate the condition of the item(s).
3) Indicate an asking price or, 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 **5-1700, 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 4-01-95

UNIVERSITY STORES
133 Service Road

BUSINESS HOURS

Counter..... **8:00 a.m.** to **4:00 p.m.**

Phone-In/Open Orders..... **8:00 a.m.** to **5:00 p.m.**
(3-5392 or 5-1700 ext. 220)

Phone-In/Pickup Orders*..... **8:00 a.m.** to **5:00 p.m.**
(5-1703 or 5-1700 ext. 187)

* Two business hours processing time--Orders called in after 3:00 p.m. will be ready for pickup the following business day.

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 **3:30 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.**

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

Outbound Air Freight Shipments must be in by **3 p.m.**

T.C.	PHYSICAL PLANT ONLY		
	OBJ. CLASS	BLDG. CODE	DIV. NO.

MICHIGAN STATE UNIVERSITY
Request for Supplies from Stores

Page: 220.26
Date: 3-31-95

DELIVER TO	BLDG. NO.	BUILDING NAME	ROOM NO.

DEPT. NO.	DEPT. NAME	ACCOUNT NO.

DEPT. SPECIAL CODE	ORDERED BY	PHONE NUMBER	DATE

FILLED BY	DATE FILLED	NUMBER OF PIECES

ORDERS WILL BE FILLED BY STOCK NUMBER

Item No.	STOCK NUMBER	QUANTITY ORDERED	QUANTITY SHIPPED	BRIEF DESCRIPTION	PRICE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

1. Keep green copy.
2. Send white, canary and pink copies to Stores.
3. Pink copy will be returned with supplies ordered.

DRIVER INITIAL

Stock # 140-2703

MSU is an Affirmative Action/Equal Opportunity Institution

TOTAL

RECEIVED BY (SIGN FULL NAME)

O-20

MSU UNIVERSITY STORES

Defective Product Information Sheet

Customer Name_____ Telephone_____

Department_____ Building #_____

Address_____ Requisition #_____

Stock #_____ Item_____ Date Purchased_____

* * * * * * * * * *

Description of Problem_____

_____

_____

Manufacturer/Supplier's Name_____ Mfg. #_____

Serial #_____

Have you experienced this problem before? Yes ☐ No ☐

If so, when?_____ How many times?_____

Do you have an alternate product that works when ours does not? Yes ☐ No ☐

What product?_____

Customer Signature _____

Date_____

(Please use back of sheet if you have any additional comments)

Return To: Michigan State University, General Stores Department

Number of items returned_____ **Credit issued? Yes ☐ No ☐**

Fax Order

Stores Fax No.
355-8308

MICHIGAN STATE UNIVERSITY
Request for Supplies from Stores

Page: 220.28
Date: 3-31-95

DELIVER TO	BLDG. NO.	BUILDING NAME	ROOM NO.

DEPT. NO..	DEPT. NAME	ACCOUNT NO.

OBJ. CLASS	DIV. NO.	ORDERED BY	PHONE NUMBER	DATE

FILLED BY	DATE FILLED	NUMBER OF PIECES

2 HOUR PICKUP ☐
7 Item Limit

NORMAL PROCESSING ☐
Stores Delivery

Special Instructions _____

(ORDERS WILL BE FILLED BY STOCK NUMBER – NO BACK ORDERS)

Item No.	STOCK NUMBER	QUANTITY		BRIEF DESCRIPTION	PRICE
		ORDERED	SHIPPED		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

O-19456

DRIVER INITIAL

MSU is an Affirmative Action/Equal Opportunity Institution

TOTAL

RECEIVED BY (SIGN FULL NAME)

Stock # **140-2701**

CYLINDER RETURN FORM

CYLINDERS MUST BE RETURNED WITH SAFETY CAP

Room #	Building	Cylinder Barcode #	Rental Account #	Contact Person & Phone #

Picked up by: Driver **Date:**

Retain a copy for your records.

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MICHIGAN STATE UNIVERSITY

UNIVERSITY STORES

STATEMENT CONCERNING DIMETHYL SULFOXIDE

In consideration of the sale of Dimethyl Sulfoxide (DMSO) from MSU General Stores, the undersigned states that:

1) DMSO is not intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in man or other animals.

2) The undersigned will not knowingly resell the purchased DMSO to any party who intends to use it as specified above.

A signed copy of this statement will be required for each purchase of DMSO made by departments.

DATE	**NAME (PRINTED)**
DEPARTMENT	**SIGNATURE**

REFRIGERANT CERTIFICATION

Date:_____

This is to inform you that from time to time, the department of _____ _____ may purchase refrigerants from University Stores that are regulated under the Clean Air Act and similar state laws. I hereby represent to University Stores that all such refrigerants will only be used by technicians who are properly certified pursuant to Section 608 or 609 of the Federal Clean Air Act at our Facility located at:_____.

.....

The following is a list of those certified technicians employed by our department:

1. 4.

2. 5.

3. 6.

.....

Additionally, I represent to University Stores that the following employees of our department are authorized to purchase or accept delivery of refrigerant on our behalf:

1. 4.

2. 5.

3. 6.

.....

I will likewise continually notify University Stores of any change in the status of these employees, and we will continually update this list as necessary.

Unit Administrator Signature:_____ Date:_____

MICHIGAN STATE UNIVERSITY

General Stores

NEW STOCK CONSIDERATION REQUEST

Date _____

Department _____ Telephone Number _____

Building Name _____ Room Number _____

Requested By _____
Name

* * * * * * * * *

Item Description _____

_____

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

Reason for Requesting Change: _____

Supplier's Catalog Number _____

Manufacturer's Number if Different from Supplier _____

Packaging Description _____

Estimated Monthly Usage _____

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

_____
Department Manager, or Chairman Signature

Return To: GENERAL STORES, UNIVERSITY SERVICES BUILDING

* * * * * * * * *

PHYSICAL PLANT ONLY

OBJ. CLASS	BLDG. CODE	DIV. NO.

MICHIGAN STATE UNIVERSITY

UNIVERSITY STORES NON—STOCK ORDER FORM

Both the purchase order number and release number are to be shown on all labels, packing slips and invoices.

Page: 220.33
Date: 3-31-95

Location to leave material and obtain signatures.	Bldg. no.	Building Name	Room No.

PURCHASE ORDER NUMBER

Dept. No.	Dept. Name	Account No.

Date Needed	Contact Person	Phone No.	Date

PREVIOUS OR SUGGESTED SOURCE:

Released To:

Instructions
Read reverse side prior to completing this form.

Ship to:
Michigan State University
University Stores
133 Service Road
East Lansing, Michigan 48824-1234

VENDOR: Stores Authorization Required

This order was phoned to your _____ on ____ / ____ / ____

QUANTITY ORDERED	QUANTITY RECEIVED	Catalog or Part Number	Description (Please type only on lines indicated)	Unit Price	Leave Blank
			TOTAL		

DELIVERY RECEIPT **DO NOT WRITE BELOW THIS LINE**

PACKING SLIP No.	PRO No.	WEIGHT	DATE RECEIVED
☐ VENDOR		☐ COL. ☐ PPD	☐ UPS. No.
CTNS.			☐ CERT. No.
			☐ INS. No.
			☐ REG. No.
			☐ SPEC. DEL.
			☐ PARCEL POST
DRIVER	Rec'd By (Full Signature) DATE		☐ AIR

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MICHIGAN STATE UNIVERSITY
EAST LANSING, MICH. 48824

Page: 220.34
Date: 3-31-95

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

SHIP TO: ☐ MATERIAL RETURN AND/OR SHIPPING PERMIT ☐

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

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

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

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

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

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

HOW DO YOU WANT THIS SHIPPED ? ☐ BEST WAY ☐ MSU TRUCK ☐ UNITED PARCEL ☐ COMMON CARRIER ☐ NEXT DAY AIR ☐ 2ND DAY AIR ☐ VENDOR TRUCK ☐ UPS CALL TAG ☐ HAZARDOUS MATERIAL (must include MSDS)

DO YOU WANT THIS INSURED? ☐ YES ☐ NO

REPLACEMENT VALUE OF SHIPMENT $

TRANSPORTATION CHARGES ☐ PREPAID ☐ COLLECT

UNIT ADMINISTRATOR

IF THERE ARE QUESTIONS, REGARDING THIS SHIPMENT, CONTACT — NAME _____ PHONE _____

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

PURCHASING DATE FORM RECEIVED	DISPOSITION ☐ APPROVED ☐ SEE REMARKS	BUYER'S SIGNATURE	DATE	RGA OR RMA NO.
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	USE AS: ☐ CREDIT MEMO ☐ CANCELLATION ☐ CHANGE ORDER			BUYERS INITIALS

REMARKS

STOCK #140-2562
Rev 6/94

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

MICHIGAN STATE UNIVERSITY
133 W. SERVICE RD.
E. LANSING, MI 48824

QUICK-SHIP

To
Address
City State Zip
Attn: Name/dept. Ph. No.
Special Instructions

QS

If returned to MSU, please reference above number.

INSTRUCTIONS

Do not fill in shaded area. Read reverse side prior to completing this form.

Please type or legibly print.

From: (dept.)	Account No.
Campus address	Location of material
Person initiating shipment	Ph. No.

Description			
Method of shipment: Fastest way ☐ United Parcel ☐	Must arrive by:	Value	Insurance YES ☐ NO ☐

Carrier:	Pro No.:	Shipment Date:
No. of pieces in shipment:	Total weight:	Dry ice amount:

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0-14334

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 Inventory 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) 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 ultimately necessary, the furnishing department will incur the cost.

   b. For all equipment or supplies to be picked up (with or WITHOUT an assigned University inventory number), an "Equipment Transfer Notice" (ETN), Stores stock #140-2492, 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 must be moved to the Salvage Yard before being offered for sale to the public, unless determined to be best to sell on-site by Salvage personnel.

   d. Multiple items of similar kind and items that cannot be moved in an efficient and practical manner will be sold on site under the supervision of Salvage Yard personnel with a notation to this effect made on the sales record. The procedure used to advertise and sell the merchandise will be determined by the Recycling/Salvage Coordinator or designee and will follow the general policies for

(RECYCLING/SALVAGE - Continued)

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

e. **Departmental sales** will be made to authorized departmental representatives any day during regular Salvage hours; M-F, 7:30 - 3:30. Any such purchases must be charged to a valid University account number (Items can also be held for departments with an account number).

f. **Sales to the public** are every week, 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 (from a local financial institution) are accepted.

g. 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.

h. 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 by the Salvage Yard supervisor.

i. 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.

*** 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.

(RECYCLING/SALVAGE - Continued)

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 3/31/95:

1. **OFFICE PAPER**

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

a. Free containers are provided to all staff 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 copy machines, computers, 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) paper are able to recycle it 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.

3. **OTHER PAPER**

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

4. **MAGAZINES/CATALOGS**

These periodicals with all **glossy pages** are collected once each quarter in containers provided to each building.

(RECYCLING/SALVAGE - Continued)

5. **NEWSPAPERS**
These are collected in all buildings at 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 are collected from many receiving areas and other campus buildings. Please call if you have large amounts of cardboard in your building. 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) are collected and redistributed 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 accepts household materials such as **newspaper, corrugated cardboard, office papers; 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 Date	Signature – Department Receiving Equipment Date
Signature – Contract and Grant Administration – Within Grant Restrictions Date	Signature – Purchasing Dept. – Off-Campus Sale Approval Date

INSTRUCTIONS

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

Printed on Recycled/Recyclable with Mixed Office Paper

Michigan State University Printing 0-19056 *MSU is an Affirmative Action/Equal Opportunity Institution* Stores Stock No. 140-2492

INTERIOR DESIGN

I. INITIAL REQUEST

To insure compliance with safety and building codes, regulations and University procedures, all requests for interior design services including but not limited to furniture, carpeting, draperies and reupholstering must be sent on the form "Request for Interdepartmental 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 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 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 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.

See Section Title Alterations and Improvements of Facilities, Section Number 200.1-200.2; see also Section Title Physical Plant Division Section Number 260.1-260.4

INVENTORY DEPARTMENT

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

POLICY STATEMENT:

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

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

FUNCTION:

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

I. EQUIPMENT INVENTORY

A. PURCHASE ORDERS

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

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

(Inventory Department - Continued)

B. GIFTS

1. All 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.

(Inventory Department - Continued)

II. CHANGES TO THE EQUIPMENT INVENTORY

A. TRANSFER OR DISPOSAL OF EQUIPMENT

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

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

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

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

B. SPECIAL WRITTEN NOTICE

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

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

(Inventory Department - Continued)

III. TAGGING EQUIPMENT

A. MSU EQUIPMENT

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

B. GOVERNMENT EQUIPMENT

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

C. LOANS - GOVERNMENT AND OTHER

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

IV. PHYSICAL INVENTORY

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

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

(Inventory Department - Continued)

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

V. STOLEN EQUIPMENT

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

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

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

VI. EQUIPMENT TAKEN OFF CAMPUS

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

(Inventory Department - Continued)

VII. GOVERNMENT EQUIPMENT

A. PURCHASING GOVERNMENT EQUIPMENT

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

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

B. TRACKING GOVERNMENT EQUIPMENT

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

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

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

C. TRANSFER OR DISPOSAL OF GOVERNMENT EQUIPMENT

Equipment purchased with sponsored research funds or grant funds may require specific approval of the

(Inventory Department - Continued)

granting agency prior to any disposal or transfer. Contact the Contract and Grant Administration office for instructions on proper procedures.

D. GOVERNMENT FURNISHED EQUIPMENT (GFE)

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

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

E. LOST, STOLEN OR DAMAGED GOVERNMENT EQUIPMENT

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

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

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

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

VIII. SCREENING FOR RESEARCH EQUIPMENT AND SHARED USAGE

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

(Inventory Department - Continued)

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

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

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

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

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

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

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

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

(Inventory Department - Continued)

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

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

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

IX. RESEARCH EQUIPMENT AVAILABILITY

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

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

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

C. Departments will be provided the Research Equipment Availability listing annually. At that time, the list should be reviewed, corrections made on the list, and

(Inventory Department - Continued)

returned to Inventory for record updating. Departments should notify Inventory of any change in the equipment data; i.e., location, condition, percent of utilization, will share, or person responsible.

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

MICHIGAN STATE UNIVERSITY
Consignment/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 _____

MSU is an Affirmative Action/Equal Opportunity Institution

Michigan State University

EQUIPMENT TRANSFER NOTICE

PURPOSE: CHECK ONE

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

Date

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

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

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

INSTRUCTIONS

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

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

Printed on Recycled/Recyclable with Mixed Office Paper
Michigan State University Printing O-19056 *MSU is an Affirmative Action/Equal Opportunity Institution*
Stores Stock No. 140-2492

EQUIPMENT SCREENING CERTIFICATION

Requisition No._____ Department_____

Source of Funds (Budget Number)_____

Equipment Description:_____

_____

_____

_____

_____

CERTIFICATION

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

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

_____
Department Chairperson Date

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

_____
Dean or Equivalent Unit Director Date

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

_____
Vice President for Research and Graduate Studies Date

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

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

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

KEYS AND LOCK SERVICE

I. GENERAL

A. This section outlines procedures to obtain keys to University facilities and to get various other lock services.

B. The Key Shop is located in the Physical Plant Building, telephone 353-4881, and is open from 8:00 a.m. to 12:00 noon and 12:30 p.m. to 4:30 p.m., Monday through Friday.

C. While lock and key service or arrangements can be initiated by a telephone call, detailed and timely paperwork is required to maintain security.

II. AUTHORIZED SIGNATURES

A. The Dean, Department Chairperson, or a designated representative controls the distribution and duplication of keys for their assigned areas.

B. This authority is recognized by presubmitted signatures. No key will be issued by the Key Shop without the written approval of a unit administrator.

C. Each department or college is responsible for periodic reviews of the master list of authorized unit administrators and must submit revised authorized signatures to reflect staff changes.

III. KEY DUPLICATION PROCEDURE

A. Original keys for a building and major building alterations are charged against the construction costs. Duplicate keys are charged to departmental accounts.

B. Duplicates are obtained by presenting a completed "Request for Keys" (Stores stock order #140-2548, see sample on page 225.4) to the Key Shop. A separate form must be prepared for each type (code) requested (e.g., master, submaster, room key, misc key).

C. The "Request for Keys" must carry the signature of a unit administrator on the Key Shop's master list.

D. The person receiving the keys signs both copies of the "Request for Keys." The original is returned to the department and the duplicate is retained by the Key Shop.

(Keys and Lock Service Continued)

IV. KEY ASSIGNMENT

A. Each college, department, or division issues keys to its personnel and is responsible for keeping records to assure building security and control.

B. The form "Assignment of Keys by Departments" (Stores stock order #140-2534, see sample on page 225.4) assists in this recordkeeping. One completed copy should be filed in key number sequence and one copy alphabetically by name.

C. All keys should be returned to the department when an employee transfers or leaves the University. If any key is not returned, the department should complete a "Collection Advice" form requesting the Accounts Receivable Division of the Controller's Office to collect an appropriate amount. The amount may vary substantially, based on the type of keys, security needs and the cost of reestablishing security.

V. LOCK SERVICE

A. Routine lock service for doors in main campus buildings used for funded academic, research or administrative functions is performed without charge.

B. Specialized lock service is available and charged to the appropriate departmental account. This includes building or area rekeying, furniture lock service and keys, combination safe work, padlocks, and other related services.

C. To get routine service, call 353-4881. To get specialized service, use a service request, "Request for Interdepartment Material or Service" (Stores stock order #140-2842).

VI. SPECIAL SERVICES AND PROCEDURES

A. Safe and vault combination changes are initiated by a service request as outlined in item V.C. above. Special procedures are used to ensure security.

B. Removal of an area or room from the master key system to provide maximum security is initiated by a service request as outlined in item V.C. above. Since such changes eliminate the usual custodial and maintenance service access, special authorization and procedures are required.

C. Requests for master or submaster keys to Housing and Food Services areas require approval from the Assistant Vice President for Housing and Food Services or the Manager of University Housing.

D. Keys to mechanical rooms, electrical vaults, and similar areas are controlled by the Physical Plant Division.

(Keys and Lock Service Continued)

VII. BILLING

Key Shop charges are included in the Physical Plant Division billing, a monthly statement of charges for service. Entries on the billing statement reflect all charges posted up to the statement date. Call 355-3375 with any questions concerning monthly billings.

Form No. CO-ge-34

REQUEST FOR KEYS

(Forward Both Copies to Key Shop)

To: Key Shop, Physical Plant Building

You are authorized to issue the following keys (number of keys _____)

to the _____ (Name of Department) Account to be charged _____

- ☐ Master Key _____ (Building) Code * _____
- ☐ Sub-master Key _____ (Building) Code* _____
- ☐ Room Key _____ (Room Door No.) _____ (Building) Code* _____
- ☐ Misc. Key (File, Desk, etc.) _____ (Building) Code* _____

Signed _____ (Authorized Signature)

Keys issued to _____ Date _____

Code is the number stamped on key or lock core

FOR USE BY KEY SHOP

Number of keys issued _____ Keys issued by _____

O-14569 *MSU is an Affirmative Action/Equal Opportunity Institution* **Stock Order No. 140-2548**

Form No. CO-ge-33

ASSIGNMENT OF KEYS BY DEPARTMENTS

Key No. issued _____ Date issued _____

Issued by _____ (Name)

To (name) _____ (Last) (First) (Middle)

For Room or Door No. _____ Building _____

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

YOUR SIGNATURE CERTIFIES ACCEPTANCE OF THESE RULES

Signed _____ Date _____

Date Key Returned _____ Returned to _____ (Signature)

O-4418 **140-2534**

UNIVERSITY LABORATORY ANIMAL RESOURCES

I. GENERAL

A. University Laboratory Animal Resources (ULAR) located at C-100 Clinical Center, telephone number 353-5064, provides campus-wide services for:

1. Laboratory animal medicine and care.
2. Procurement of animals for authorized research and teaching.

B. The department office should be called prior to the time services are needed (except for clinical emergencies).

C. The "Policies, Responsibilities and Procedures for Animal Use and Care at Michigan State University" document is available from the Office of the Vice President for Research and Graduate Studies.

II. TECHNICAL SERVICES

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

A. Care of animals (specimens or colonies) on a per diem basis. This includes feed, bedding, equipment, cage washing, trucking, etc.

B. Surgical and anesthetic services.

C. Technical services, injections, blood sampling, etc.

III. PROFESSIONAL SERVICES

University Laboratory Animal Resources offers, free of charge, the following services:

A. Consultation on facilities, experimental design, and utilization of species.

B. Consultation and/or veterinary inspection regarding disease prevention, diagnosis, and treatment of laboratory species.

C. Consultation on procurement and distribution of animals and animal supplies.

IV. SURGERY FACILITIES

For a nominal fee, the use of University Laboratory Animal Resources operated surgical suites may be scheduled by calling the department office. These suites are located in the Clinical Center, Life Sciences and Giltner Hall Buildings.

(UNIVERSITY LABORATORY ANIMAL RESOURCES CONTINUED)

V. SPACE ASSIGNMENT

A. Assignment of space by the University Laboratory Animal Resources (ULAR) will be based on first come, first served. In the case of conflicting needs for space assigned to ULAR, if the issue cannot be resolved by the department chairperson(s) involved, the matter will be referred to the Dean's Advisory Group. In the case of space assigned to other units, those units have first priority on the space, and will be responsible for resolving conflicting needs within the unit.

B. Compatible experiments utilizing identical or different species will sometimes be housed in the same room with notification and concurrence of the investigators involved.

VI. ANIMALS

A. To order animals, Form 0-19313 (see page 230.4, Exhibit I), should be completed and submitted to the University Laboratory Animal Resources office. This form can be obtained by calling 353-5063. Phone in all orders before noon on Thursday, for shipment the following week, or a late charge will be added. Paperwork should follow.

B. Delivery of standard research animals requires up to one week after receipt of the order, while delivery of conditioned, exotic or non-standard species may need from four to eight weeks. Call University Laboratory Animal Resources for specific information concerning standard and non-standard animals.

C. The pink copy of Form 0-19313 should be retained by the ordering department and the remaining copies should be sent to the University Laboratory Animal Resources office. The white original will be returned to the department when charges are processed.

D. Claims for shortages, unusable animals, damaged shipping containers, etc., should be directed to University Laboratory Animal Resources by calling 353-5063.

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

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

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

(UNIVERSITY LABORATORY ANIMAL RESOURCES CONTINUED)

VIII. BUDGET RESPONSIBILITY

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

IX. STATEMENTS

A. The cut-off date of the Friday before the 25th day of the month has been established to facilitate posting of departmental charges. Charges for materials, services or animals delivered between this date and the last day of the month will be charged in the following month.

B. In reconciling ledger sheets, departments should advise University Laboratory Animal Resources of any discrepancies between the charges to their account and the total receipt cards received during the accounting month.

C. Charges will appear on departmental monthly ledger sheets as 082 for supplies, 071 for contractual services or 010 for salaries.

X. TRAINING

University Laboratory Animal Resources maintains an extensive library consisting of:

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

These can be used for self study on all aspects of animal welfare, experimentation, humane care and ethical issues. This material is also available to high school students and others to use in preparation for term papers and debates. University Laboratory Animal Resources also distributes information to researchers who use animals.

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

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

EXHIBIT I

FORM #0-19313

RELEASE FORM

MICHIGAN STATE UNIVERSITY
UNIVERSITY LABORATORY ANIMAL RESOURCES
C100 CLINICAL CENTER

RELEASE NO. 21337

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

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

ORDER DATE	AUTHORIZED SIGNATURE	DELIVERY DATE	CONFIRMING ☐ YES ☐ NO

QTY	SEX	SPECIES	WEIGHT	AGE	USDA CODE X	Y	Z

SHIPPING INSTRUCTIONS

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

O-19313

EXHIBIT II
DOG/CAT DELIVERY SLIP

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

SHIP TO:

DELIVERED BY_____ DATE_____ RCVD. BY_____

EXHIBIT III
FORM # 0-17723

ACCOUNT NO.	REL. NO.	REL. DATE	DEL. DATE	BILL-DATE	CODE		QUANTITY		SYM.	AMOUNT

INVESTIGATOR_____

DELIVER TO ROOM_____ BLDG._____

DESCRIPTION_____

SIGNATURES:
DEALER:_____ RECEIVED BY:_____

UNIVERSITY LABORATORY ANIMAL RESOURCES
MICHIGAN STATE UNIVERSITY

MSU is an Affirmative Action/Equal Opportunity Institution

Nº 29393

ACCOUNT NO.
RELEASE NO.
RELEASE DATE
DELIVERY DATE
BILLING DATE
CODE
QUANTITY
SYMBOL
TOTAL CHARGE

O-17723

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.

LIBRARY DATABASE SEARCHING SERVICES

I. Customized retrospective searches of on-line bibliographic databases are conducted by librarians in the Social Science and Humanities Reference Library, the Science Reference Library and in a number of branch libraries. Current awareness searches which are run against each update of a database are also available.

II. Rates charged are as specified in the Library Policy and Procedure Statement 11.20 and are set at a level calculated to recover the cost of the following direct cost elements: communications, on-line connect time, off-line printing and any other royalties for on-line time and printing. Therefore, the total cost of a search varies with the amount of usage. An additional $5.00 handling fee is added to the total cost of each search request. The average cost currently ranges from a low of approximately $15 to a high of approximately $125. Non-MSU users are charged at 1.5 times these costs.

III. For more specific information on databases available, rates or procedures for arranging for a search, contact a librarian in the Science Reference Library, the Social Science and Humanities Reference Library, the Business Library, the Engineering Library, the Clinical Center Library, the Veterinary Medical Center Library, the Chemistry Library, the Mathematics Library, or the Physics-Astronomy Library as appropriate for the field of interest.

IV. A search can be paid for in cash, billed to an approved organizational account, or a University account, or paid for with VISA or Mastercard.

V. All searches are recorded on a paid search record form. Information recorded includes all details of the transaction: vendor, date, file, total on-line time, number of prints, total charges; also, user name, address, organization, unit, account number and method of payment, as appropriate.

VI. A receipt is issued for each cash transaction.

VII. Charges to organizations are posted to individual ledger sheets headed with the name of the organization, the department, address and account number. Searches completed during the month are listed individually with the following data provided: user name, file searched, total charge. Each month all charges for outside organizations are billed directly to the organization through the Database billing office. The billing office handles receivables and all followup billings. Delinquent accounts are sent to Delinquent Receivables.

VIII. Charges to MSU Departmental accounts are billed monthly by Journal Voucher Entry. An individual statement is sent to the department for each account billed. Backup documentation for all charges will be kept on file in the database billing office.

ADMINISTRATIVE INFORMATION SERVICES

MAIL DISTRIBUTION LABELS

I. Departments of the University may order sets of labels for mailing official communications to persons holding positions with administrative responsibility in the different departments.

II. Currently there are two (2) jobs that produce campus mailing labels:

A. The job, U0002AD8, prints Campus Mailing Labels for academic administrators, including executive management, deans, directors, and chairpersons. It is billed to the requesting department and labels are printed 33 to a page. See page 240.2 for the request memo to be used.

B. The job, U0001AD8, prints Campus Mailing Labels for all current faculty and academic staff. It is billed to the requesting department and labels are printed 33 to a page. See page 240.3 for the request memo to be used.

Admin. Info. Serv. Use Only

Document Number: _____

Scheduled Date: ____/____/____

Date: ____/____/____

Rev. (02/20/91, U0002AD8)

TO: ADMINISTRATIVE INFORMATION SERVICES
OPERATIONS AND PRODUCTION
Room 47 Administration Building

FROM: _____ Phone: _____

DEPARTMENT: _____ COMMON UNIT CODE: _____

Address: _____

SUBJECT: Please schedule job U0002AD8 to run on ____/____/____.

JOB RELATIONSHIP INFORMATION:

Job U0002AD8 runs independently of any other job.

SCHEDULING INFORMATION:
(information in parentheses is for A. I. S. use)

__ __ - __ __ __ __ Enter Account Number to be charged and enter the Project Code, ___ ___ ___ ___ ___ if known.
(CODE = NNNNN)

___ Enter the number of 'Sets' of labels required, normally one.
(COPY = 1)

Please supply the current date parameter to be used in the run of the program.

__ __ __ __ __ __ Start date information
Y Y M M D D (CDATE=YYMMDD)

JOB FUNCTION INFORMATION:

This job (U0002AD8) prints Campus Mailing Labels for academic administrators, including executive management, deans, directors, and chairpersons. It is billed to the requesting department and labels are printed 32 to a page. Estimated cost to run this job is $10.00. You will be billed for actual cost. This job is a client-written DYL-280 program APR8DDCLBL.

Admin. Info. Serv. Use Only

Document Number: _____

Scheduled Date: ____/____/____

Date: ____/____/____

Rev.(02/20/91,U0001AD8)

TO: ADMINISTRATIVE INFORMATION SERVICES
OPERATIONS AND PRODUCTION
Room 47 Administration Building

FROM: _____ Phone: _____

DEPARTMENT: _____ COMMON UNIT CODE: _____

Address: _____

SUBJECT: Please schedule job U0001AD8 to run on ____/____/____.

JOB RELATIONSHIP INFORMATION:

Job U0001AD8 runs independently of any other job.

SCHEDULING INFORMATION:
(information in parentheses is for A. I. S. use)

__ __ - __ __ __ __ Enter Account Number to be charged and enter the Project Code, ___ ___ ___ ___ ___ if known.
(CODE = NNNNN)

___ Enter the number of 'Sets' of labels required, normally one.
(COPY = 1)

Please supply the current date parameter to be used in the run of the program.

__ __ __ __ __ __ Start date information
Y Y M M D D (CDATE=YYMMDD)

JOB FUNCTION INFORMATION:

This job (U0001AD8) prints Campus Mailing Labels for all current faculty and academic staff. It is billed to the requesting department and labels are printed 32 to a page. Estimated cost to run this job is $30.00. You will be billed for actual cost. This jobs run client written DYL-280 program APR8FSCLBL.

VEHICLE AND TRANSPORTATION SERVICES

I. LICENSED MOTOR VEHICLE POLICY

A. Overview

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

B. Responsibility

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

C. Ownership

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

D. Authorization

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

E. Identification

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

F. Usage

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

II. MOTOR POOL

The Motor Pool, located in the Central Services Building, is open from 7:00 a.m. until 5:00 p.m., Monday through Friday.

A. Daily Lease

Customers may reserve cars, station wagons, mini-vans, vans, trucks and other vehicles (telephone 353-5280). An approved Travel Voucher and valid driver license are required to pick up a vehicle.

B. Cancellation Fee

A cancellation fee may be assessed when vehicle reservations are not cancelled at least 48 hours in advance.

C. Long Term Lease

Long term use of a vehicle may be arranged with a Request for Long Term Lease of a University Vehicle (Form 0-12491). Specific questions should be directed to the Motor Pool (353-5280).

III. BUS SERVICE

A. General Information

The Bus System, located in the Central Services Building, is open from 7:00 a.m. until 5:00 p.m., Monday through Friday. Campus bus service operates Fall and Spring Semesters from approximately 7:00 a.m. until 11:00 p.m. weekdays and 10:30 a.m. until 5:00 p.m. weekend days. Customers may ride by purchasing passes or individual tickets. Bus charter service is also available and can be arranged by mail or telephone (353-5280).

B. Cancellation Fee

A cancellation fee may be assessed when charter reservations are not cancelled at least 48 hours in advance.

IV. SPECIAL TRANSPORTATION SERVICES

A. Nite-Rider

Nite-Rider is a fixed route bus service providing regularly scheduled on-campus transportation to all areas except University Village, Spartan Village, and Commuter Lots. Nite-Rider buses operate during Fall and Spring Semesters, excluding school breaks, holidays, and holiday weekends, from 10:00 p.m. to 2:30 a.m., Sunday through Saturday.

B. Dial-A-Ride

Dial-A-Ride supplements Nite-Rider and is a telephone requested service providing on-campus transportation, including University Village, Spartan Village, and Commuter Lots, for up to two persons traveling to the same destination. Dial-A-Ride service operates during Fall and Spring Semesters, excluding holidays, and holiday weekends, from 10:00 p.m. to 2:30 a.m., Monday through Friday, and 6:00 p.m. to 2:30 a.m. Saturday and Sunday.

C. Handicapper Transportation

Handicapper Transportation is provided for those individuals who have physical characteristics preventing them from using regularly scheduled bus routes. Fees are comparable to those charged for the campus bus services. Handicapper transportation is available from 7:30 a.m. to 10:15 p.m., Monday through Friday and 10:00 a.m. to 6:00 p.m. Saturday and Sunday.

D. General

Questions concerning qualifications for these services, should be directed to Special Transportation, telephone 353-5280, or the Office of Programs for Handicapper Students, telephone 353-9642.

V. SERVICE GARAGE

The Service Garage, located on the East side of Spartan Stadium, is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. Available products include gasoline, diesel fuel, motor oils, antifreeze, and other parts and accessories. Available services include oil changes, lubrication, tune-ups, front-end alignment, vehicle washing, wheel-balancing, wrecker service, body work, major repairs, etc. The Service Garage also sends monthly maintenance reminder reports to vehicle owners. To schedule appointments or arrange other services, telephone 355-1868.

VI. FUEL SERVICES

Michigan State University operates 24-hour, automated self-serve gasoline and diesel fuel pumps (located on the East side of Spartan Stadium). Questions regarding fuel service may be directed to the Service Garage at 355-1868.

VII. INVENTORY

The Inventory Department maintains a listing of vehicles for insurance purposes (See Manual of Business Procedures, Section 224).

VIII. INSURANCE

University vehicles are covered under the University insurance policy (reference Manual of Business Procedures Section 35). A supplemental collision and comprehensive Vehicle Protection Plan is available from Automotive Services. Telephone 353-5280 for additional information.

IX. DRIVER LICENSING AND MEDICAL CERTIFICATION

To legally operate Michigan State University vehicles, state and federal law requires that employees possess the appropriate vehicle operator license and, in some cases, medical certification.

A. When a person operates a vehicle on an infrequent basis or when a vehicle is used to assist in accomplishing assigned duties (i.e., a professor driving to an off-campus course; a plumber driving to an assignment) it is considered **Incidental Duty** and a basic **Operator (driver) License** is all that is required.

B. When the reason for a person being an employee is to operate a vehicle, irrespective of size, to perform a job or provide a service (i.e., a bus driver; a rubbish truck operator) it is considered **Primary Duty** and a **Chauffeur License** is required.

C. State of Michigan law requires that any person, irrespective of whether driving is an Incidental or Primary Duty, operating a vehicle with more than 10,000 lbs. gross vehicle weight rating (GVWR) or a vehicle towing a unit with a GVWR of 10,000 lbs. or more must carry a **Medical Certificate.** Supervisors shall arrange medical certification at departmental expense through the Olin Health Center or a University-referred physician for off-campus employees.

D. Furthermore, irrespective of whether driving is an Incidental or Primary Duty, Federal law requires that an employee must obtain and carry with them a **Commercial Driver License** (**CDL**), with appropriate endorsements, if they operate:

1. A single vehicle having a GVWR of 26,001 pounds or more.
2. A combination of vehicles having a gross combination weight rating of 26,001 pounds or more, towing vehicles not more than 10,000 pounds GVWR.
3. A vehicle towing another vehicle with a GVWR over 10,000 pounds.
4. A vehicle designed to carry 16 or more people (including the driver).
5. A vehicle carrying hazardous materials in such amounts that placarding is required.

E. Obtaining and maintaining Vehicle Operator Licenses, Chauffeur Licenses and Commercial Driver Licenses is a personal expense and the responsibility of the employee. Verification of licensing and medical certification is the responsibility of the employing department. Where the duties of a position necessitate vehicle operator licensure and medical certification, departments should reflect this requirement on the **position requisition** form to ensure that vacancies are posted with appropriate job requirements. Departments are also responsible for ensuring that these requirements are met on an ongoing basis.

F. Additional information and clarification regarding licensing required to operate University vehicles may be obtained from any office of the Secretary of State or the Automotive Services Department, 353-5280.

X. ALCOHOL AND CONTROLLED SUBSTANCES TESTING

Federal law specifies that every person who operates a commercial motor vehicle and is subject to the Commercial Driver License (CDL) requirement is also subject to alcohol and controlled substances testing. University policy and procedures governing such testing may be found in the Human Resources

Policy and Procedures Manual.

XI. VEHICLE LICENSING AND REGISTRATION

University vehicles are licensed in accordance with the Vehicle Policy and State of Michigan law. License, registration, and title records are maintained at the Automotive Services Department. License plates may not be altered, removed, transferred, or destroyed without coordinating with the Automotive Services Department.

XII. PURCHASE AND OWNERSHIP

Requisitions for vehicles should be submitted to the Purchasing Department prior to September of each year so that the University may obtain the maximum fleet purchase discounts available. Questions pertaining to lease and purchase policies may be directed to the Automotive Services Department (353-5280) and the Purchasing Department (355-0357), as appropriate.

XIII. ADDITIONS TO THE VEHICLE FLEET--LONG TERM LEASE OR OWNERSHIP

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

XIV. VEHICLE RECEIPT, SALE, TRANSFER

Delivery of new vehicles, transfers between departments, and disposal of vehicles is coordinated by Automotive Services where appropriate decals are installed in accordance with University policy, license plates are assigned, and fleet administrative and maintenance records are established.

XV. VEHICLE SAFETY/INSPECTIONS

Departments are responsible for assuring that vehicles are maintained in safe operating condition and that information regarding maintenance at sites other than the Service Garage is forwarded for inclusion in the central file.

XVI. VEHICLE RECALLS

Manufacturer vehicle recalls should be coordinated with the Service Garage to assure maintenance records are updated. Departments may take the vehicle to a dealer for repairs or request Service Garage assistance.

XVII. CREDIT CARDS

Credit cards should be utilized for purchase of off-campus fuel to minimize University expense. Major oil company credit cards for department-owned vehicles may be requested from the Accounting Office (353-2011). Contact Automotive Services (353-5280) to obtain fuel cards for use in the University 24-hour, self-service fuel system.

XVIII. VEHICLE AND TRAVEL EXPENSE REIMBURSEMENT

Reimbursement for travel related expenses should be processed as outlined in the Manual of Business Procedures, Section 70. Many reimbursements for expenses associated with Motor Pool lease vehicles may be made immediately at the Motor Pool. Questions should be directed to the Motor Pool (353-5280).

XIX. FIELD TRIPS

Cars, trucks, buses, etc. are available to lease for field trips. Field Trip policy is outlined in the Manual of Business Procedures, Section 25.

XX. VEHICLE SERVICE CHARGES

Charges for vehicle and transportation services appear on the monthly departmental Physical Plant billing statement and the University Fund Ledger. Questions regarding billing statements may be directed to the Physical Plant Business and Personnel Office (355-3375).

XXI. EMERGENCY ASSISTANCE

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

XXII. INFORMATION

Information and assistance pertaining to University vehicle operation or transportation services may be obtained from the Automotive Services Department (353-5280).

Michigan State University

MANUAL OF BUSINESS PROCEDURES

MICHIGAN STATE UNIVERSITY PRESS

I. General

Michigan State University Press is located in Suite 25 of the Manly Miles Building. The complete address is:

Michigan State University Press
1405 South Harrison Road, Suite 25 Manly Miles
East Lansing MI 48823-5202
Telephone: 517/355-9543
Fax: 517/432-2611
E-mail: MSP05@msu.edu

Office hours are 8:00 a.m. to noon, and 1:00 to 5:00 p.m. Monday through Friday, on the days the University is in operation.

II. Services Offered

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

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

MSU Press will market, sell, and otherwise make available its books, tapes, and software to scholars, libraries, and to members of the informed reading public. A catalogue of the Press's current published works is available without charge upon request.

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.

(OFFICE SERVICES DEPARTMENT CONTINUED)

III. AUTOPEN SERVICES

Signing of correspondence with an individual's original signature is available. This service is available only when an individual frequently has a large volume of correspondence requiring his/her signature on a continuing basis. Individuals wishing to use this service must purchase the matrix. Delivery time for a matrix is six to eight weeks.

IV. FACSIMILE MACHINE

Office Services has a Xerox 7020 facsimile machine which is able to either receive or send material to other facsimiles via the telephone line.

V. SPARTAN OFFICE AIDES

A. Temporary On-Call Help - Upon request, departments can obtain the services of substitute personnel during leaves of absence, vacations, sickness, overloads of work, etc.

B. Requesting Temporary Help - To insure that a temporary on-call employee will be assigned to you, we should receive the request for help at least one week prior to the starting date of the assignment. The department must indicate the following:

1. Type of work to be performed.
2. Starting date.
3. Approximate ending date.
4. Working hours.
5. Name of supervisor to report to.
6. Account number to be charged.

Office Services will determine the rate for the service based on the type of work to be performed and will select an employee who best meets the required qualifications of the position.

VI. RENTING OFFICE MACHINES

Please refer to section 220.23 for further information.

VII. ORDERING LEASED OFFICE MACHINES

Please refer to sections 220.21 and 220.22 for further information.

PHYSICAL PLANT DIVISION

I. GENERAL

This section describes the wide range of Physical Plant Division services and outlines basic business procedures. To address questions not answered below, call the appropriate department office:

Administrative Office	355-3366
Automotive Services	353-5280
Custodial Services	355-8485
Engineering Services	355-3372
Maintenance Services	353-1760
Power & Water Department	355-3314
Telecommunication Systems	353-5515
University Architect	355-1846

II. SERVICE DESCRIPTIONS

A. MAINTENANCE SERVICES operates and maintains academic buildings, maintains the utility distribution system, and performs related services. A wide variety of skills and materials in metal working, electrical, electronics, broadband cable, plumbing, heating, ventilation, air-conditioning, carpentry, roofing, masonry, locksmith, painting, and glazing trades are available for departmental facilities and projects.

B. AUTOMOTIVE SERVICES operates the Campus Bus System, including Nite-Rider, Dial-a-Ride, and Handicapper Transportation, charters buses, rents and leases sedans, stations wagons, vans, and trucks to departments and individuals for University business, operates a fueling and vehicle repair station, and keeps data, titles and licensing for vehicle fleet.

C. ENGINEERING SERVICES performs planning and analysis for the Physical Plant Division, maintains construction standards and master records of buildings and utilities, coordinates and inspects alteration projects, and prepares plans and specifications. The department also reviews plans for consulting architects and engineers on major construction projects.

D. CUSTODIAL SERVICES provides cleaning service in academic, athletic and event buildings, locks and unlocks the buildings, operates swimming pools, replaces light bulbs and tubes, and similar minor building maintenance. The department also sets up special events, assembles furniture and provides heavy trucking, labor, and equipment for certain heavy moving and delivery services. Contact the head custodian for basic custodial service in a building; otherwise call the department office.

(Physical Plant Division Continued)

E. The POWER AND WATER department operates the power plants, reservoir, and wells which provide steam, electricity, and water to the main campus. For information on utility capabilities, call Engineering Services. To report irregular utility conditions or utility interruptions, call Maintenance Services.

F. TELECOMMUNICATION SYSTEMS manages the University's telephone, electronics, and broadband cable systems. Call Maintenance Services for procedures for electronics and broadband cable systems. See section 280 for details on the telephone system and directory information services.

G. The UNIVERSITY ARCHITECT office coordinates and directs the planning process for new buildings. This office is involved in the selection of professional design consultants and acts as the liaison between the commissioned architects and the University.

III. REQUESTING SERVICES

A. CROSS-REFERENCES - - Specific details of the following Physical Plant Division services and procedures appear in separate sections of the Manual of Business Procedures:

Section Title	Section Number
1. Alterations and Improvements of Facilities	200
2. Field Trips (for bus arrangements)	25
3. Keys and Lock Service	225
4. Vehicle and Transportation Services	245
5. Telephone Service, Directory Information and Telephone Charges	280

B. To request routine maintenance services in academic buildings or report problems, call 353-1760; outside of normal business hours call 355-1855. For custodial services in these buildings, see the head custodian, leave a note, or call 355-8485.

C. The Request for Interdepartmental Material or Service ("Service Request") form is used to request maintenance, custodial, engineering, and telephone (section 280) services to be paid for by the requesting department. The Stores Department stock order number is 140-2842; a sample is reproduced on page 260.4.

(Physical Plant Division Continued)

D. WORK ORDER AND JOB NUMBERS

Upon approval of the service request, a copy of a Physical Plant work order is sent to the requesting department. Three key references included on the work order are the:

1. JOB NUMBER - which appears on all documents form an approved service request to final billing. Reference it when inquiring about a job.

2. SCHEDULER - Physical Plant's primary representative to be contacted regarding the status of a job.

3. DEPARTMENT REP - the requesting department's representative regarding all aspects of the job.

E. OPEN ORDERS

A Service Request can also be used to establish an open order for miscellaneous or recurring Physical Plant services. With an Open Order Job Number the department representative can request services verbally rather than sending separate Service Requests. However, be aware that Physical Plant's ability to respond to "what's it for?" billing questions is also reduced.

F. BILLING PROCEDURES

1. Billing procedures for telephone services are detailed in section 280.

2. Billing charges for all other departmental services are itemized on the Physical Plant Division Monthly Customer Statement.

G. CUSTOMER INQUIRIES

1. To get answers regarding the status of a job, contact the SCHEDULER listed on the WORK ORDER or call 353-1760.

2. To get billing questions answered, contact the Physical Plant Business and Personnel Office at 355-3375.

Michigan State University - Request for Interdepartment Material or Service			Physical Plant Use Only	
To Department			Job Number	SR Number
From Department	Dept. Address		Est Labor	PP Rep
Work Location (room number and building name)	Account Number	Check if An Estimate Is Requested ☐	Est Material	Estimator
Dept Administrative Contact	Phone & Extension	FAX Number	Total Estimate	Est Date
Contact Person for Job or Service	Phone & Extension	FAX Number	OC-Bldg No.	Data Entry

Complete Description of Item or service requested:	SYS	MAT	LAB

Date: _____ Authorized Signature _____

When this form is used for Physical Plant services, send to Physical Plant Division or FAX to 355-5205
Send Requests for Alterations or Improvements to Office of Planning & Budgets, Admin. Bldg.. per Section 200 of the Manual of Business Procedures

Stock # 140-2842

MSU is an Affirmative Action/Equal Opportunity Institution

O-20689

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 a.m. to 5:15 p.m.** 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. Business hours are from 8:00 to 5:00 p.m. The telephone number is 353-9229.

C. The Graphics Studio is located in Room 233 Communication Arts and Sciences Building. Business hours are from 7:30 a.m. to 5:30 p.m. 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 a.m to 5:00 p.m. The telephone numbers are 353-6438 (video/audio) and 353-9011 (motion picture).

II. TYPES OF SERVICES

A. <u>Distribution Services</u>

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" video-cassette 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. Faculty are encouraged to place their orders early for the entire semester. 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 may be picked up from IMC.

B. Graphic Services

A wide variety of graphic design and production services are provided by this division. This includes: Computer-generated slide and slide show creation of charts, graphs and other presentation media, with output in full color on transparency film and/or thermal paper, as well as 600 dpi black and white laser prints; full-color image scanning; file transfer service for customer created, computer-generated files from a variety of PC-based and Macintosh programs (it is recommended that you contact us at 3-8670 prior to creating the files so that we may assist you in setting up your software defaults), extensive support for Photo CD; desk-top publishing for development of camera-ready copy for the printer in the areas of newsletters, fliers, prototype text and brochures, original drawings, overhead transparencies, poster session design, scientific illustration, graphic and logo design, three-dimensional displays, matting and framing, 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 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 royal 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 S-VHS/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 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; photo CD scans; 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. All photography orders are 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 p.m. 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; 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 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 microphones, 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. Closed accounts and/or incorrect account numbers will be assessed a $10.00 handling fee.**

PURCHASING DEPARTMENT

I. GENERAL POLICY

A. The Purchasing Department, 101 Angell 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 Manager and designated 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, Cyclotron Lab 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 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 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 prepare a purchase requisition that indicates:

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 Purchase order, 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, Stores, Shipping Procedures, 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 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.

D. Distribution and Routing

1. This form should be sent directly to 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, Stores, Shipping Procedures.

REQUISITION № 320361

MICHIGAN STATE UNIVERSITY
Requisition To The Purchasing Department

Page: 270.10
Date: 3-31-94

DATE:

Dept. No	Dept. Name	Account No	Budget	Stock No. / Item

D R TO	Bldg. No.	Building Name	Room No.

IF NOT AS ABOVE (location to leave receipt and obtain signature)	Bldg. No	Building Name	Room No.

OUS OR SUGGESTED SOURCE:

PURCHASING SOURCE

EXHIBIT I

Instructions
DO NOT FILL IN SHADED AREAS
READ REVERSE SIDE PRIOR TO COMPLETING THIS FORM

POD ☐ P

PURCHASE ORDER
NO. _____

PREVIOUS OR NO.:	DATE NEEDED:	VENDOR NO:

B. ☐ Destination—MSU (A) ☐ Shipping Point — _____ TERMS ☐ Net 30 days (B) ☐ 2% 10 Net 30 (E) Delivery Due Date

MSU Quotation No. COMP.	Vendor Quotation No./Name	Buyer Code	P.O. Code	Buyer	Date

Item No.	Quantity & Units	Catalog or Part Number	Description (Please type only on lines indicated)	Unit Price	Commodity Code

№ 320361

☐ CONFIRMING ORDER
DO NOT DUPLICATE — THIS ORDER WAS PHONED TO YOUR _____ ON ____/____/____

Division Head	Date	REQUIRED SIGNATURES AND DATES	Dept. Head or Authorized Rep.	Date
Research Grants	Date	Accounting	Date	Ordered by	Phone Number

WHITE – To Purchasing. YELLOW – Requisitioner Retain

MSU is an Affirmative Action Equal Opportunity Institution

Stock # 140-267

INSTRUCTIONS FOR COMPLETING REQUISITION FORM

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

1 **REQUISITION** forms may be obtained from General Stores.

2 **TYPE** on lines only. Use second sheet if needed.

3 **DESCRIPTION** is important and needs to be concise but clear and complete to enable Purchasing to know the exact materials needed. Use catalog or parts numbers when possible. Note name and number of catalog when used as a reference. Unit prices or cost estimates assist in identification.

4 **SPECIAL CODES FOR DEPARTMENT USE** may be entered in this block by requisitioners for internal processing or record keeping within their own department. Such codes will be printed on the Purchase Order when typed.

5 **SPECIFICATIONS** for unusual requirements may need to be given in a separate memorandum, accompanied by drawings or samples.

6 **SUGGESTED SOURCES** will be welcomed; also, reference to previous Purchase Orders. Copies of any correspondence or price information secured by the department preliminary to ordering would be of assistance if attached to the requisition.

7 **QUOTATIONS.** It is not the responsibility of requisitioning departments to get quotations. Quotations will be secured by the Purchasing Department as necessary to make an adequate price determination. If desired, memorandum request for quotations may be made to Purchasing prior to writing a requisition.

8 **AWARD OF ORDERS,** where multiple quotations have been secured, will be on the basis of price, quality and service. These considerations being equal, preference is given to Michigan manufacturers and suppliers. An adequate written justification is necessary from the using department to purchase from other than the low bidder.

9 **SIGNATURES** required are (1) the Department Head or person responsible for the department budget, (2) the Dean or Division Head, if required by him, (3) the Auditor for Research contracts if grant funds are involved. The name and phone number of the person responsible for the requisition, or the one who will use the material ordered, will be of assistance if additional information is needed.

10 **DATE NEEDED** is important to the handling of the order. When early delivery is urgent Purchasing will make every effort to meet the date given. **It should be kept in mind, however, that "rush" orders mean extra expense and often higher prices.**

11 **DELIVERY** is expected to be made to the General Stores' Receiving dock and from there to you by General Stores' truck. Please notify General Stores Receiving of anything delivered by the supplier directly to you.

12 **GENERAL STORES** may have in stock the material you need. Check their catalog or call them (Ext. 5-1700) for office supplies, maintenance supplies, miscellaneous hardware and electrical supplies, etc., and also laboratory supplies. Use a Stores requisition form.

13 **ERRORS, DAMAGED SHIPMENTS, etc.** should be reported immediately to Expediting section of Purchasing (Ext. 3-5390). Please check your copy of the Purchase Order with your copy of this requisition.

14 **PROCUREMENT** for all University departments is the business of the Purchasing Department. When in need of service, materials or equipment use this requisition form, or **IF URGENT** phone Purchasing. Refer procurement problems, questions, requests for assistance, etc. to us. Phone individual buyers on their extensions or the department, 355-0357, Address: Purchasing Building, West Service Road.

DEPT. NO.	DEPT. NAME		ACCOUNT NO.	BUDGET
STORES DELIVER TO: OG. NO.	BLDG. NAME	ROOM NO.		Page: 270.12 Date: 3-31-94
ARES-IF NOT AS ABOVE (Location to leave receipt and obtain signature) BLDG NO.	BLDG. NAME	ROOM NO.	REQUISITION NO.	DEPT. SPEC. CODE

MO. | DAY | YR.

Michigan State University
East Lansing, Michigan 48824-1234

[redacted]

PURCHASE ORDER

This number must appear on all documents and containers.

M.S.U. BID NO.	VENDOR BID NO.

O.B.	TERMS	EXPECTED ARRIVAL	BUYER	CODE

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE

ORIGINAL TO VENDOR

INVOICE TO

ACCOUNTS PAYABLE DEPARTMENT
MICHIGAN STATE UNIVERSITY
360 ADMINISTRATION BLDG.
EAST LANSING MI 48824-0360

EXEMPT
STATE/FEDERAL
TAX
STATE 040110
FEDERAL 38760130K

DELIVER TO

MICHIGAN STATE UNIVERSITY
STORES RECEIVING
133 WEST SERVICE ROAD
P.O. NO.
EAST LANSING, MI 48824-1234

RECEIVING HOURS: 7:30 A.M. to 12 and 12:30 to 3:45 P.M.

MICHIGAN STATE UNIVERSITY

Printed on
recycled paper

"This purchase order is by reference subject to Executive Order 11246, as amended, and Sections 402 and 503."

By_____
BUYER

DIRECT CORRESPONDENCE PERTAINING TO THIS ORDER TO THE PURCHASING DEPARTMENT ATTN.

SEE INFORMATION ON REVERSE SIDE

DOCUMENT INSTRUCTIONS

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 filing 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 convenant 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

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

SHIP TO: ☐ **MATERIAL RETURN AND/OR SHIPPING PERMIT** ☐ 270.14 3-31-95

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

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

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

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

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

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

HOW DO YOU WANT THIS SHIPPED ? ☐ BEST WAY ☐ MSU TRUCK ☐ UNITED PARCEL ☐ COMMON CARRIER ☐ NEXT DAY AIR ☐ 2ND DAY AIR ☐ VENDOR TRUCK ☐ UPS CALL TAG ☐ HAZARDOUS MATERIAL (must include MSDS)

DO YOU WANT THIS INSURED? ☐ YES ☐ NO

REPLACEMENT VALUE OF SHIPMENT $

TRANSPORTATION CHARGES ☐ PREPAID ☐ COLLECT

UNIT ADMINISTRATOR

IF THERE ARE QUESTIONS, REGARDING THIS SHIPMENT, CONTACT — NAME PHONE

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

PURCHASING DATE FORM RECEIVED	DISPOSITION ☐ APPROVED ☐ SEE REMARKS	BUYER'S SIGNATURE	DATE	RGA OR RMA NO.
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	M S U D/M NO	DATE	AMOUNT	INITIALS
VENDOR'S CM NUMBER OR REFERENCE		DATE	**USE AS:** ☐ CREDIT MEMO ☐ CANCELLATION ☐ CHANGE ORDER			BUYERS INITIALS

REMARKS

STOCK #140-2562

FORM NO.
CO-AC-10a

MICHIGAN STATE UNIVERSITY
EAST LANSING, MICHIGAN 48824

Date: 3-31-94
No. DM

IN CORRESPONDENCE
PLEASE REFER TO THIS NUMBER

DEBIT MEMO

EXHIBIT IV

VENDOR NAME

THIS ADJUSTMENT IS ISSUED BY:

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

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

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

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

REASON FOR ADJUSTMENT

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

_____
AUTHORIZED BY

MSU is an Affirmative Action/Equal Opportunity Institution

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.

(Broadcasting Services Continued)

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.
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, DIRECTORY INFORMATION AND TELEPHONE CHARGES

I. PURPOSE OF THE SECTION

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

II. GENERAL

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

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

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

III. TELEPHONE DIRECTORY INFORMATION CHANGES

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

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

(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.

(Telephone Service Continued)

V. TELEPHONE CHARGES

A. GENERAL

The Physical Plant Division sends each department a monthly telephone statement itemizing charges for use of telephone equipment, long distance, local calls, directory advertising, broadband services, etc. Call 355-3375 for billing assistance.

B. LONG DISTANCE CALLS

1. Each department is responsible for determining that charges on the billing statement are applicable. The Long Distance Telephone Record (Stores stock order #140-2716, see Exhibit I on page 280.4) is recommended for this purpose, and should be made available to all persons in the department who make long distance calls.

2. Toll credits may be requested by using the Telephone Toll Credit Request (Stores stock order #140-2721, see Exhibit II on page 280.5). In most cases, long distance carriers will <u>not</u> issue a credit for calls <u>originating</u> from a department telephone.

3. The department is responsible to restrict access to staff telephones to authorized persons only.

4. Personal toll calls must not be charged to University telephones but may be placed through the operator and charged to the employee's home telephone.

5. If you need to have a questionable call investigated, call 355-3375 to make arrangements with the appropriate long distance carrier.

C. TRANSFER OF CHARGES

1. A department may wish to charge an account other than the one designated for telephone service or long distance toll charges.

2. This transfer of charges may be done by sending a Journal Voucher to the Accounting Department, 360 Administration Building, telephone 355-5000.

3. <u>To keep bookkeeping to a minimum, these entries should not be prepared more than once a month.</u>

EXHIBIT I

MICHIGAN STATE UNIVERSITY
East Lansing

Long Distance Telephone Record

Date_____ 19___ Time_____ a.m. p.m.

Call from

Name_____

Telephone No._____
Chargeable to
University Account No._____

Call to

Name or Firm_____

City & State_____

Telephone No._____

Instructions

1. Fill out one form for each completed long distance telephone call or for each accepted collect call.
2. Give to departmental clerk or secretary to use in reconciling monthly long distance charges.

MSU is an Affirmative Action/Equal Opportunity Institution
Stock Order # 140-2716 O-12510

MICHIGAN STATE UNIVERSITY

TELEPHONE TOLL CREDIT REQUEST

INSTRUCTIONS

1. This form is to be used exclusively for requesting telephone toll credits.
   To request an adjustment, complete the information requested below and return this form to the **Communication Services Department, Physical Plant.**
3. Transfers of telephone charges between accounts must be submitted directly to the Accounting Department, Room 360, Administration Building, 355-5000. Please use the Journal Entry Request Form CO-bo-15c.
4. Personal calls can not be rebilled to home telephone numbers.
5. If you have further questions regarding these charges, call 353-5515.

Account Number	Phone Number	Date of Call	City Called	Amount Billed	Toll Type	Reason for Credit

Department _____ Phone _____

Signature _____ Date _____

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.

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

The Broadcast/Photo office provides electronic media and photo support for the advancement of Michigan State University. This includes broadcast-quality video and audio production and post-production services, along with professional still photography services.

A. Offices are located in 302 Olds Hall. 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. Unit manager E-mail address is VPR16@MSU.EDU.

B. PHOTO SERVICES: Complete professional photography services, including location photography and studio portrait photography by appointment.

Broadcast/Photo maintains a comprehensive archival collection of color transparencies 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 355-7505 for an appointment.

A set of 20 color slides of campus events and landmarks is available for loan. Call 355-7505 for more information.

C. VIDEO SERVICES: Complete broadcast-quality video production services include TV news feature production, location video recording, press conference site selection and set-up, and electronic media placement.

Broadcast/Photo produces demographically-targeted video programs for MSU departments in support of teaching, research, service outreach, government and alumni relations, recruiting, orientation, and fund raising.

D. AUDIO SERVICES: Broadcast/Photo produces radio news features and audio programming packages for Michigan radio stations and national media outlets. Broadcast/Photo also produces ready-to-air "spot" radio announcements that 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. For assistance, call 355-7505.

(continued)

MEDIA COMMUNICATIONS

The Media Communications office 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 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. Media Communications, formerly the News Bureau, is located in 403 Olds Hall. 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 Media Communications. The phone number is 355-2285. FAX number is 353-5368.

C. PROCEDURES: Media Communications writers, editors and support staff make regular contact with departments and units throughout the university, and anyone from other departments or units may contact Media Communications 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 Media Communications, 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)

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 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. The office is located in 304 Olds Hall. For information, call the office at 355-3290.

A. 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.

B. 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. Prepress:

   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. Electronic conversion and proofreading.
   g. Preparing mechanicals or negatives.
   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 for 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)

SPORTS INFORMATION

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

A. The Sports Information office is located in 401 Olds Hall. The main telephone number is 355-2271. A "Spartan Hotline," **353-7990**, offers scheduled coaches' remarks and sports updates.

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

C. Sports Information obtains, through the Broadcast/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.

EQUIPMENT TRANSFER NOTICE

An Equipment Transfer Notice (ETN) is required whenever equipment or supplies are salvaged, sold, or transferred. (See Inventory Section 224 and Office of Recycling and Waste Reduction Section 221 for details on transfers and sale of equipment.

Departments should periodically review equipment and supplies on hand to determine which items are no longer valuable or useful to the department. These surplus items should be transferred or sold. Departments can either transfer these surplus items to another department for credit or no credit, or to Salvage for credit or no credit. Releasing departments wishing to transfer for credit can receive funds from Salvage or another department for their released surplus equipment.

The Equipment Transfer Notice should be initiated by the department releasing the equipment or supplies, and completed according to the following instructions. Assistance on 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 that costs $500 or more with a useful life of two or more years is classified as equipment. (Items not meeting the equipment criteria can also be transferred or sold using the ETN)

POLICY ON EQUIPMENT

All equipment purchased 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 head is responsible for the use, maintenance, safeguarding, 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 loaned equipment or materials. They are **NOT** to be transferred or disposed of in the same manner as University property. All loans must either be purchased by MSU, accepted as a gift, or returned to the company that owns the equipment or materials. This includes Government Furnished Equipment which, like Government-Owned, requires special authorization for transfers and disposals.

To comply with Federal regulations, the Inventory Department has recorded all loans, including 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 that are not released to other departments should be transferred to the Office of Recycling and Waste Reduction's Salvage Yard. A public sale will be conducted at the Salvage Yard. If moving the item is determined impractical due to size, Salvage personnel will usually arrange to conduct a public sale at your department. Under no circumstances should the department conduct it's own sale to staff, faculty or the public. Sale of equipment to an on-campus agency account operation (account range 31-3500 through 31-4999 and all 71-5XXX) are considered to be sales to the public and must be handled through the Salvage Yard. (See Section 221 for the complete policy on "Sale of Salvage Materials.")

HOW TO USE AN EQUIPMENT TRANSFER NOTICE (ETN)

Surplus supplies and 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 can 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.) See page 300.4 for information regarding transactions **for credit**.

I. To transfer surplus equipment or supplies to another department for credit OR no credit.

For Credit: (the departments involved in the transaction shoud determine the value of the item)

A. The **releasing department** must:
1. Check box number 4. To transfer equipment to another department for credit.
2. Specify the "Credit Account Number", "Department Name", "Equipment Location", and "Telephone Number" in the "Releasing Department" section.
3. Specify the equipment or supplies being sold to the receiving department in the "Description" column.
4. Specify the original purchase account number, if known, in the "Original Purchase Account Number" column.
5. If equipment contains an MSU equipment inventory number, specify the number in the "MSU Equipment Inventory Number" column. If not, skip to step 6.
6. List the agreed value in the "Credit Amount(If Sold)" column.
7. Sign the form, and distribute as follows:
   Send all copies to receiving department for signatures.

B. The **receiving department** must:
1. Specify the "Charge Account Number", "Department Name", "Equipment Location", and "Telephone Number" in the "Receiving Department" section.
2. Sign the form and distribute as follows:

White	- Accounting Department	Pink	- receiving department copy
Canary	- releasing department copy	Goldenrod	- Inventory Department

For No Credit:

A. The **releasing department** must:
1. Check box number 3. To transfer equipment to another department for no credit.
2. Specify the "Department Name", "Equipment Location", and "Telephone Number" in the "Releasing Department" section.
3. Specify the equipment or supplies being transferred to the receiving department in the "Description" column.
4. Specify the original purchase account number, if known, in the "Original Purchase Account Number" column.
5. If equipment contains an MSU equipment inventory number, specify the number in the "MSU Equipment Inventory Number" column. If not, skip to step 6.
6. Sign the form, and distribute as follows:
   Send all copies to receiving department for signatures.

B. The **receiving department** must:
1. Specify the "Department Name", "Equipment Location", and "Telephone Number" in the "Receiving Department" section.
2. Sign the form and distribute as follows:

White	- recycle this copy
Canary	- releasing department copy
Pink	- receiving department copy
Goldenrod	- Inventory Department

II. To transfer surplus equipment or supplies to Salvage for credit or no credit

For Credit:
Contact Salvage at 355-0364 to discuss value of item prior to completing ETN. (See Office of Recycling and Waste Reduction Section 221 for additional information)

A. The **releasing department** must:

1. Check box number 2. To transfer equipment to Salvage for credit.
2. Specify the "Credit Account Number", "Department Name", "Equipment Location", and "Telephone Number" in the "Releasing Department" section.
3. Specify the equipment or supplies being sold to the receiving department in the "Description" column.
4. Specify the original purchase account number, if known, in the "Original Purchase Account Number" column.
5. If equipment contains an MSU equipment inventory number, specify the number in the "MSU Equipment Inventory Number" column. If not, skip to step 6.
6. List the agreed value in the "Credit Amount(If Sold)" column.
7. Sign the form, and send all copies to Salvage. This will initiate a pick-up. No call is necessary unless specific instructions for the pick-up are needed.

B. **Salvage will:**

1. Pick up the equipment and sign as the receiving department.
2. Distribute as follows:

Canary	- left with the releasing department.
Pink	- retained by Salvage
White	- send to Accounts Payable (if credit has been pre-arranged)
Goldenrod	- send to the Inventory Department.

For No Credit:

A. The **releasing department** must:

1. Check box number 1. To transfer equipment to Salvage for no credit.
2. Specify the "Department Name", "Equipment Location", and "Telephone Number" in the "Releasing Department" section.
3. Specify the equipment or supplies being transferred to the receiving department in the "Description" column.
4. Specify the original purchase account number, if known, in the "Original Purchase Account Number" column.
5. If equipment contains an MSU equipment inventory number, specify the number in the "MSU Equipment Inventory Number" column. If not, skip to step 6.
6. Sign the form, and send all copies to Salvage.

B. **Salvage will:**

1. Pick up the equipment and sign as the receiving department.
2. Distribute as follows:

Canary	- left with the releasing department.
Pink	- recycled
White	- retained by Salvage
Goldenrod	- send 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 by the Office of Recycling and Waste Reduction's Salvage Yard.. Please call Salvage for assistance, 355-0364.

CREDIT FOR DEPARTMENT RELEASING EQUIPMENT

I. General Fund Accounts

A. Upon receipt of a properly signed original Equipment Transfer Notice totaling $500 or more, Accounts Payable will make entries as follows:

1. Department transfers equipment to another department; debit receiving department account and credit account 41-9800 (see item 3. below).
2. Sales to Salvage must be preapproved. Salvage will process the paperwork, debit Salvage Department account and credit account 41-9800 (see item 3. below).
3. Account 41-9800 will receive and retain the acquired value of transferred equipment in the name of the releasing department.
4. 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.
5. 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.
6. Proceeds credited to the department between January 1 and June 30 will be available for expenditure until June 30 of the following fiscal year. Proceeds credited to the department between July 1 and December 31 will be available for expenditure until June 30 of the current fiscal year. In this context, funds not spent or encumbered by the department by June 30 of each year will revert to the University General Fund.

B. Upon receipt of a properly signed original Equipment Transfer Notice 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).

II. 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.

III. 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 I.A.6. 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.

IV. 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.

Michigan State University

EQUIPMENT TRANSFER NOTICE

PURPOSE: CHECK ONE

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

Date

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

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

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

INSTRUCTIONS

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

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

Printed on Recycled/Recyclable with Mixed Office Paper
Michigan State University Printing 0-19056 *MSU is an Affirmative Action/Equal Opportunity Institution* Stores Stock No. 140-2492

GIFTS, GRANTS OR CONTRACTS

I. SPONSORED RESEARCH

A. Basic Policies for Administration

1. Research projects should be developed consistent with the University's goals.

2. Sponsored research should be accepted only if appropriate time, space and facilities can be made available. Provisions should be made for continuity of support in order to stabilize required staff.

3. The University should retain the rights of first publication for its scholars.

4. The complete cost of the research should be determined. If grants or contracts are accepted which do not cover all of the direct and indirect costs, the department/college may be asked to provide the additional financial support with the full recognition that it is making a contribution to the cost of the work.

5. Research projects should conform to established University patent policy (see "Supplementary Statement Regarding Disposition of Patents" on page 315.6).

B. Proposal

1. The proposal, which is generally developed in the department, should establish the terms and conditions for the provision of funds and the performance of research. Before the final draft of the proposal is completed, the budget should be reviewed by the Office of Contract and Grant Administration, for conformity with policies on such matters as allowable direct and indirect costs.

2. Direct costs involve expenditures that are directly related to a project such as salaries, supplies and services, and purchases of equipment. Indirect costs involve administrative services, maintenance and operation of physical facilities and other expenditures that cannot readily be related directly to the research project. Indirect costs are computed by multiplying a fixed percentage, which is negotiated with the federal government, times the total direct costs excluding equipment items costing $500 each or more and the portion of each subcontract which exceeds $25,000. Only the Vice President for Finance and Operations can negotiate indirect cost rates on behalf of the University.

3. The proposal should not be submitted to an outside agency before it is approved by the unit administrator, dean, Vice President for Finance and Operations and Treasurer (Contract and Grant Administration) and Vice President for Research and Graduate Studies.

4. If human subjects are involved in the proposed research, approval by the University Committee on Research Involving Human Subjects is required before an account number can be assigned.

5. If animals are to be used in the proposed research, approval by the Committee on Animal Facilities and Care is required.

6. Proposals which call for use of radioactive isotopes, some forms of recombinant DNA, or hazardous organisms or chemicals require approval of the appropriate committee.

7. Proposals involving acquisition of major computers or use of television equipment should be approved by the Vice Provost for Computing and Technology.

8. Proposals to do sponsored research or education projects overseas require approval by the Dean of International Studies and Programs.

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

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

11. A "Transmittal Sheet for Request for Contract, Grant or Gift Support" (see example, page 315.7) should be completed and submitted with the proposal through appropriate channels as mentioned above, reaching the Office of the Vice President for Research and Graduate Studies after all other approvals have been obtained.

12. Sufficient time for processing within the University should be allowed so that the Office of the Vice President for Finance and Operations and Treasurer (Contract and Grant Administration) has two days to review the proposal and the Office of the Vice President for Research and Graduate Studies has adequate time to review the proposal in advance of the time needed to meet the deadline established by the sponsoring agency.

13. The Office of the Vice President for Research and Graduate Studies will mail proposals to the potential sponsor if requested by the department. Mailing is by first class postage only; therefore, the department should submit the proposal to the Office of Research Development 10 days before the grantor's proposal due date.

C. Cooperative Research Agreement

1. It is sometimes advantageous to substitute a Cooperative Research Agreement in lieu of a more extensive contract or grant document. These forms are available at the Office of the Vice President for Research and Graduate Studies (355-0306), (see sample of Agreement, page 315.8). Cooperative Research Agreements frequently commit resources of the University in a manner requiring special evaluation and legal counsel.

2. Research activities utilizing the Cooperative Research Agreement should be processed for campus approvals the same as formal proposals. These agreements should be accompanied by a "Transmittal Sheet for Request for Contract, Grant or Gift Support," which requires unit administrator, college and University level approval <u>before</u> the agreement is completed.

D. Procedures After Approval by Outside Agency

1. The sponsor should notify the project leader of action taken, with copies submitted to the Office of Contract and Grant Administration and the Office of the Vice President for Research and Graduate Studies.

2. For formal proposals, the project leader should prepare a Gift, Grant or Contract Transmittal Form (Stores stock order #140-2499; see sample, page 315.9), attach a copy of the letter of the award and submit it through channels for acceptance by the Board of Trustees.

3. Cooperative Research Agreements should be signed by the sponsor, accompanied by the sponsor's check, if applicable, and a completed Gift, Grant or Contract Transmittal Form, then be submitted for acceptance by the Board of Trustees. The number of copies of the Cooperative Research Agreement required will depend on requirements of the college.

II. GIFTS

A. Definition: A gift is a voluntary transfer of funds or property by a person or organization to Michigan State University without any valuable consideration or compensation to the donor.

B. Gifts will be processed by the Office of University Development to assure that:

1. All gifts are properly receipted and recorded.

2. Each donor receives a prompt and appropriate acknowledgement.

3. Members of the Board of Trustees, the administration, faculty and volunteer organizations are kept fully informed.

4. A central record is maintained on all gifts.

C. Gifts are to be accepted, processed, acknowledged and recorded according to established University policies outlined in the "Procedures and Practices for the Development Program." Copies may be obtained from the Vice President for University Development (355-8257) or the Associate Vice President and Director of Development (355-8257).

D. Checks for unrestricted and designated gifts to be deposited into 31-XXXX accounts should be forwarded immediately by departments to University Development, 220 Hannah Technology & Research Center, for processing. Any correspondence from the donor should be attached.

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

E. Official acceptance of all gifts to Michigan State University will be made by the Board of Trustees based upon a consolidated quarterly report of the Vice President for University Development. Only those gifts which are in conformity with the needs of the University will be accepted. The University reserves the right to refuse any gift which is judged to be inconsistent with institutional needs or for which University resources are too limited to properly administer the gift. In addition, only those gifts from which disbursements are to be made on a nondiscriminatory basis will be accepted.

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

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

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

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

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

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

A. Preparation

1. Forms should be typewritten by the department that will receive the grant or contract.

2. The letter of award, Cooperative Research Agreement or other documentation should be attached.

B. Required Signatures

1. Grants or Contracts - Forms should be submitted for approval in the following order:

a. Unit Administrator(s)
b. Director of Experiment Station (when applicable)
c. Dean(s) of College(s)
d. Vice President for Research and Graduate Studies
e. Vice President for Finance and Operations and Treasurer (Contract and Grant Administration)

2. Gifts - The Vice President for University Development will prepare a quarterly report to the Board of Trustees for approval of all gifts received for the period.

3. Scholarship and Loan Gifts - Forms should be submitted for approval in the following order:

a. Office of Financial 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.

OFFICE FOR RESEARCH AND GRADUATE STUDIES

MICHIGAN STATE UNIVERSITY

Transmittal Sheet for Request for Contract, Grant or Gift Support

In addition to the number of copies required by the potential grantor, accompany this form with a copy of the proposal for each individual approving this transmittal sheet.

TO: Office of Research Development

INQUIRIES SHOULD REFER TO ORD # _____ (THIS # IS ASSIGNED BY THE OFFICE OF RESEARCH DEVELOPMENT.)

FROM: _____
Project Leader(s) *Department(s)* *College(s)*

Potential Grantor : _____ ☐ *Public* ☐ *Private* _____ *Deadline Date*

Title of Project: _____
(Limit to 63 total spaces)

Type of Project: New _____ Renewal _____ Supplement _____ Continuation _____ Revision of ORD.# _____
(Check one)

Nature of Project: Research ____ Graduate Instruction (including training and fellowships) ____ Undergraduate Instruction ____
(Check one)

Public Service _____ Other (specify) _____

FIRST-YEAR BUDGET
From _____ To _____ $ _____

TOTAL PROJECT BUDGET
From _____ To _____ $ _____

WILL CONDUCT OF THIS PROJECT REQUIRE:	Yes	No
Additional Space on or off Campus?	___	___
Alterations or Renovations?	___	___
Unusual Demands for Electricity, Air Conditioning, Ventilation or Hours of Operation?	___	___
Major Computer Use?	___	___

DOES THIS PROJECT INVOLVE:	Yes	No
Use of Human Subjects or Materials?	___	___
Use of Vertebrate Animals?	___	___
Use of Hazardous Substances?	___	___
International Activities?	___	___
Sub-contracting of Activities?	___	___

I understand the proposed use of human subjects, human materials, vertebrate animals, hazardous substances, or international activities requires appropriate review and approval prior to initiating the project.

_____ _____
Project Leader(s) *Date*

ADMINISTRATIVE ENDORSEMENTS:

Endorsement indicates approval of the project, approval to approach listed potential grantor(s), cognizance of projects risks, administrative obligations, and confirmation that appropriate space and facilities will be available if proposal is funded.

Primary Administrative Unit(s):

_____ _____
Department Chairperson *Date*

_____ _____
Agricultural Experiment Station Director, Division Director, or Research Unit Director (if applicable) *Date*

_____ _____
Dean *Date*

_____ _____
Graduate Dean (if applicable) *Date*

Approval of Budget for Conformity with Policies of MSU and Grantor(s).

_____ _____
Vice President for Finance and Operations *Date*

Cooperating Administrative Unit(s), If Applicable:

_____ _____
Department Chairperson *Date*

_____ _____
Agricultural Experiment Station Director, Division Director, or Research Unit Director (if applicable) *Date*

_____ _____
Dean *Date*

_____ _____
Dean of International Studies & Programs *Date*

University Approval for Transmission to Above Named Potential Grantor(s).

_____ _____
Vice President for Research & Graduate Studies *Date*

_____ _____
Vice President for Development *Date*
(Required when requesting private funds for University development)

REMARKS:

MSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY INSTITUTION

Do not detach copies — Distribution will be made by Office of Research Development

MICHIGAN STATE UNIVERSITY

Cooperative Research Agreement

MEMORANDUM OF AGREEMENT made and entered into as of the_____day of_____, 19____, by and between The Board of Trustees a Constitutional Corporation operating MICHIGAN STATE UNIVERSITY, hereinafter referred to as the University, and _____

_____

_____

hereinafter referred to as the Company, WITNESSETH:

WHEREAS, the University has personnel and facilities for carrying out the project described in Exhibit A attached hereto; and

WHEREAS the Company is desirous of engaging the said personnel and facilities for carrying out the project described in Exhibit A:

NOW, THEREFORE, in consideration of the premises and the covenants and agreements of the parties as hereinafter set forth, the parties have agreed and do hereby agree with each other as follows:

1. The University, on its part, hereby agrees to carry out the project described in Exhibit A in the manner and with the personnel and facilities set forth therein.

2. The Company, on its part, hereby agrees to pay to the University the sum of_____

_____Dollars, as follows:_____

_____

3. It is mutually understood and agreed that:

(a) This agreement may be terminated by either party upon giving reasonable notice to that effect to the other party and provided a reasonable adjustment (in relation to the portion of the project which has been completed) is made between the parties as to the funds which have been paid or are to be paid by the Company to the University.

(b) Unless otherwise provided in Exhibit A attached hereto, the University shall have the unrestricted right of publication with reference to its activities and findings in connection with the project described in Exhibit A.

(c) Upon the completion of the project or upon the termination of this agreement, the University shall submit a written report to the Company as to its activities and findings with reference to the project described in Exhibit A; and the Company shall have the right to be advised at all times as to the progress being made in carrying out the project.

(d) Patent rights are the property of the University.

IN TESTIMONY WHEREOF, the parties hereto have caused this intrument to be executed, in duplicate, by their officers thereunto duly authorized, at the places and on the dates set opposite their respective signatures.

BOARD OF TRUSTEES

Signed at East Lansing, Michigan, this_____

day of_____, 19____.

By_____
President

Attest:_____
Secretary

Signed at_____

this_____day of_____, 19____.

By_____

Attest:_____

Michigan State University

GIFT, GRANT OR CONTRACT TRANSMITTAL FORM

Attach check and/or copy of deposit receipt, award letter or other evidence of receipt of award.

Date_____

☐ GIFT (A gift is a voluntary transfer of funds or property by a person or organization to Michigan State University without any valuable consideration or compensation to the donor.)

☐ GRANT

☐ CONTRACT

Check No._____ in the amount of $_____ deposited_____ to Account No._____ Receipt No._____

PROPOSAL ORD #_____

It is recommended that $_____ from_____, _____ (Street Address) _____ (City), _____ (State), _____ (Zip) be accepted by Michigan State University.

Source of Funds: Government_____ Foundation_____ Association_____ Industry_____ Other_____ (Please specify)

Type of Project: New_____ Continuation_____ Renewal_____ Supplement_____ Prev. ORD #_____

Classification: Research_____ Education_____ Public Service_____ Fellowship_____ Other_____ (Please specify)

Use of Funds:

These funds are to be used within the period from_____ (Date) to_____ (Date)

under the direction of_____, _____ (Add Co-director if applicable), Fac. Rank_____

in the college(s)/department(s) of_____

Objective of Project:_____ **Brief title limited to 63 spaces**

for the general field of_____.

Credit To: (Appropriate common-unit code(s) and percent(s)).

_____ (College/Department), _____ (Percent), _____ (Other(s)), _____ (Percent(s))

Has gift/grant been acknowledged?

☐ YES Name of Contact Person_____ Date_____

☐ NO Name of Contact Person_____

APPROVALS:

Department Chairperson(s)	Date	Vice President for Development	Date
Agr. Exp. Station Director Div. Director or Research Unit Director, if applicable	Date	Vice President for Research and Graduate Studies	Date
Dean(s)	Date	Vice President for Finance and Operations and Treasurer	Date
Dean, International Studies and Programs	Date	Secretary, Board of Trustees	Date

DISTRIBUTION:

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5th Copy — Other

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Stock Order # 140-2499
Michigan State University Printing O-15009

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 _____

MSU is an Affirmative Action/Equal Opportunity Institution

Lease, Lease-Purchase and Installment Purchase Agreements

I. EXECUTION OF AGREEMENTS

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

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

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

II. EVALUATION CRITERIA

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

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

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

2. Title is transferred to the University.

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

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

III. ACCOUNTING

A. Year end balances will <u>not</u> be carried forward to cover 091 encumbrances.

(Lease, Lease-Purchase and Installment Purchase Agreements continued)

B. Outright equipment purchases (single payment) will continue to be accounted for as 090 equipment expenditures. Encumbrances coded 090 will continue to be carried forward to the extent of funds available.

C. Payments under agreements which are exclusively rental in nature (no option to purchase available) will continue to be accounted for as supplies and services (052 object code).

IV. AMENDING EXISTING AGREEMENTS - if a department wishes to either amend a rental/lease agreement to incorporate a purchase option, or to consummate a rental/lease agreement with a purchase, a requisition must be submitted to Purchasing advising them of the proposed change.

U.S. MAIL AND POSTAGE CHARGES

MAIL PROCESSING is located in 113 Angell University Services Building, 133 Service Road - telephone, 355-1700 ext 216; fax, 355-4484.

I. Incoming U.S. Mail

A. Incoming first class U.S. Mail is handled, for the most part, by the U.S. Postal Service and delivered directly to the University buildings. A one-stop per building delivery point has been established which is used by both the U.S. Postal Service and Campus Mail Service. If you have any questions or concerns about this service, you may direct your questions to either University Stores or Mail Processing at 5-1700.

B. Correspondents should be encouraged to address mail to an individual by name of department, room number and building name. The correct zip+4 code should be used for all Michigan State University buildings served by the U.S. Postal Service. A correct and complete address will expedite the delivery of your mail. The following is an example of a standardized delivery address as recommended by the U.S. Postal Service to meet the requirements for OCR readability.

EXAMPLE:
MR JOHN A JONES
DEPARTMENT OF ENGLISH
MICHIGAN STATE UNIVERSITY
201 MORRILL HALL
EAST LANSING MI 48824-1036

C. A complete list of the University's zip+4 codes can be found in the back of this section.

II. Outgoing U.S. Mail

A. The Mail Processing Department provides services involving the preparation, metering and presorting of outgoing U.S. Mail for the entire University. This department is responsible for processing mail in a timely manner and at the lowest cost to the University. Mail Processing is also responsible for interpreting and enforcing U.S. Postal regulations and providing postal information to campus personnel. Mail Processing is located in the Robert D. Angell University Services Building at 133 Service Road and questions concerning U.S. Mail preparation should be directed to them at 355-1700, ext 216.

U.S. MAIL AND POSTAGE CHARGES (continued)

B. General Mail Preparation

Improperly sorted or prepared mail will result in delays and could result in the return of your mail.

1. **Mail Sorting**
   The primary sort of the University's mail must be done at the departmental level. Campus mail, stamped mail and mail requiring metering at Mail Processing must be kept separate.

   NO PERSONAL MAIL should be sent through the University system. Please deposit personal mail in designated USPS drop boxes.

2. **Mail Cards**
   Each letter, group of letters or parcels sent to Mail Processing must be accompanied by the appropriate "Mail Service Request" card. The "Green" card for domestic mail and the "White" card for International mail, see page 325.5. Be sure the card is secured to the mailing (rubber bands are preferred).

   The top of the "Mail Service Request" card must be completed with the appropriate department name, account number and authorized signature. Designate the method (First-Class, Third-Class, etc.) or write the desired service in the space provided. If nothing is designated, Mail Processing will use its own discretion.

3. **MSU Return Address**
   All mail to be processed through Mail Processing MUST have a Michigan State University return address on the envelope or parcel.

4. **Sealing Policy**
   Individual Mail and small bundles of letters (25 or less) should be sealed by your department. Larger bundles of letters, if nested (flaps open), will be sealed by Mail Processing.

   For the security of your mail, all bulky #10 business envelopes should be sealed by your department.

   All flats **must** be sealed by your department. Flats are envelopes that are larger than the standard #10 business envelope. These should be sealed with tape or glue, **NOT staples**, and envelopes with metal clasps should not be used.

U.S. MAIL AND POSTAGE CHARGES (continued)

5. **Service Endorsements**
   All flats, packages and foreign mail must be endorsed with the appropriate type of service.

   Sample endorsements:

First Class	Library Rate
Air Mail	Printed Matter
Parcel Post	Special 4th Class Book Rate

6. **"Specialty Item" Mailings**
   Letter mail and its contents need to be reasonably flexible and flat, to ensure proper transport through Mail Processing's equipment and the USPS automated system. Because they can cause damage to mail and the equipment, pens, pencils, keys, booster buttons, lapel pins and other rigid items should not be included in letter mail. To assure deliverability of this type of mail, please use padded mailers (available at Stores).

7. **USPS Size Standards**
   a. All pieces must be at least .007 inch thick, and
   b. All pieces that are 1/4 inch or less in thickness must be:
      (1) Rectangular in shape,
      (2) At least 3 1/2 inches high, and
      (3) At least 5 inches long.

   Note: Pieces greater than 1/4 inch thick can be mailed even if they measure less than 3 1/2 by 5 inches.

   Packages over 70 pounds are non-mailable. See Stores Section 220 for shipping instructions.

8. **USPS Non-Standard Surcharge**
   First-Class mail and single piece third-class mail weighing one ounce or less is considered as "non-standard" mail by the United States Postal Service and is subject to a $0.10 surcharge in addition to the applicable postage if:

   a. Any of the following dimensions are exceeded:
      Length - 11 1/2 inches,
      Height - 6 1/8 inches,
      Thickness - 1/4 inch, or

   b. The length divided by the height is not between 1.3 and 2.5, inclusive.

U.S. MAIL AND POSTAGE CHARGES (continued)

C. International Mail Preparation

1. International mail must be kept separate from domestic mail so it will not delay dispatch due to insufficient postage. **Please use the WHITE "International Only" mail card.**

   Postage rates to Canada and Mexico are less than other foreign countries. To assure that the proper postage is applied, please use a separate white mail card and note "Canada" or "Mexico" on the front.

2. All classes of mail going to foreign countries require special rates of postage and handling requirements may vary by destination. Mail that is not considered printed matter, business papers, or First-Class correspondence may require special custom declaration forms. If you have any questions on what may require these special forms, please call Mail Processing prior to mailing.

3. All mail going to foreign countries must be enveloped or wrapped (except post cards).

4. All foreign mail should be sealed by your department.

5. Foreign mailings should have the country name, printed in capital letters, as the only information on the bottom line. The postal delivery zone, if any, should be included with the city. For example:

   MR THOMAS CLARK
   117 RUSSELL DRIVE
   LONDON W1P6HQ
   ENGLAND

III. Charges and Month End Reports

A. All postage charges are tabulated by Mail Processing on the "Mail Service Request" card and posted daily to the specified account number.

B. At month end, departments will receive a tabulated list of all postage charges made against their departmental accounts. This list should be reviewed for accuracy. Any questions relating to the billing should be directed to Mail Processing at 5-1700, ext 221.

IV. Campus Mail Service

For information on Campus Mail Service, see University Stores Section 220.

U.S. MAIL AND POSTAGE CHARGES (continued)

MAIL SERVICE REQUEST CARDS

The GREEN "Mail Service Request" card is for domestic mail only. Domestic mail is mail transmitted within, among, and between the United States; its territories and possessions, Army/Air Force (APO) and Navy (FPO) post offices. The term "territories and possessions" include Guam, Puerto Rico and the U.S. Virgin Islands. Stores Stock Number 140-2557.

Department Name | Account Number | Classification Code

MICHIGAN STATE UNIVERSITY
MAIL SERVICE REQUEST

Date _____ Approved by: _____ Signature

U.S. Mail Only

First Class ☐
Third Class ☐
Parcel Post ☐
Spec. Fourth ☐
Other _____ Specify

Includes:
Guam
Puerto Rico
U.S. Virgin Islands

Service Endorsements Must Also Be On Packages and Flats

THIS CARD **MUST** BE SIGNED AND ATTACHED
TO ALL MAIL THAT YOU WISH PROCESSED.

CAMPUS MAIL ROOM ONLY
POSTAGE CHARGES

_____
_____
_____
_____
TOTAL

Michigan State University Printing O-12464
MSU is an Affirmative Action/Equal Opportunity Institution

Stock No. 140-2557

The WHITE "Mail Service Request" card is for international mail only. International mail is mail sent to all foreign countries, which includes Canada and Mexico. Stores Stock Number 140-2559.

Department Name | Account Number | Classification Code

MICHIGAN STATE UNIVERSITY
MAIL SERVICE REQUEST

Date _____ Approved by: _____ Signature

INTERNATIONAL ONLY

DOMESTIC
First Class ☐
Third Class ☐
Parcel Post ☐
Spec. Fourth ☐
Other _____ Specify

INTERNATIONAL
Air Mail ☐
Surface ☐
Books ☐
Printed Matter ☐

Service Endorsements Must Also Be On Packages and Flats

THIS CARD **MUST** BE SIGNED AND ATTACHED
TO ALL MAIL THAT YOU WISH PROCESSED.

CAMPUS MAIL ROOM ONLY
POSTAGE CHARGES

_____
_____
_____
_____
TOTAL

C-20064

MSU is an Affirmative Action/Equal Opportunity Institution Stock No. 140-2559 *Printed by Michigan State University Printing Services*

U.S. MAIL AND POSTAGE CHARGES (continued)

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
COMPUTER CTR	1042
CONRAD HALL	1327
COOK HALL	1024
COWLES HOUSE	1000
CYCLOTRON	1321
DAUGHERTY FOOTBALL BLDG	1214
DEMONSTRATION HALL	1028
ENGINEERING BLDG	1226
EPPLEY CTR	1121
ERICKSON HALL	1034
EUSTACE HALL	1041
FARRALL AGRICULTURAL ENGINEERING HALL	1323
E FEE HALL	1316
W FEE HALL	1315
FOOD STORES	1233
GILTNER HALL	1101
GROUNDS HEADQUARTERS	1216
HUMAN ECOLOGY	1030
INTERNATIONAL CTR	1035
INTRAMURAL RECREATIVE SPORTS-CIRCLE	1049
INTRAMURAL RECREATIVE SPORTS-EAST	1375
INTRAMURAL RECREATIVE SPORTS-WEST	1026
JENISON FIELDHOUSE	1025
N KEDZIE HALL	1031
S KEDZIE HALL	1032
KELLOGG CTR	1022
KRESGE ART CTR	1119
LAUNDRY BLDG	1218
LIBRARY	1048

U.S. MAIL AND POSTAGE CHARGES (continued)

48824 ZIP+4 CODES

LIFE SCIENCE-UNIT 1	1317
LINTON HALL	1044
MANLY MILES BLDG	1230
MARSHALL HALL	1038
MEATS LABORATORY	1236
MORRILL HALL	1036
MUNN ICE ARENA	1051
MUSEUM	1045
MUSIC BLDG	1043
MUSIC PRACTICE	1053
NATURAL RESOURCES	1222
NATURAL SCIENCE	1115
NISBET BLDG	1229
OLD BOTANY	1040
OLD HORTICULTURE	1112
OLDS HALL	1047
OLIN MEMORIAL HEALTH CTR	1037
OYER SPEECH & HEARING CTR	1220
PACKAGING LABORATORY	1223
PAOLUCCI BLDG	1110
PESTICIDE RESEARCH CTR	1311
PHYSICAL PLANT SHOPS & OFFICE BLDG	1215
PHYSICS-ASTRONOMY	1116
PLANT AND SOIL SCIENCE	1325
PLANT BIOLOGY LABORATORIES	1312
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RESEARCH COMPLEX-ENGINEERING	1326
SALVAGE BLDG	1227
SIMON POWER PLANT	1217
STUDENT SERVICES	1113
TROUT FOOD SCIENCE & HUM NUTRI BLDG	1224
UNION BLDG	1029
URBAN PLAN-LANDSCAPE ARCH/INSTRUCT MEDIA	1221
VETERINARY MEDICAL CTR	1314
WELLS HALL	1027
WHARTON CENTER FOR PERFORMING ARTS	1318
WILLS HOUSE	1050

U.S. MAIL AND POSTAGE CHARGES (continued)

48825 ZIP+4 CODES

ABBOT HALL	1104
E AKERS HALL	1302
W AKERS HALL	1304
ARMSTRONG HALL	1006
BAILEY HALL	1007
BRODY HALL	1018
BRYAN HALL	1019
BUTTERFIELD HALL	1021
CAMPBELL HALL	1013
N CASE HALL	1205
S CASE HALL	1210
EMMONS HALL	1017
GILCHRIST HALL	1010
E HOLDEN HALL	1206
W HOLDEN HALL	1211
E HOLMES HALL	1107
W HOLMES HALL	1115
N HUBBARD HALL	1303
S HUBBARD HALL	1305
LANDON HALL	1008
MARY MAYO HALL	1011
MASON HALL	1103
E MCDONEL HALL	1108
W MCDONEL HALL	1114
OWEN GRADUATE HALL	1109
PHILLIPS HALL	1105
RATHER HALL	1020
E SHAW HALL	1110
W SHAW HALL	1113
SNYDER HALL	1106
VANHOOSEN HALL	1111
WILLIAMS HALL	1012
E WILSON HALL	1208
W WILSON HALL	1212
N WONDERS HALL	1207
S WONDERS HALL	1209
YAKELEY HALL	1009

PUBLICATIONS JOINTLY FUNDED BY THE GENERAL FUND AND A REVOLVING ACCOUNT

Publications to be jointly funded by the General Fund and a revolving account must have prior written approval of the Dean/MAU Head. All applicable publication expenditures should be charged to the revolving account with a subsequent transfer of expenditures to the other supporting accounts.

When there is General Fund support for a publication funded jointly, any revenues received in excess of costs charged to the revolving account plus estimated revision costs, if applicable, should revert to the General Fund until the General Fund portion has been refunded. Then all remaining revenue thereafter becomes the property of the revolving account which will be subject to the conditions of the account request form.

Exceptions to the policy must have prior written approval of the Provost.

RETENTION OF FISCAL RECORDS

I. DEFINITION

Fiscal records are those records that directly pertain to carrying out the business affairs of the University. Examples of the type of records included are: Ledgers and all supporting documents, Financial Reports, Payroll Documents, Paid Invoices, Service Unit Charge Detail, etc.

Retention of nonfiscal records is detailed in Section 340 of this manual.

II. GENERAL GUIDELINES

The retention of fiscal records for departments within the University is subject to several general guidelines.

A. The Accounting Department in the Controller's Office maintains the basic business documents of the University for a period of seven years to support federal audit. These documents include all documents related to revenues, expenditures, and transfers shown on the monthly ledgers that are provided to them by the department in processing the original transaction.

B. Departmental copies of fiscal records maintained by the Accounting Department should be retained fifteen months past the end of the fiscal year to facilitate departmental audits. Departments may wish to keep these records longer for the sake of convenience, particularly if there is a continuing need to refer to them. This should be kept to a minimum due to the cost of additional filing space.

   Originals of fiscal records not included with the documents sent to the Accounting Department when the transaction was originally processed, should be kept a minimum of four years (seven years if related to a federal contract or grant) past the end of the fiscal year to facilitate federal and state audits. Examples of these types of records include employee time records, job cost sheets, etc.

C. Service units must provide back-up documentation for ledger charges, for a period of seven years, if the nature of the charges is not readily discernible from the ledger description. Alternatives to this must be arranged between the service unit and the Office of Contract and Grant Administration. Information in support of charges must be available to permit federal audit for the appropriate period of time.

D. These guidelines have been approved by the director of the University Archives and Historical Collections. Units following these guidelines need not seek prior approval from the director of the Archives before destroying such fiscal records.

E. If you have a question concerning retention of fiscal records, please address it to: Office of Financial Analysis, 394 Administration Building, telephone number 355-5029.

RETENTION OF NONFISCAL RECORDS

I. DEFINITIONS

A. Official University records include all correspondence, reports, administrative documents, meeting minutes, personnel and student records, publications, photographs, maps, drawings, and plans, and taped recordings, films, machine-readable records, data and electronic mail, that have been made or received by any unit in connection with its operations.

B. Inactive records are those records, in whatever format, which must be retained for legal, administrative, fiscal, or historical reasons beyond their immediate purpose, and which are not referred to more than a few times per year.

II. BOARD OF TRUSTEES RESOLUTION

A. In 1969, the MSU Board of Trustees resolved that inactive records having long-term or permanent value should be transferred to the University Archives and Historical Collections.

B. Inactive records which need not be preserved are to be destroyed only with the joint approval of the unit head and the director of the University Archives.

III. PROCEDURES FOR TRANSFERRING RECORDS TO THE ARCHIVES

A. Procedures for the efficient transfer of records to the Archives are detailed in the MSU Records Management Handbook, 1989 available free of charge from the Archives.

B. Good management of official MSU records requires the establishment of specific retention schedules for records created and maintained in all units of the University. Records retention schedules may be produced by individual units or on behalf of units by Archives staff. However, such schedules **must** have the signed approval of both the unit head and the Archives director.

C. Boxing official inactive records and preparing box inventories is the responsibility of the unit transferring records to the Archives.

IV. RESTRICTIONS AND ACCESS TO RECORDS IN THE ARCHIVES

A. When necessary, access to records in the Archives may be restricted. Access restrictions may vary widely, but should be based on the University's written Freedom of Information Policy, copies of which are available from the Archives.

B. University departments and offices may have their own records returned from the Archives, usually within three business days. Emergency requests may be returned within one business day.

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.

MANUAL OF BUSINESS PROCEDURES - VOLUME II

Michigan State University

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