

# MICHIGAN STATE UNIVERSITY

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

EAST LANSING • MICHIGAN • 48824-1046

June 23, 1989

## MEMORANDUM

TO: Deans, Directors, Chairpersons and Executive Managers  
FROM: Lowell E. Levi, Controller *LES*  
SUBJECT: ANNUAL UPDATE TO THE MSU MANUAL OF BUSINESS PROCEDURES

Revisions to the Manual of Business Procedures dated March 31, 1989 are enclosed. Pages of the sections referenced below should be substituted for corresponding pages dated earlier. The listing of section/page numbers and the appropriate dates that should be contained in an up-to-date manual has also been updated. Updated Table of Contents and Indexes are also included for both volumes.

A brief explanation of the changes follows:

### VOLUME I

Section 1 - General Stores stock number provided for "Worksheet for Commitments" form.

Section 5 - Revised "Revolving Account Request Form" and "Clearing and Deposit Account Request Form."

Section 12 - General Information revision and updated "Budget Reallocation" form.

Section 20 - Addition of expenditure code 815.

Section 35 - Overall reorganization of section. Pages 35.5 and 35.6 contain CDW and LDW details on rental vehicles. Pages 35.11 to 35.14 have been revised with changes to safety inspections.

Section 46 - Revised requirements under items II and III concerning proper documentation for meal expenditures.

Section 47 - Correction of word in item I., D. "subscriptions" changed to "memberships."

Section 53 - Note changes and more specific and revised details in item III - Payment - relating to reimbursement and taxation.

Section 55 - Note revisions/changes to areas on determining Independent Contractors status, Earned Income Credit Advance Payment Certificate, and Overtime Compensation. Overall revision reflecting new student payroll implementation and Fair Labor Standards Act requirements on hours worked records and overtime compensation relating to all nonexempt employees. Compensation to academic employees apart from regular work assignments.

Section 65 - Changes in account ranges under item III., A. and B.

Section 70 - Most noteworthy are changes to Special Foreign Travel Fund; tips for taxi/limo service under preparation of travel vouchers; and updated reimbursement chart. Also, effective 7/1/89, the "Selected Travel Policies and Procedures" form will no longer be available at Stores. Departments can make copies from the Manual or contact the University Travel Office at 3-4882.

Section 75 - Overall revision of section.

Section 76 - Independent Contractors, newly-established section that will be distributed in the near future.

## VOLUME II

Section 210 - General update reflecting changes in organizational structure and CICS access procedures.

Section 225 - Updated phone numbers under "General" and "Lock Service" areas. As well as up-to-date key request/assignment forms.

Section 230 - University Laboratory Animal Resources (ULAR) name change reflected throughout section. Addition of item F, under "Non-Professional Services."

Section 240 - Mail Distribution Labels' section revised to three pages (240.1-240.3) including updated request memos.

Section 245 - Overall rewording of section.

Section 255 - Note new office location and general reorganization of section including elimination of copy center and supplies from Stores items.

Section 260 - Streamlining of section; elimination of detail covered in other sections of the Manual.

Section 265 - Note changes in business hours and phone number. "Types of Service" revised to include information on videotapes, video players and monitors; more detail on types of art services under Visual and Film Production.

Section 270 - Revision to Purchase Order form description and distribution.



Section 275 - Effective 1/1/89, Radio Broadcasting and Instructional and Public Television merged to form the Broadcasting Services Department. This section has been updated to reflect services in both Broadcasting Services.

Section 280 - Refining of section and elimination of detail covered in other areas.

Section 285 - Overall reorganization of section.

Section 290 - Revision of University Relations - Units of Broadcast/Marketing/Photo, News Bureau, and University Publications.

Section 305 - Note additions to Stipends.

Section 310 - Rewording of policy concerning flower purchases.

Section 315 - Note items I.,B,6 concerning hazardous substances and I.,B,7 concerning approval for computer and television equipment. Also, note item II.,D for additions to procedures with regard to checks for gifts deposited into 71-XXXX accounts.

Section 335 - Revision of item II.,D,2 concerning personnel records on faculty members.

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Enclosures

Date: 3-31-89

MANUAL OF BUSINESS PROCEDURES  
VOLUME I

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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.

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 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 | Function | Line  |
|------|----------|-------|
| 12   | 13-14    | 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

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

Page: 5.8  
Date: 3-31-89

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: \_\_\_\_\_ 7. Expenditures from this Account will be for: \_\_\_\_\_

a. \_\_\_\_\_ a. \_\_\_\_\_  
b. \_\_\_\_\_ b. \_\_\_\_\_  
c. \_\_\_\_\_ c. \_\_\_\_\_  
d. \_\_\_\_\_ d. \_\_\_\_\_

6. Estimated Yearly Income: \$ \_\_\_\_\_ 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 \_\_\_\_\_



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      | Function     | Line         |
| <u>12</u> | <u>13-14</u> | <u>15-18</u> |

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."

|           | <u>Internal Auditor</u> | <u>Date</u> | <u>Period Audited</u> |
|-----------|-------------------------|-------------|-----------------------|
| Signature |                         |             |                       |
| Signature |                         |             |                       |
| Signature |                         |             |                       |
| Signature |                         |             |                       |
| Signature |                         |             |                       |

## BUDGET REALLOCATIONS

### I. GENERAL INFORMATION

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

There are two categories of budget reallocations.

- A. To reallocate special funds budgeted centrally in the office of the dean or vice president.
- B. To reallocate funds among accounts to accommodate changes in program needs or requirements. This category consists of all reallocations not described in I., A. above.

### II. GENERAL PROCEDURES

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

- A. The "Budget Reallocation" form is the proper document on which to request all budget reallocations. An example of the form is provided on page 12.4. This form may be obtained from the General Stores Department, stock #140-2417.
- B. The Budget Reallocation should be prepared in quadruplicate. Send the original and the first and second copies to the Office of Planning and Budgets, Room 321 Administration Building. Retain the green copy for department/unit files.





(Expenditure Codes Continued)

- 190-199 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



OFFICE OF RISK MANAGEMENT & INSURANCE

I. ADMINISTRATION AND FUNCTION

- A. The Office of Risk Management & Insurance, Controller's Division, located at 372 Administration Building, telephone (517) 355-5022 is charged with responsibility:
- for the management and daily supervision of the University's Board of Trustees approved General and Quality Assurance & Risk Management Programs relating to liability and property exposures;
  - for administration of the University's responsibilities as a member of the nonprofit corporation created by ten Michigan universities;
  - for coordination of the activities of the University Quality Assurance & Risk Management Program relating to the medical services;
  - to serve on all primary Risk Management and Quality Assurance Committees as an ex-officio member;
  - to identify University risks and exposures and make recommendations as to the appropriate risk management technique to apply;
  - for the administration of all self-insured funds;
  - for the procurement of all liability and property insurance prudent to protect the University's interests; and
  - for administration of all claims and various policies and procedures relating to the University's Risk Management Programs.

- B. Descriptions of coverages afforded by the University's self-insurance and insurance policies are of necessity herein stated in general terms as the provisions of the policies are complex and often can be interpreted only with reference to specific circumstances. Inquiries should be made directly to the Office of Risk Management & Insurance.
- C. 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, incidents which have the potential of becoming a claim against the University or a University representative must be reported promptly to the Office of Risk Management & Insurance.

## II. GENERAL LIABILITY

- A. The University and persons acting within the scope of their duties or while performing services on behalf of or under the direction of the University are covered by the University's general liability self-insured and/or, insured policies.
- B. Applicable coverage provides payment of all sums including defense costs, for which the University and the covered persons become legally liable to pay because of bodily injury to a third person, personal injury (i.e.- libel, slander or defamation of character), or damage to property of others arising out of the operations of the University.

1. Reporting Accidents or Incidents
  - a. Accidents/incidents which take place on the MSU campus or involve MSU personnel and result in bodily injury, damage to property of others, or personal injury must be reported to the Department of Public Safety and to the Office of Risk Management & Insurance. Accidents/incidents involving hazardous materials must be reported to the Office of Radiological, Chemical & Biological Safety and the Office of Risk Management & Insurance.
  - b. If the accident/incident takes place 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.
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.



III. PROFESSIONAL

- A. University employees working within the scope of their duties and students engaged in academic programs are covered by the University's professional (human and veterinary medicine) liability self-insured funds.
- B. Coverage is provided for the rendering or failure to render professional services.
- C. Those covered under the provisions of the University's human and veterinary medicine self-insured programs are required to participate in the University's Quality Assurance & Risk Management Program approved by the Board of Trustees.

IV. AUTOMOTIVE

- A. University-Owned Vehicles
  - 1. The University carries bodily injury and property damage insurance to cover the University's legal liability for the operation of motor vehicles. The University and its authorized drivers are covered for claims of negligence which result in the damage to property of others or bodily injury to third parties within the limits of the Michigan No-Fault Act.
  - 2. The University does not carry collision insurance to cover damage to University-owned vehicles.
  - 3. Physical damage to University vehicles is the responsibility of the department.
  - 4. University-owned vehicles may not be used by student clubs, student organizations, non-University groups, or by employees engaged in private consulting.



B. Privately-Owned Vehicles

1. The University does not carry property damage or personal liability insurance for the protection of the owner of a privately-owned vehicle.
2. Those using privately-owned vehicles on University business should carry 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 (LDW) for rental vehicle agreements are automatically covered when using the American Express Corporate Card for payment. Exceptions are listed in the American Express policy.
2. The coverage is supplementary to any coverage provided by the rental agency and when the cardholder has personal coverage. Otherwise, the coverage is primary.
3. Persons who are not corporate cardholders should rent from Hertz where such is provided in their standard rates for Big Ten employees.
4. All of the above coverage is worldwide.
5. Cost of the CDW and LDW is not reimbursable by the University.
6. Visitors who are reimbursed for automobile rentals are excluded from the above policy, however, they should be encouraged to use the American Express Card (if a cardholder) or to use Hertz rental agency.

D. Rental Vehicles - Liability

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

E. Qualification of Drivers

1. A person driving a University-owned vehicle must have a valid U.S. or Canadian driver's license, must be experienced in handling the type of vehicle requested,

and must have a satisfactory driving record. The responsibility for enforcing these requirements rests with the Department Chairperson, or equivalent.

2. Employees (including graduate assistants) may be assigned and drive University vehicles on authorized trips. Students (except graduate assistants) may drive only if they are accompanied in the same vehicle by an employee to whom the vehicle is assigned or if a special request for authorization to drive has been filed by the Department Chairperson and approved by the Director of Planning and Budgets. A copy of the approved authorization must then be sent to the Office of Risk Management & Insurance.

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

G. Reporting Vehicle Accidents

1. The driver of an MSU vehicle involved in an accident must immediately report the accident to the police department in the enforcement jurisdiction.
2. The driver of the MSU vehicle, or an authorized representative of the department, must fill out form number Z43D0080, "Michigan State University Automobile Accident or Loss Notice Report" (see pages 35.17 and 35.18). Accident Kits including this form may be found in the glove compartment of each MSU vehicle or obtained from the Office of Risk Management & Insurance, 372 Administration Building, telephone 355-5022.



3. The Automobile Accident or Loss Notice Report form must be delivered to the Office of Risk Management & Insurance on the day of the accident or as soon as practicable thereafter.
4. Drivers of MSU vehicles involved in accidents must make every effort to obtain the name, address and telephone number of insurance companies and/or agents covering the other vehicles involved.
5. Accidents involving injuries must be reported at once by telephone to the Office of Risk Management & Insurance, 355-5022, 8 a.m. - 12:00 noon and 1:00 p.m. - 5:00 p.m., Monday through Friday, and to the Department of Public Safety, telephone 355-2221 at all other times.
6. Accidents involving injuries to employees must also be reported to the Workers Compensation Office, telephone 353-5394.
7. Proof of insurance coverage for University-owned vehicles may be ordered from the Office of Risk Management & Insurance, 372 Administration Building, telephone 355-5022.

V. PROPERTY

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

A. Reporting Property Losses

1. The chairperson, director or authorized personnel must report by telephone to the Department of Public Safety, telephone 355-2221 followed by a written report outlining circumstances of loss, date of loss, building and room number, steps taken to recover property, and a complete description of missing or damaged items.
2. Copies of the above written report must be mailed to the Inventory Department, 88 Service Road, and the Office of Risk Management & Insurance, 372 Administration Building.

B. Prevention - There are many departments prepared to assist the chairperson, director, manager or supervisor in reducing the loss potential. These include Safety Services, telephone 353-5360, the Office of Radiological, Chemical & Biological Safety, telephone 355-0153, the Office of Risk Management & Insurance, telephone 355-5022 and the Department of Public Safety 355-2221.

C. Security

1. To achieve the highest degree of security, valuable equipment must be stored in secure areas, duplicate copies of valuable records should be made and stored in remote locations, and areas open to the public should

be under surveillance at all times where there is a loss potential.

2. Key control, identification, secure storage of purses and personal belongings and other aspects of security need to be considered. The Department of Public Safety can provide assistance in improving security.

D. Equipment Taken Off-Campus - University policy stipulates that equipment cannot be taken off-campus. Any exception to this policy can only be made with the approval of the department chairperson, director or administrative head prior to written approval of the Secretary to the Board of Trustees.



VI. SAFETY INSPECTIONS

A. Follow-up Procedures

1. The Department of Public Safety is responsible for compliance with safety regulations and practices within University facilities. To this end, they will conduct periodic inspections of all facilities. Preference will be given to facilities known to have high potential risk factors of life safety and property value. The Department of Public Safety will also participate in inspections made by external insurance loss prevention inspectors/consultants, State, Federal or other agencies. All meetings/inspections with University personnel involving insurance loss prevention inspectors/consultants will be arranged by Risk Management.
2. The insurance loss prevention inspector/consultant will review Department of Public Safety reports prior to inspecting property in order to reduce duplication of recommendations. He/She will make inspections of facilities accompanied by a Department of Public Safety representative, a department representative and/or the Risk Manager. He/She will also review the proposed recommendations with the Department of Public Safety representative as inspections are made, and shall forward their final written recommendations to the Risk Manager. The Risk Manager will computerize the recommendations and forward them to the Department of Public Safety representative.

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

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

3. The Department of Public Safety will designate these deficiencies by four (4) groupings, as follows:
  - a. Housekeeping and equipment deficiencies
  - b. General building maintenance, repair and utilities
  - c. Grounds maintenance and repair
  - d. Major building deficiencies and alterations
4. Responsibility for correcting deficiencies noted in the inspection reports will be assigned by the Department of Public Safety as follows:
  - a. Housekeeping and equipment deficiencies:
    - In classrooms, lecture halls and seminar rooms
    - to Facilities Planning and Space Management

- Academic space in residence halls, Kellogg Center and the Union Building - to the Assistant V.P. of Housing and Food Services
  - Departmental - to the Department Chairperson or Director of the assigned space involved
  - H&FS - to the Assistant V.P. for Housing and Food Services
  - University Farms and off-campus properties - to the Director of Land Management
  - Grounds - to the Director of Campus Park and Planning
- b. General building maintenance, repair and utilities:
- H&FS - to the Assistant V.P. for Housing and Food Services
  - Academic areas - to the Assistant V.P. for Physical Plant
  - Auxiliary areas - to the Department Chairperson, Director or Manager
- c. Grounds maintenance and repairs:
- to the Director of Campus Park and Planning
- d. Major building deficiencies and alterations:
- The Risk Manager will keep an up-to-date compiled list for semiannual review by the Safety Inspection Committee for Property and Casualty (SICPAC).



5. The Department of Public Safety will set the specified time when the department must respond to the Safety Inspection Report in 4a, 4b or 4c. The department/unit will prepare and submit a written response to the Department of Public Safety with a copy of the response to the University Risk Manager, giving comments, proposed course of corrective action, and the time frame in which corrective action will be taken. IT IS THE RESPONSIBILITY OF THE DEPARTMENT/UNIT RECEIVING THE RECOMMENDATION TO TAKE CORRECTIVE ACTION. Housekeeping and general maintenance recommendations should be within the financial capability of most departments/units, however, if adequate funding is not available the department/unit will return a copy of the recommendation to the Department of Public Safety and Risk Manager noting response to that effect. THERE MUST BE SOME TYPE OF RESPONSE TO ALL RECOMMENDATIONS.
6. The University Risk Manager shall maintain a listing of recommendations made and course of action taken.
7. The SICPAC Committee shall review and determine the priority of those items listed in 4d. The SICPAC Committee shall consist of the Assistant Vice President for Finance, the Assistant Vice President for Physical Plant, the Assistant Vice President for Housing and Food Services, the Associate Director of Public Safety, the University Architect, the Director of Facilities

Planning and Space Management, the Controller, the University Risk Manager, and the Environmental Health & Safety Officer. The Committee shall meet a minimum of every six months.

B. Office of Radiation, Chemical & Biological Safety

1. The Office of Radiation, Chemical & Biological Safety (ORCBS) has responsibility for providing specialized safety services with regard to the use of hazardous chemicals, radioactive material, radiation emitting equipment and facilities, and potentially hazardous biological materials and organisms.

a. Any incident/accident relating to these areas must be reported immediately to ORCBS, C124 Research Complex-Engineering, Telephone 355-0153.

VII. TRAVEL ACCIDENT INSURANCE

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

VIII. ADDITIONAL INSURANCE

- A. Additional or supplemental insurance purchased by University departments, regardless of the source of funds, may duplicate existing protection and result in inherently unequal University-paid insurance coverage between units and employees. Therefore, no insurance policy of any kind may be purchased directly with any insurance carrier by a University department. All existing policies purchased by departments with University funds should be allowed to expire at the end of the current policy year and must not be renewed.
- B. Should exceptional circumstances indicate additional protection is desirable, a request for property or liability insurance must be made to the Office of Risk Management & Insurance. A request for life, medical and disability insurances must be made to the Staff Benefits Office.



Form No.  
Z43D0080

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

1. MSU VEHICLE DESCRIPTION

|                                      |            |      |            |                  |              |               |
|--------------------------------------|------------|------|------------|------------------|--------------|---------------|
| MSU Vehicle No.                      | Year Model | Make | Body Style | Registration No. | Motor Number | Serial Number |
| Purpose for which car was being used |            |      |            |                  |              |               |

2. DATE, TIME, PLACE OF ACCIDENT – MSU DRIVER

|   |                                      |  |               |                                       |            |  |
|---|--------------------------------------|--|---------------|---------------------------------------|------------|--|
| Date  | Hour                                 | City                                   | State         | Location (Street, Intersection, etc.) |            |  |
| Name of MSU Driver  |                                      |  | Date of Birth | Campus Telephone No.                  | Department |  |
| Driver's License No.  |                                      | Home Address: Number Street City State |               |                                       |            |  |
| Employee Status   | <input type="checkbox"/> Regular     | <input type="checkbox"/> Other         |               |                                       |            |  |
|   | <input type="checkbox"/> Grad. Asst. | (Specify)                              |               |                                       |            |  |
| Was accident reported to the police? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Where? |                                      |  |               |                                       |            |  |
| Was a citation issued? <input type="checkbox"/> Yes <input type="checkbox"/> No To whom?                                      |                                      |  |               |                                       |            |  |

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

|   |             |                             |
|---|-------------|-----------------------------|
| Name  | Address     | Age                         |
| Injuries  |             |                             |
| <input type="checkbox"/> MSU Car <input type="checkbox"/> Other Car <input type="checkbox"/> Pedestrian | Attended by | Where taken after accident? |

4. DAMAGE TO PROPERTY OF OTHERS

|                                  |                              |                           |
|----------------------------------|------------------------------|---------------------------|
| Nature and extent of damage      |                              | Estimated cost of repairs |
| Name of Owner                    | Address of Owner             |                           |
| Name of Driver                   | Address of Driver            |                           |
| Automobile: year, model and make | Body Style                   | Registration Number       |
| Name of Insurance Company        | Address of Insurance Company |                           |

5. DAMAGE TO MSU VEHICLE

|                                      |                           |
|--------------------------------------|---------------------------|
| Nature of loss                       | Estimated cost of repairs |
| When and where can car be inspected? |                           |

PLEASE GIVE INFORMATION REQUESTED ON REVERSE SIDE

Complete one copy and deliver to the Insurance Office, Rm. 372 Administration Bldg.

## 6. NAME &amp; ADDRESSES OF OCCUPANTS &amp; WITNESSES

|   |                        |         |               |
|---|------------------------|---------|---------------|
|   | Occupants of MSU Car   | Address | Telephone No. |
| a |                        |         |               |
| b |                        |         |               |
| c |                        |         |               |
|   | Occupants of Other Car | Address | Telephone No. |
| a |                        |         |               |
| b |                        |         |               |
| c |                        |         |               |
|   | Other Witnesses        | Address | Telephone No. |
| a |                        |         |               |
| b |                        |         |               |
| c |                        |         |               |

## 7. CONDITIONS OF ROAD AND WEATHER

| WEATHER                        |                               | LIGHT                         |  | ROAD SURFACE                 |                                 | ROAD CONDITION                             |   | TOTAL LANES |  |
|--------------------------------|-------------------------------|-------------------------------|--|------------------------------|---------------------------------|--|---|-------------|--|
| <input type="checkbox"/> Clear | <input type="checkbox"/> Rain | <input type="checkbox"/> Day  | <input type="checkbox"/> Dark          | <input type="checkbox"/> Dry | <input type="checkbox"/> Snowy  | <input type="checkbox"/> Engineering       | <input type="checkbox"/> Divided        |             |  |
| <input type="checkbox"/> Fog   | <input type="checkbox"/> Snow | <input type="checkbox"/> Dawn | <input type="checkbox"/> Street Lights | <input type="checkbox"/> Wet | <input type="checkbox"/> Icy    | <input type="checkbox"/> Maintenance       | <input type="checkbox"/> Limited Access |             |  |
|                                |                               |                               |  |                              | <input type="checkbox"/> Muddy  | <input type="checkbox"/> Construction Zone |   |             |  |
|                                |                               |                               |  |                              | <input type="checkbox"/> Slushy |  |   |             |  |

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

9. ADDITIONAL PERSONS INJURED

|   |              |                             |
|---|--------------|-----------------------------|
| Name  | Address      | Age                         |
| Nature of Injuries  |              |                             |
| <input type="checkbox"/> MSU Car <input type="checkbox"/> Other Car <input type="checkbox"/> Pedestrian | Attended by: | Where taken after accident? |

Signature of Insured or Driver

Date of this report \_\_\_\_\_ 19 \_\_\_\_\_

INJURIES: Complete Sections I, II & IV      INCIDENT REPORT  
PROPERTY      MICHIGAN STATE UNIVERSITY  
DAMAGE: Complete Sections II, III & IV

(This form is not to be used for injuries to employees.)

I. PERSON INJURED

|                      |                 |                       |
|----------------------|-----------------|-----------------------|
| Name _____           | Telephone _____ | Age _____             |
| Address _____        | City _____      | State _____ Zip _____ |
| Type of injury _____ |                 |                       |

II. DETAILS OF ACCIDENT

|   |                                |
|---|--------------------------------|
| Type of Accident _____                            | Police Dept. reported to _____ |
| Date _____ Time _____ a.m. p.m.                   |                                |
| Location (bldg., city, state, be specific) _____  |                                |
| Condition of premises (i.e. wet, uneven...) _____ |                                |
| Probable cause of injury _____                    |                                |
| Remarks _____                                     |                                |

III. PROPERTY DAMAGE/LOSS

|  |  |
|--|--|
| Damage to property of others: yes ___ no ___ | Estimated cost of repair/replacement _____ |
| Nature & extent of damage _____              |  |
| Property description _____                   |  |
| Name of owner _____                          | Where can property be seen? _____          |
| Address _____                                | City _____ State _____ Zip _____           |
| Telephone _____                              |  |
| Remarks _____                                |  |

IV. WITNESSES

|            |               |                 |
|------------|---------------|-----------------|
| Name _____ | Address _____ | Telephone _____ |
| Name _____ | Address _____ | Telephone _____ |

Date of this report \_\_\_\_\_ Signature of person making this report \_\_\_\_\_

Return completed form to: Insurance & Risk Management      Title \_\_\_\_\_  
372 Administration Building  
Campus      Telephone \_\_\_\_\_

If you have any questions regarding this form please call the Insurance & Risk Mgmt. Office at 355-5022.

PLEASE USE THE REVERSE SIDE FOR ADDITIONAL COMMENTS AND DETAILS RELATING TO THE INCIDENT.



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. 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.

Food and Lodging Purchased on Campus Charged to University Accounts  
(Continued)

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

III. PURCHASES FROM CROSSROADS CAFETERIA, KELLOGG CENTER, THE UNION BUILDING AND UNIVERSITY CLUB

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

(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.



## MOVING EXPENSES

### I. ELIGIBILITY

Faculty (at the rank of instructor and above), academic, professional, and executive management staff who are either new or reassigned and are moving from outside a radius of 35 miles to the MSU work location. Reimbursement for actual moving expenses is not an entitlement; in all cases, it is an option to be agreed between the unit administrator(s) and the prospective faculty/staff member.

### II. AMOUNT

Up to \$5,000 with the recommendation and approval of chairpersons or directors and deans. Amounts exceeding \$5,000 must be approved by the Provost (or designate) or the Vice President for Finance and Operations (or designate). A college/division may establish a more restrictive moving expense policy.

### III. PAYMENT

- A. Prior to processing a moving expense reimbursement, the department should process a new employee for payroll purposes. This includes providing the Payroll Department with a completed Form W-4 and a copy of the employee's social security card. All moving expenses must be charged to a general fund labor account or appropriate non-general fund account. The employee's department must complete an IRS Form 4782, Employee Moving Expense Information, which may be obtained from the Payroll Department (see sample of form on Page 53.4). This form should include all moving expense payments and reimbursements made to/for the employee.
- B. All moving expense payments must be submitted to the Payroll Department, 350 Administration Building. Current tax laws provide that moving expenses must be reported as compensation on the employee's Form W-2.
- C. Moving expenses should be processed in one of the two following ways, depending on the nature of the expenses:
  1. Payment of moving expenses limited to moving household goods and personal items.

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

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

(Moving Expenses continued)

- b. The new MSU work location is at least 35 miles from the individual's former home.
- c. No other expenses, except the cost of storing and insuring household and personal effects for a single consecutive 30-day-period, are included for payment. Expenses for a period greater than 30 days should be submitted on a labor time card, along with any other moving-related expenses (discussed below).

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

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

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

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

Moving expenses other than moving household goods and personal items must be handled on a reimbursement basis. Reimbursement to the employee for these expenses must be paid on a blue labor time card. The time card and IRS Form 4782 are to be submitted to the Payroll Department, 350 Administration Building. The payment to the employee will be issued with the next scheduled labor payroll. Actual receipts and documentation for reimbursements submitted on time cards should be maintained by the department. The Payroll Department will mail the original copy of Form 4782 to the employee as provided by law.

Due to the uncertainty of the deductibility of moving expenses other than those for moving household goods and personal items, moving expenses processed on a labor time card will be subject to withholding of income tax and FICA tax. Withholdings for federal tax, state tax and FICA tax will approximate 32%. If the employee's moving expenses are deductible and the employee itemizes expenses on IRS Form 1040, Schedule A, when filing her/his annual tax return, the

(Moving Expenses continued)

employee may receive a refund of the federal tax withheld. Since some moving expenses are not deductible or may have limitations for tax purposes, the employee should be advised to check with a tax accountant, tax attorney, or to refer to the tax laws if such information is desired.

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



# Employee Moving Expense Information

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

Page: 53.4  
Date: 3-31-89  
OMB No. 1545-0182  
Expires 8-31-90

Do not file.  
Keep for your records.

Social security number

## Moving Expense Payments

| Type of moving expense  | 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.) |
|---|----------------------------|--|----------------------------------|
| <b>Section A.—Transportation of Household Goods</b>   |                            |  |                                  |
| 1 Transportation and storage for household goods and personal effects. . . . .  |                            |  |                                  |
| <b>Section B.—Expenses of Moving From Old to New Home</b>   |                            |  |                                  |
| 2 Travel and lodging not including meals . . . . .  |                            |  |                                  |
| 3 Meal payments for travel . . . . .  |                            |  |                                  |
| <b>Section C.—Pre-move Househunting Expenses</b>  |                            |  |                                  |
| 4 Travel and lodging not including meals . . . . .  |                            |  |                                  |
| 5 Meal payments for househunting trip . . . . .   |                            |  |                                  |
| <b>Section D.—Temporary Quarters For Any 30 Days in a Row After Obtaining Employment (90 days for a foreign move)</b> |                            |  |                                  |
| 6 Temporary quarters not including meals . . . . .  |                            |  |                                  |
| 7 Meal payments for temporary quarters . . . . .  |                            |  |                                  |
| <b>Section E.—Qualified Real Estate Expenses</b>  |                            |  |                                  |
| Qualified expenses of selling, buying, or leasing a home  |                            |  |                                  |
| <b>Section F.—Miscellaneous Payments</b>  |                            |  |                                  |
| 9 List all other payments (specify) .....   |                            |  |                                  |
| .....   |                            |  |                                  |
| .....   |                            |  |                                  |
| 10 Total moving expense payments. Add lines 1 through 9 . . . . .   |                            |  |                                  |
| Note: This amount <b>must</b> be included in employee's income .  |                            |  |                                  |

For Paperwork Reduction Act Notice, see back of form.



## Instructions for Employer Paperwork Reduction Act Notice

This information is required to carry out the Internal Revenue laws of the United States. It is needed to ensure that taxpayers are complying with these laws. You are required to provide this information.

The time needed to complete this form will vary depending on individual circumstances. The estimated time average is: 7 hours and 39 minutes.

If you have comments concerning the accuracy of this time estimate or suggestions for making this form more simple, we would be happy to hear from you. You can write to the **Internal Revenue Service**, Washington, DC 20224, Attention: IRS Reports Clearance Officer, TR:FP; or the **Office of Management and Budget**, Paperwork Reduction Project, Washington, DC 20503.

### Change You Should Note

Recent law changes put a new limitation on the amount of reimbursed meal expenses that may be deducted as moving expenses. Because of this change, you are no longer required to designate the amount of meal payments from which you did not withhold income tax.

### Purpose of Form

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

### Form W-2

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

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

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

### When To Give the Information

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

### Additional Information

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

## General Information for Employees

### Change You Should Note

Recent law changes put a new limitation on the amount of reimbursed meal expenses that are deductible as moving expenses. Now only 80% of reimbursed meal expenses are deductible.

### Purpose of Form

This form is furnished by your employer to give you the necessary information to help you 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 that you made during the calendar year for which you receive any reimbursement or during which payment is made for your benefit.

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

### Allowance of Deduction

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

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

### Conditions for Allowance

Generally, you must meet the following tests to deduct moving expenses:

**Distance Test.**—Your new work place must be at least 35 miles farther from your old home than your old work place was.

**Time Test.**—If you are an employee, you must work full time for at least 39 weeks during the 12 months right after you move.

### Additional Information

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



PAYROLL DEPARTMENT

I. DETERMINING EMPLOYMENT STATUS - EMPLOYEE VERSUS INDEPENDENT CONTRACTOR

A. Employee

1. Every individual performing services for the University and compensated by the University is presumed to be an employee unless she/he can meet the criteria of independent contractor status (discussed in item I.,B.). Generally, every individual who performs services that are subject to the will and control of the University, as to both what must be done and how it must be done, is an employee. It does not matter that the University allows the employee considerable discretion and freedom of action, as long as the University has the legal right to control both the method and the result of the services.
2. University policy requires that the following workers be compensated as employees:
  - a. Anyone teaching a course for credit.
  - b. Generally, anyone teaching a noncredit course of more than five sessions during one term. (A session can be any length of time up to and including a full day.)
  - c. Anyone currently employed by the University who performs additional services outside his/her regular job description (discussed in item V.,B.).
  - d. Anyone currently enrolled as a University student.
3. The status of any worker not falling into one of the above categories must be evaluated based on the Internal Revenue Service common law rules for distinguishing between employees and independent contractors.

B. Independent Contractors

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



(Payroll Department continued)

2. Examples of individuals who might meet the criteria for independent contractor status include:
  - a. Guest performers or artists who otherwise are not affiliated with the University.
  - b. Guest speakers or guest lecturers brought to the University for very short durations because of their expertise.
  - c. Individuals providing professional services, such as attorneys, accountants and other consultants.
3. See section 76 for instructions for processing independent contractors.
4. When the status of a worker cannot be determined from the above guidelines, contact the Payroll Department (355-5010) or Accounts Payable (355-0331) for guidance prior to the services' being performed.

## II. UNIVERSITY PAYROLLS

### A. Pay and Pay Dates

1. Academic and salaried nonacademic employees - Employees under these classifications are paid on a monthly payroll ending the last day of the month. Paychecks are distributed on the last working day of the month.
2. Graduate Assistants - Graduate assistants are paid on a monthly payroll ending on the 15th of the month. Paychecks are distributed on the 15th of the month or on the last working day before the 15th.
3. Hourly employees - Hourly employees, which include clerical-technical, 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

(Payroll Department continued)

- a. Form W-4, Employee's withholding Allowance Certificate, must be filed by every employee (see sample, page 55.21). Federal law requires that the employee complete the form in its entirety. If an employee does not complete a Form W-4, withholdings will be taken from the employee's earnings at the highest withholding rate (i.e., single marital status, zero exemptions).
- b. The employee must file a new Form W-4 each time the employee wishes to increase or decrease the number of exemptions claimed or to have additional amounts withheld per pay period.
- c. Forms W-4, as well as information for determining withholding allowances, are available in the Payroll Department, Office of the Controller, 350 Administration Building.
- d. Employees wishing to file a Form CW-4, Withholding Certificate for City Income Tax, may do so in the Payroll Department (see sample, page 55.22).

2. Verification of Social Security Card Information

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

3. Nonresident Alien Employees

- a. Nonresident alien employees who are not students should present their visas in the Payroll Department to determine if they may be eligible for exemption from federal, state and/or FICA withholding taxes.
- b. Changes in residency status should be reported to the employing department and processed through the appropriate personnel office. The employee also should bring the appropriate



(Payroll Department continued)

documentation of change in residency status to the Payroll Department to change his/her tax withholding status.

C. Optional Forms

1. Direct Deposit Authorization

Employees may have their paychecks directly deposited into personal checking or savings accounts by completing the Direct Deposit Authorization card (see sample, page 55.23). Employees who desire this service should also contact the financial institution and advise them that their paychecks are to be direct deposited.

2. U. S. Savings Bonds

Payroll deductions for United States Savings Bonds are available at the request of the employee. Authorized payroll deduction cards must be signed by the employee and filed in the Payroll Department.

3. Earned Income Credit Advance Payment Certificate

Employees eligible for the earned income credit (EIC) may either receive it on their tax returns or in advance payments during the year. Those who want to receive the credit in advance must file Form W-5 (Earned Income Credit Advance Payment Certificate) with the Payroll Department, 350 Administration Building. To qualify for the credit, employees must expect their income (including spouse's income, if married) to be less than \$19,340 for 1989 and meet other eligibility requirements. Eligible employees who do not file Form W-5 will still get the full benefit of the EIC on their annual tax return. Eligible employees must file a new Form W-5 each year.

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



(Payroll Department continued)

D. Appointment and Hiring

1. Academic Appointments

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

2. Salaried Nonacademic and Hourly Employees

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

3. Graduate Assistant Appointments

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

4. Student Employees

- a. All University students compensated for services rendered must be paid through the Payroll Department. Direct Payment Vouchers or other payment mechanisms should not be used.
- b. Departments are responsible for obtaining the completed Form W-4 and for verifying social security information and must submit the information to the Student Employment Office, together with the Student Employment Application, Form Z27D0010 (Stores stock order #140-2578). For further details on hiring student employees, see the Student Employment Manual prepared by the Student Employment Office.

(Payroll Department continued)

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

E. Forms Required for Payroll Processing

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

- a. Payrolls are prepared automatically from appointment and personnel forms/reports.
- b. Departments are responsible for reconciling all employees' time. Any factors that would alter an employee's compensation, such as termination, leave without pay or days lost without pay, should be reported to the appropriate personnel office immediately.

2. Hourly Employees (excluding Clerical-Technical)

- a. Form Required - "Daily Time Record" card (see sample, page 55.24).
- b. Preparation of Form
  - 1) The first time card submitted for an employee must have the complete name, social security number, account number, department, and rate. The name must be the same as it appears on the employee's social security card. After an initial time card has been submitted for an employee, a prepunched time card will be returned to the department for submission with the next payroll. The department should review the prepunched information and make any necessary corrections on the time card. DO NOT write any information above the heavy black line.
  - 2) Record the detail hours or days worked. Fractional hours are to be rounded to the nearest tenth of an hour. For example, 3 hours and 24 minutes should be recorded as 3.4 hours.
  - 3) Add hours or days for the pay period and enter the total under "Total for Period" and "Time."



(Payroll Department continued)

- 4) Check the "Unit of Time," insert the rate and compute the gross earnings in the gross amount block (omit dollar signs). Complete the "From" and "To" dates in the pay period block.
- 5) The time card must have the handwritten signature of the unit administrator.

3. Student Employees

- a. Form Required - "Payroll Time Report" (see sample, page 55.26) or "Student Payroll Time Report" (see sample, page 55.27).
- b. Preparation of Form
  - 1) Students who have been authorized by the Student Employment Office will appear on a preprinted Payroll Time Report. Enter an "X" in the first column next to the name of each student who is to be paid. Enter the number of hours worked for the pay period. Fractional hours are to be rounded to the nearest tenth of an hour. For example, 3 hours and 24 minutes should be recorded as 3.4 hours.
  - 2) 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 not to be paid for the pay period.
  - 3) A blank Student Payroll Time Report 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 (see sample, page 55.27). To complete the blank Student Payroll Time Report, enter the name and social security number of the student, 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 for the payment to be processed.
  - 4) Add the total number of hours, the total rates, and the number of students to be paid. Enter these totals in the appropriate boxes.



(Payroll Department continued)

- 5) 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.
- 6) 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. For this reason, the name and social security number on the time report must be exactly the same as they appear on the Registrar's records. Students who have gained employment by assuring the department they will enroll must enroll promptly or be terminated.

F. Rate of Pay

1. Academic

- a. Rate of pay is determined from the appointment form.
- b. Rate changes are made on the basis of new appointment forms or "Change of Status Recommendation" forms and must be approved by the Provost and Board of Trustees.
- c. The forms are available in the Provost's Office.

2. Graduate Assistants

- a. Rate of pay is determined from the appointment form.
- b. Rate changes are made on the basis of an amended or new appointment form.
- c. The forms are available in the Provost's Office.

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

4. Hourly Employees - Rate changes for hourly employees are approved by the Personnel Department and forwarded to the Payroll Department. Time cards should not reflect a new rate until it has been approved and the Payroll Department has a record of the change.

(Payroll Department continued)

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 Cards and Time Reports

- a. Biweekly pay periods for hourly and student employees end on Sunday at midnight. Payroll time cards/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 cards/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 Payroll Department 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 Payroll Department 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 processed by the first working day of the month preceding the pay date to be effective with the current payroll.

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



(Payroll Department continued)

Deposit Authorization" form (see sample, page 55.23). This form may be completed at the Payroll Department, or at the MSU Credit Union for direct deposits at that institution.

- b. Checks for these employees will be deposited in their bank accounts on the morning of payday. The employee will receive a "Direct Deposit Notification" showing gross pay, itemized deductions and net pay.
- c. Direct deposit may be discontinued if the Payroll Department has received the notice for salaried employees by the first day of the month preceding the paydate, and for hourly employees by the Monday preceding the paydate.
- d. Graduate Assistants and employees paid on the biweekly labor payroll may have their paychecks directly deposited into their personal checking or savings account by completing a "Direct Deposit Authorization" form. However, the financial institutions available for direct deposits are limited to eight (8) local banks. A listing of these banks is available in the Payroll Department.
- e. Direct deposit service currently is not available to employees paid on the biweekly student payroll.

2. Distribution to Departments

- a. Checks are picked up by the Campus Mail Service for delivery to the departments.
- b. Checks or Direct Deposit Notifications should be handed directly to the payee or placed in sealed envelopes for delivery by a designated employee.
- c. Payroll checks that must be cancelled and rewritten due to any of the following reasons should be delivered immediately to the Payroll Department, 350 Administration Building:
  - 1) Late termination.
  - 2) Leave of absence without pay.
  - 3) Too many hours on Student or Hourly.



(Payroll Department continued)

- 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. Check 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 is not currently enrolled. Note that student employees who were enrolled during Spring term and expect to be enrolled during Fall term may work Summer term without being enrolled.
2. When a paycheck is held, a "Hold Notice" is sent in lieu of the paycheck. The Hold Notice explains why the check was held and how the employee may obtain its release.

J. Checks Not Prepared with Regular Payroll

1. A check may not be prepared due to the following reasons:
  - a. Employment data for nonhourly employees was received in the Payroll Department after the processing deadline.
  - b. Hourly or student employee time cards/reports received after the processing deadline.
  - c. Student employee was not registered for the current term or student authorization was not properly completed.

(Payroll Department continued)

- d. Graduate assistant was not registered for the current term.
2. Once the required information and processing are completed, a payroll cash advance (for students and graduate assistants) or petty cash check may be obtained per the guidelines below.

K. Payroll Petty Cash Checks and Cash Advances

1. Petty Cash Checks - Employees failing to receive a check on the expected payday may obtain a petty cash check for wages earned. An appointment form, approved personnel information, or authorized time card/report must be on file in the Payroll Department before a petty cash check can be issued. 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. Due to payroll processing deadlines the following schedule applies to issuance of petty cash checks:
  - a. Salaried employees may request a petty cash check until the 15th of the month following the month in which they did not receive an expected check.
  - b. Graduate assistants may request a petty cash check until the last day of the month in which they did not receive an expected check.
  - c. Hourly, clerical-technical, and student employees may request a petty cash check on payday through Thursday of the following week.
2. Payroll Cash Advance - Graduate assistants and students failing to receive a check on the expected pay date may obtain a payroll cash advance for a portion of the net amount earned. A request for a payroll cash advance should be made in person at the Payroll Department on or after the regular pay date. An appointment form, approved personnel information, or authorized time report must be on file in the Payroll Department before a payroll cash advance can be issued. Each employee must show identification. The deadlines for issuing payroll cash advances are the same as those for petty cash checks.



(Payroll Department continued)

If all requirements are met, the Payroll Department will issue a cash advance card, which must be taken to the Cashier's Office, Room 110, Administration Building, and cashed on the date of issue only.

L. Final Payments to Terminated Employees

1. Academic Employees

- a. When an employee terminates employment prior to the ending date of his/her appointment, the employing department must process the required documents for termination through the Office of Planning and Budgets. The Payroll Department is notified of terminations for academic employees by the Office of Planning and Budgets. To avoid an overpayment to the employee, the termination notification should be submitted in sufficient time to allow processing by the Office of Planning and Budgets and the Payroll Department.
- b. Sailing Permits - All nonresident alien employees leaving the United States, except students on an "F" visa, must present a certificate of compliance ("sailing permit") at the place of departure from the United States. A letter from the chairperson of the employing department should be sent to the Payroll Department, stating that the employee is leaving the country, the date through which the employee is to be paid, and when the final paycheck is to be released. The Payroll Department will then prepare the final paycheck and sailing permit for pick-up by the employee or a representative from the employing department.

2. Nonacademic Employees

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



(Payroll Department continued)

sufficient time to allow processing by the Nonacademic Personnel Office and the Payroll Department.

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

M. Record of Hours Worked Requirement

1. The Fair Labor Standards Act requires that a record of hours worked be maintained for all nonexempt employees. Faculty, specialists, and executive managers are exempt under the law. Professional and supervisory staff at the 12 level or above are treated as exempt employees. All other employees are nonexempt.
2. The "Daily Time Record" (see sample, page 55.24) is an appropriate record for hourly employees. The "Time Record" (see sample, page 55.25) is an appropriate record for student employees. 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. The time reports sent to the Payroll Department do not contain daily time records.

III. FICA WITHHOLDING INFORMATION

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

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

A. Change of Name

1. Nonacademic Employees

(Payroll Department continued)

- a. The name of an employee on the payroll records must be the same as the name indicated on the employee's social security card.
  - b. Name changes must be processed through Personnel by the employee's department on the Personnel Action Notice (PAN). Name changes cannot be made on payroll records (including changes of name on prepunched time cards) until a copy of the changed social security card has been submitted to Personnel to change the employee's records.
2. Academic - Academic personnel must communicate changes in name by an Address Information Notice (AIN) to the Academic Personnel Records Office. The AIN should be accompanied by three copies of the employee's social security card. The Academic Personnel Records Office will forward one copy of the social security card to the Payroll Department and one copy to the Office of Planning and Budgets to change the employee's name in these areas.
  3. Students - Students must make name changes at the Registrar's Office, 150 Administration Building. In addition, a copy of the social security card with the corrected name should 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 should 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 55.21) and, if applicable, a Form CW-4, City Income Tax Withholding Certificate (see sample, page 55.22) to the Payroll Department.

B. Change of Payroll Address

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



(Payroll Department continued)

into the payroll system from the Registrar's address system.

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

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

V. COMPENSATION FOR NONREGULAR ASSIGNMENTS OR DUTIES

A. Overtime

1. Definition

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

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

- b. Hours worked in excess of a standard work day or week by a nonexempt employee should be approved in advance of the work's being performed by completing Form CO-pa-25a, Approval for Overtime Hours for Non-exempt Employees (Stores stock order #140-2604; see sample, page 55.28).



(Payroll Department continued)

2. Compensation

a. Time Off

- 1) As a general policy, overtime hours are to be compensated by time off, if the equivalent time off can be mutually agreed on and the time off can be scheduled within the pay period.
- 2) If time off cannot be given on or before the last day of the current pay period, the employee must be paid for the overtime hours.

b. Payment for Overtime Hours

- 1) Nonexempt employees (all employees except faculty, specialists, executive managers, and professional and supervisory staff at the 12 level or above) who work in excess of 40 hours in a week must be compensated for overtime if time off is not scheduled within the pay period when the overtime was worked. For hourly employees other than clerical-technical and student employees, overtime must be submitted on a pink payroll overtime time card. For clerical-technical employees, overtime must be reported on a green payroll overtime time card. For salaried employees, overtime must be submitted on a blue payroll overtime time card. (See page 55.29 for sample of Overtime Time Card.) The payroll overtime time cards provide for increasing overtime earned by 50% to reflect a time-and-one-half payment. Hours reported on the payroll overtime time cards must be rounded to the nearest tenth of an hour.

For student employees, overtime must be submitted on a Student Payroll Time Report using the STO earnings type and actual hours worked. Do not increase by 50% the overtime hours worked by students; the system automatically calculates a time-and-one-half payment.

- 2) All pink overtime time cards and Student Payroll Time Reports should be submitted per the schedule outlined in item II., G.,

(Payroll Department continued)

Deadline for Submitting Payroll Information and Changes.

- 3) All blue and green payroll overtime time cards should be submitted to the Payroll Department on Wednesday of student pay week.
- 4) A separate payroll overtime time card must be prepared to pay overtime hours applicable to the shift differential. (This does not apply to payroll of Physical Plant or Housing and Food Services hourly employees.)
- 5) Overtime time cards and Student Payroll Time Reports may be obtained from the Payroll Department.

c. Rate of Payment

- 1) Hourly employees should be paid their regular rate.
- 2) The hourly rate for a person on an annual salary is determined by dividing the annual salary by 2,080 (40 hours for 52 weeks).
- 3) Approval of the Personnel Department is necessary when overtime is submitted for A-P employees classified at the 12 level or above.

B. Compensation for Services Apart from Regular Work Assignments

1. Academic Employees - Every department paying individuals appointed in the academic personnel system for part-time work involving teaching or service activities in excess of load needs prior approval of the dean of the college. Deans should forward blue payroll overtime time cards related to overload pay to the Office of Planning and Budgets for processing. For details, consult the Office of Planning and Budgets at 355-9271. This type of pay is subject to the Board policy found under Overload Pay in the Faculty Handbook.
2. Nonacademic Employees
  - a. Michigan State University employees performing services apart from their regular work assignments are considered University employees in such capacity. They may not be processed as independent contractors.



(Payroll Department continued)

- b. The employee is at liberty to accept or reject without prejudice any work offered in excess of regular work assignments.
- c. To pay the employee for these services, an overtime time card must be submitted to Nonacademic Personnel for approval.
- d. If approved by Nonacademic Personnel, services apart from regular work assignments may be compensated at a rate different from the employee's regular rate. However, nonexempt employees must be appropriately compensated when total hours worked are in excess of 40 hours in a standard work week.

C. Military Pay

- 1. Regular, full-time employees who are ordered to temporary active duty for military training will be allowed fifteen (15) days leave of absence. The University will pay the difference between regular pay and military pay when the military pay is less. The military pay, which will be supplemented by the University, is the base pay. The employee must present a copy of the pay voucher from the government to document the amount of military pay received.
- 2. Military pay will be deducted from regular pay as follows:
  - a. Faculty - a copy of the military pay voucher should be forwarded to the Payroll Department. Payroll will determine the amount to be deducted. The military pay will be deducted from the next paycheck.
  - b. A-P and C-T - a copy of the military pay voucher should be submitted to the Personnel Department. The Personnel Department will determine the amount to be deducted and will report the amount to the Payroll Department. The military pay will be deducted from the next paycheck.
  - c. Hourly - a copy of the military pay voucher should be forwarded to the Payroll Department. Each department is responsible for deducting military pay on the payroll time cards. The military pay should be shown separately and deducted from the gross amount. The balance will be paid to the employee and will be



(Payroll Department continued)

subject to withholdings for federal, state, and FICA taxes.

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.

| FORM W-4 (MSU)  |  | <b>Employee's Withholding Allowance Certificate</b><br>▶ For Privacy Act and Paperwork Reduction Act Notice, see instructions. |  | See IRS 1989 W-4 instructions  | 1989   |
|---|--|--|--|--|--|
| 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<br><input type="checkbox"/> SALARY<br><input type="checkbox"/> GRAD. ASST.                                    |  | <input type="checkbox"/> CT/LABOR<br><input type="checkbox"/> SUMMER SCHOOL<br><input type="checkbox"/> STUDENT  |  |
| City, State, and Zip Code   |  | 3b. Marital Status<br><input type="checkbox"/> Married<br><input type="checkbox"/> Single                                      |  | NOTE: If married, but legally separated, or spouse is a nonresident alien, check the Single box.   |  |
| 4. Total number of allowances you are claiming (from the Federal Form W-4 Worksheet)  |  |  |  | NOTE: See instructions for claiming STATE exemptions when completing lines 4, 5, and 6.  | FEDERAL STATE  |
| 5. Additional amount, if any, you want deducted from each pay.  |  |  |  | 5  | \$ \$  |
| 6. I claim exemption from withholding and I certify that I meet ALL of the following conditions for exemption:<br>● Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND<br>● This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability; AND<br>● This year if my income exceeds \$500 and includes nonwage income, another person cannot claim me as a dependent. |  |  |  | 6  |  |
| If you meet all of the above conditions, enter the year effective and "EXEMPT" here ..... ▶ 19  |  |  |  |  |  |
| 7. Are you a full-time student? (Note: Full-time students are not automatically exempt.)  |  |  |  | 7  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or, if claiming exemption from withholding, that I am entitled to claim the exempt status.   |  |  |  | MICHIGAN STATE UNIVERSITY<br>PAYROLL DEPARTMENT<br>350 ADMINISTRATION BLDG.<br>EAST LANSING, MI. 48824-1046<br>FED. TAX ID# 38-6005984W<br>STATE TAX ID# S69-0350502 |  |
| EMPLOYEE'S SIGNATURE _____ DATE _____   |  |  |  |  |  |
| 1355-77C MSU IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER  |  |  |  |  |  |

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

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

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**





| NAME  | DEPT. | IDENTIFICATION NO. | S.S. | ACCT. OR JOB NUMBER | DEPT. CDE. | TIME | RATE | AMOUNT |  |                       |  |                     |  |        |  |      |  |      |  |
|---|-------|--------------------|------|---------------------|------------|------|------|--------|--|-----------------------|--|---------------------|--|--------|--|------|--|------|--|
| <div style="display: flex; justify-content: space-between;"> <div style="width: 35%;"> <p>NAME (PRINT LAST NAME FIRST)</p> <p>IDENTIFICATION NUMBER</p> <p>ACCOUNT NO.      LEAVE BLANK</p> <p>OBJECT CLASS   BLDG. NUMBER   DIV. NO.   PHYSICAL PLANT ONLY</p> <p>DEPARTMENT NAME</p> <p>TIME      RATE</p> <p> UNIT <input type="checkbox"/> HOURS <input type="checkbox"/> MONTH<br/> OF <input type="checkbox"/> DAYS <input type="checkbox"/> EVENT<br/> TIME <input type="checkbox"/> WEEKS <input type="checkbox"/> OTHER </p> <p>GROSS AMOUNT</p> </div> <div style="width: 15%;"> <p>HOURS TENTHS</p> <p>DAYS</p> <p>MONDAY</p> <p>TUESDAY</p> <p>WEDNESDAY</p> <p>THURSDAY</p> <p>FRIDAY</p> <p>SATURDAY</p> <p>SUNDAY</p> <p>MONDAY</p> <p>TUESDAY</p> <p>WEDNESDAY</p> <p>THURSDAY</p> <p>FRIDAY</p> <p>SATURDAY</p> <p>SUNDAY</p> <p>TOTAL FOR PERIOD</p> </div> <div style="width: 10%; text-align: center;"> <p>↑<br/>DO NOT<br/>WRITE<br/>ABOVE<br/>THIS<br/>LINE<br/>↓</p> </div> <div style="width: 35%;"> <p style="text-align: center;"><b>DAILY TIME RECORD</b></p> <p style="text-align: center;">PAY PERIOD</p> <p style="text-align: center;">FROM 19__ TO 19__</p> <p style="text-align: center;">APPROVED FOR PAYMENT</p> <p style="text-align: right;">422M</p> <p>DEPT. HEAD (original signature)</p> <p>DEAN OR DIRECTOR</p> <p>APPROVAL DATE</p> <p style="text-align: right;">DO NOT FOLD-STAPLE<br/>OR MUTILATE THIS<br/>CARD</p> </div> </div> |       |                    |      |                     |            |      |      |        |  |                       |  |                     |  |        |  |      |  |      |  |
| DIV. NO.  |       | TITLE              |      | DEPT.               |            | NAME |      | S.S.   |  | IDENTIFICATION NUMBER |  | ACCT. OR JOB NUMBER |  | AMOUNT |  | TIME |  | RATE |  |
| 1   |       | 2                  |      | 3                   |            | 4    |      | 5      |  | 6                     |  | 7                   |  | 8      |  | 9    |  | 10   |  |
| 11  |       | 12                 |      | 13                  |            | 14   |      | 15     |  | 16                    |  | 17                  |  | 18     |  | 19   |  | 20   |  |
| 21  |       | 22                 |      | 23                  |            | 24   |      | 25     |  | 26                    |  | 27                  |  | 28     |  | 29   |  | 30   |  |
| 31  |       | 32                 |      | 33                  |            | 34   |      | 35     |  | 36                    |  | 37                  |  | 38     |  | 39   |  | 40   |  |
| 41  |       | 42                 |      | 43                  |            | 44   |      | 45     |  | 46                    |  | 47                  |  | 48     |  | 49   |  | 50   |  |
| 51  |       | 52                 |      | 53                  |            | 54   |      | 55     |  | 56                    |  | 57                  |  | 58     |  | 59   |  | 60   |  |
| 61  |       | 62                 |      | 63                  |            | 64   |      | 65     |  | 66                    |  | 67                  |  | 68     |  | 69   |  | 70   |  |
| 71  |       | 72                 |      | 73                  |            | 74   |      | 75     |  | 76                    |  | 77                  |  | 78     |  | 79   |  | 80   |  |

BUFF (colored) Time Card - Regular Time





MICHIGAN STATE UNIVERSITY  
PAYROLL TIME REPORT

PAGE NO.  
00063

|              |
|--------------|
| PAY END DATE |
| 02/26/89     |

|            |     |
|------------|-----|
| SCHED. NO. | 220 |
|------------|-----|

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

**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 terminated entry on a blank Time Report for the hours charged to the additional account.
6. Add employee 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.

TOTAL NO. OF HOURS  
(add boxes P, Q, and R)TOTAL RATE OF PAY  
(from box S)

### 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)

NO. OF 'X' LINES THIS PAGE

**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

AUTHORIZED SIGNATURE

DATE \_\_\_\_\_

PHONE #



|               |       |
|---------------|-------|
| DEPT.<br>NAME |       |
| ROOM<br>NO.   | BLDG. |

**SCHED. NO.**

**USE THIS FORM TO:**

- PHONE #

## 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.



|      |  |      |                    |  |      |                     |  |            |      |      |        |
|------|--|------|--------------------|--|------|---------------------|--|------------|------|------|--------|
| NAME |  | DEP. | IDENTIFICATION NO. |  | S.S. | ACCT. OR JOB NUMBER |  | DEPT. CDE. | TIME | RATE | AMOUNT |
|------|--|------|--------------------|--|------|---------------------|--|------------|------|------|--------|

  

|  |  |  |  |   |  |                              |   |  |  |  |
|--|--|--|--|---|--|------------------------------|---|--|--|--|
| NAME (PRINT LAST NAME FIRST)<br><br>IDENTIFICATION NUMBER<br><br>ACCOUNT NO.      LEAVE BLANK<br><br>OBJECT CLASS   BLDG. NUMBER   DIV. NO.   PHYSICAL PLANT ONLY<br><br>DEPARTMENT NAME<br><br>TOTAL HOURS      REGULAR RATE THIS JOB<br><br>GROSS AMOUNT |  |  |  | HOURS<br>TENTHS<br>DAYS   |  | DO NOT WRITE ABOVE THIS LINE | <b>DAILY RECORD<br/>OVERTIME HOURS ONLY</b>   |  |  |  |
|  |  |  |  | MONDAY<br>TUESDAY<br>WEDNESDAY<br>THURSDAY<br>FRIDAY<br>SATURDAY<br>SUNDAY<br>MONDAY<br>TUESDAY<br>WEDNESDAY<br>THURSDAY<br>FRIDAY<br>SATURDAY<br>SUNDAY<br>TOTAL ACTUAL OVERTIME HOURS<br>MULTIPLY BY 1.5<br>TOTAL HOURS |  |                              | PAY PERIOD<br><br>FROM 19      TO 19<br><br>APPROVED FOR PAYMENT<br><br>DEPT CHAIRMAN original signature<br><br>DEAN OR DIRECTOR<br><br>APPROVAL DATE |  |  |  |

  

|          |   |       |   |       |      |   |      |                       |    |                     |        |      |      |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|----------|---|-------|---|-------|------|---|------|-----------------------|----|---------------------|--------|------|------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| DIV. NO. |   | TITLE |   | DEPT. | NAME |   | S.S. | IDENTIFICATION NUMBER |    | ACCT. OR JOB NUMBER | AMOUNT | TIME | RATE |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 1        | 2 | 3     | 4 | 5     | 6    | 7 | 8    | 9                     | 10 | 11                  | 12     | 13   | 14   | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 |

Overtime Time Cards

- PINK - Hourly excluding Clerical-Technical
- GREEN - Clerical-Technical
- BLUE - Salary

(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 are not 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 all transactions affecting revenue. Therefore, all 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 generally 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.

## I. GENERAL POLICY

### A. General Policy

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

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

### B. Eligibility

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

### C. Limitations and Exceptions

1. All travel must be authorized or approved in advance of departure. Each traveler must have a separate authorization.
2. The administrator responsible for the funds must sign the authorization part of the travel voucher in advance of the travel.
3. Exceptions to the travel regulations must be authorized by the Office of Planning and Budgets in consultation with the Controller's Office. Foreign travel authorizations must be approved by the Office of Planning and Budgets, and if the travel is funded by a grant or contract, the authorization must also be approved by the Office of Contract and Grant Administration.
4. 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.
5. Reimbursement is generally limited to actual cost of business related expenses, except for mileage and per diem meals.
6. Sabbatical leave travel can be approved if a travel plan related to the sabbatical leave assignment is submitted.
7. University employees are responsible for travel costs for both domestic and foreign travel and must request reimbursement via



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

D. University Travel Office

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

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

E. American Express Corporate Card

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

F. Preferred Travel Agency

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

II. DOMESTIC TRAVEL

A. General Information

1. In-state travel is defined to include travel for which the destination is outside the local area but within the state of Michigan.
2. Out-of-state travel is travel for which the destination is outside the state of Michigan but within the United States, including Alaska, Guam, Hawaii, Puerto Rico, the U.S. Virgin Islands, Canada or Mexico. For U.S. government supported projects, Canada and Mexico may or may not be considered foreign travel, as determined by the grant limitations.
3. Student Field Trips - see the Manual of Business Procedures, Section 25.
4. Conference fees should be paid in advance where possible on a direct payment voucher. The conference application and payment form should accompany the voucher.

DISCOUNT REFUSALS CODES

- A. Airline Preference
- B. Flight Times Inconvenient to Schedule
- C. Direct Flight Preferred to Using Connecting Flights
- D. Frequent Flier Carrier Preference
- E. Aircraft Size Preference
- 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. Extended Stay Over for Excursion Fare not Preferred

INFORMATION REPORTING CODES

- K. U.S. Flag Carrier Required by Funding Source
- L. Routing Required Would Result in Excessive Delays
- M. Traveler confirmed on Alternate, but waitlisted for Lower Fare
- N. Carrier will not Accept Waitlist on Flight
- O. Cost Difference from Preferred Gateway is \$50 or less
- P. Cost Difference from Preferred Gateway is Greater than \$50
- Q. Convention Rate
- R. Detroit/Wayne Metropolitan Airport
- S. Flint Bishop Airport
- T. Grand Rapids Kent County Airport
- U. Lansing Capital City Airport
- V. If Business Travel Alone, Fare Would Have Been Greater
- W. If Business Travel Alone, Fare Would Have Been Lower
- X. American Express Corporate Card Used for Travel Purchase
- Y. Lowest Fare Accepted
- Z. Travel Charged to Departmental Account - Non-MSU Persons 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.
  - 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.



I. Special Foreign Travel Fund (SFTF) (Effective June 1988)

1. Purposes - The SFTF is meant to:

- a. Be a source of funds to assist faculty travel to international professional meetings and congresses;
- b. Supplement departmental and/or college funds available to faculty; and
- c. Serve to equalize MSU units' ability to support international travel by their faculty.

2. Policies Governing the SFTF

- a. All MSU faculty are eligible for SFTF support. However, high priority will be given to faculty appointed in the tenure system.
- b. An individual may not receive two separate SFTF awards within a 24-month period.
- c. SFTF support is for faculty attendance at international congresses and meetings held outside the United States.
- d. Normally, SFTF support may be used for air transportation expenses from Lansing only. It cannot be used for per diem and related meeting costs.
- e. The SFTF is intended to be a source of last resort. Applicants are thus urged to first explore and secure support from other sources whenever possible, such as departmental or college funds; NSF or NIH grant monies, other grant monies, foundations, and/or personal resources.
- f. The SFTF is intended to be supplemental in nature. Normally, departments and colleges must match part or all of the SFTF grant made to a faculty member. Grant funds dedicated to travel costs can be used for matching SFTF grants. Only funds allocated to offset travel costs will be considered as being matching monies - that is, funds allocated for conference fees and subsistence costs cannot be used to match SFTF grants.
- g. SFTF support may not be sought for retroactive reimbursement of travel expenses.



- 1) A letter of recommendation from Department Chairperson and an endorsement from the Dean of the appropriate College. These should indicate the financial commitment the units will make to match part or all of the potential SFTF award.
  - 2) A copy of the invitation to the Conference/Congress and/or letter accepting the paper to be presented at the Conference/Congress, which indicates the level and type of participation.
- d. Applications are reviewed three times each year. The three deadlines for submitting applications are: February 1, June 1, and October 1. Unless dictated by early deadlines for responding to meeting organizers, applications for SFTF support should be submitted as follows:
- 1) Applications for meetings in March through June should be submitted by the February 1 deadline;
  - 2) Applications for meetings in July through October should be submitted by the June 1 deadline; and
  - 3) Applications for meetings in November through February should be submitted by the October 1 deadline.

## V. OTHER INFORMATION

### A. Travel Advances

#### 1. General Information

Regular Faculty, Academic staff and Administrative Professionals of Michigan State University who are expected to travel annually on behalf of the University and earn a salary of more than \$15,000 are eligible to be considered for an American Express Corporate Card. Clerical-Technical employees who earn a minimum annual salary of \$15,000, have traveled at least twice during the past fiscal year on behalf of the University and would be expected to travel at least twice per year in the future are eligible to apply for a corporate card. Use of this corporate card by the employee will eliminate the need for most travel advances. Information on how to obtain a card may be received from the Travel Office, 390 Administration Building, 353-4882. Travel advances cannot be obtained by one person to cover multiple individuals' expenses.

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

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

- b. The minimum amount allowed for a travel advance for eligible travelers is \$350. A lesser amount can be obtained ONLY if reimbursable expenses on the travel voucher will be \$350 or more. If the travel authorization section of the Travel Voucher limits reimbursement on expenditures to less than \$350, the traveler is not eligible for a travel advance. accounts are monitored for misuse of the \$350 minimum. Misuse can result in loss of the privilege of obtaining travel advances. The minimum amount for a graduate assistant is \$50.
- c. No advance (domestic or international) will be issued to a traveler more than 35 days prior to the departure date on the travel voucher. In cases where airline reservations are made through the "preferred travel agency" and payment is required more than 35 days in advance of the trip to insure that the reservations are at the lowest possible airfare, an exception to the 35-day limit will be granted, with prior approval of the Travel Office.
- d. The amount of each advance is to be determined by the unit administrator. The advance is to cover reimbursable travel costs and should not exceed estimated expenditures. Any limitations on the reimbursement amount must be set by the unit prior to issuance of an advance.
- e. No advance will be made for travel to be charged against an agency account (account numbers 31-3500 through 31-4999).
- f. When a trip is cancelled for any reason, the travel advance must be repaid immediately. If the trip is rescheduled, a new travel voucher and advance must be issued.
- g. NO ADVANCE WILL BE ISSUED TO A TRAVELER HAVING AN EXISTING PAST DUE ADVANCE. FURTHERMORE, ANY TRAVELER WHO HAS HAD THEIR AMERICAN EXPRESS CORPORATE CARD REVOKED WILL NOT BE ELIGIBLE FOR AN ADVANCE.

3. Employees Who are Eligible for a Corporate Card

- a. Travel advances will be issued to employees who are eligible for the American Express Corporate Card to cover airfare only, when it exceeds \$350, under the following two conditions:
  - 1) If an airline reservation is made 45 days or less prior to the departure date of the trip and the resultant charge for the airfare to the employee's corporate card requires repayment prior to reimbursement, then the traveler may request a travel advance.
  - 2) If the "preferred travel agency" acknowledges a need to make an airline reservation more than 45 days prior to the departure date of the trip and the resultant charge for the airfare to the employee's corporate card requires repayment



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

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

- b. If the authorized travel is international and it can reasonably be assumed that dependence on the American Express Corporate Card will not meet the traveler's needs, then a request for a travel advance may be made. MSU travelers on extended foreign travel who do not expect to return home before the American Express Corporate bill is received will be eligible for a travel advance. A travel advance may be obtained no more than 7 days prior to departure. The minimum advance, based on estimated reimbursable nontransportation expenses, is \$350.
- c. If the employee is eligible and has applied for the American Express Corporate Card and the card has not yet been received, a minimum advance of \$350 may be requested and will be treated as described under item V., A., 2., b above.

#### 4. Obtaining an Advance

- a. Travel advances may be obtained by presenting the signed original (white) and goldenrod copies of the University Travel Voucher with the authorization section completed to the Travel Advance Section of the Cashier's Office, 110 Administration Building. Office hours are 8:15 a.m. to 4:15 p.m. Monday through Friday, phone 355-5055. 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. 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.
- c. 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.



- 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 of Graduate Fellow
  - 2) Dates of departure and return
  - 3) Research location
  - 4) Grant or contract account, account name, account number
  - 5) Amount of estimated expenditures per month by type of expenditure
  - 6) Amount of advance requested
  - 7) Requested payment date
  - 8) Signature of unit administrator
- c. After approval, the advance may be obtained from the Cashier's Office.

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 guideline of University travel policies and procedures, containing a memorandum space, is available from General Stores, stock number 140-2773 (MSU Selected Travel Policies and Procedures) to assist the traveler in keeping records (see sample, page 70.40).
- 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 at the earliest practicable date after return from a trip.
- b. If more than one account number is to be charged, the various costs claimed should be marked, e.g. using an asterisk, to indicate the appropriate account.
- c. The expense reimbursement section of the Travel Voucher must show detailed itemization of the travel and the type and cost of the accommodations used. If claiming expenses for business guests, give name(s) of person(s), position(s) and specific business purpose.

- d. Cost of individual meals should be itemized if away for less than a day. In case the traveler is away for a full day, the claim should be lumped together for the three meals.
- e. Tips for taxi or limousine service (not to exceed 10% of cost) should be listed on the left side of the voucher with other transportation expenses and labeled accordingly (e.g. Tips -- taxi). Each payment of a taxi/limousine tip should be listed adjacent to the expense for the taxi/limousine transportation. Other permissible tips should be listed on the right side of the voucher with other subsistence and miscellaneous expenditures.
- f. Original ticket stubs and original receipts are to be stapled to the original Travel Voucher.
- g. Refer to the Reimbursement Chart on page 70.31 for reimbursement rates.
- h. If the traveler's reimbursable expenses were limited to an amount less than actual, this limit amount should be clearly noted in the travel authorization section and below the "Total Claim" space of the voucher and labeled as "Limit."
- i. The final total and the signatures of the traveler and the persons approving the claim should be on the FIRST page of the Travel Voucher. If the traveler is not an employee of the University, write "Non-MSU" in the signature block of the voucher.
- j. Travel Vouchers and the applicable receipts are forwarded to Accounts Payable, 360 Administration Building, 355-0343.
- k. Accounts Payable audits all travel vouchers. If a travel advance related to a travel voucher being processed has not yet been repaid, the Travel Advance Office will deduct the amount owed and refund the difference or bill for the balance due.
- l. After audit, Accounts Payable forwards the voucher to Accounting for verification of authorized signatures and correctness of account numbers. Accounting prepares a check and inserts the check number on the voucher.
- m. The Travel Voucher is distributed as follows:
  - White - Accounting
  - Goldenrod - Retained by the Travel Advance Office when a travel advance is issued.
  - Yellow - After audit, this copy is sent to the Office of Planning and Budgets.
  - Pink - Retained by the originating department for their records.
  - Blue - Sent to payee with check.



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

C. Report of Out-of-State Travel

1. General Policy

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

2. Purpose

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

- a. It provides the permanent travel records for the Office of Planning and Budgets and the University Archives.
- b. It provides the basic data from which the Office of Planning and Budgets compiles the annual report of out-of-state and foreign travel.
- c. Each traveler is asked to indicate on the travel report the major purpose for which the trip was undertaken, as follows:

1) Travel in support of professional improvement.

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

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

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



- 4) Travel in support of the public service programs of the University. This includes travel to serve as a resource person at meetings of industrial, governmental, educational, grower or lay groups. It includes serving on federal panels, site visits and accreditation visits, and it includes many of the programs of Lifelong Education Programs and the Cooperative Extension Service.
- 5) Travel in support of administration. This includes travel related primarily to the administrative or supportive functions of the University rather than to the disciplinary programs.
- 6) Travel in support of intercollegiate competition. This includes travel in support of or in connection with intercollegiate athletic contests, music or art competitions, debates, forensic programs, judging contests or other sanctioned University events.
- 7) Travel in support of international programs. Travel may be either foreign or domestic, but is concerned with programs designed to improve conditions in foreign countries or to improve relationships with foreign countries.
- 8) Miscellaneous. Travel not defined in other categories.

#### D. Insurance

##### 1. Insurance on Vehicles

- a. University-owned Vehicles. The University carries bodily injury and property damage insurance to cover the University's liability.
- b. Private Vehicles. Drivers of privately-owned vehicles used on University travel are not protected by liability and property damage insurance carried by the University. For their own protection, employees driving private or rental cars should carry insurance in an amount that will cover their legal responsibility. Employees driving rental cars should check their own insurance policy to determine coverage before purchasing additional insurance through the rental agency. 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:

- 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.



## REIMBURSEMENT CHART

This chart indicates the maximum amount of reimbursement for travel on official University business.

| Category 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.<br>Includes tips. |   |   |
|  | Standard  | Federal Key Cities (6)  |
| Full Day   | \$25.00 maximum   | \$33.00 maximum   |
| Breakfast  | 4.50 maximum  | 6.00 maximum  |
| Lunch  | 6.50 maximum  | 8.00 maximum  |
| Dinner   | 14.00 maximum   | 19.00 maximum   |
| Guest (1, 2)   | Full Reimbursement  | Full Reimbursement  |
|  |   | Specific business purpose, name of guest(s) and his/her affiliation. Receipts are required. |
| Transportation   |   |   |
| Personal car-miles (3)                                   | 24 cents per mile   | None  |
| Mileage-vicinity travel                                  | 24 cents per mile   | Itemized separate from enroute miles.   |
| Bridge and toll road                                     | Full reimbursement  | None  |
| Pulling trailer  | 1 cent per mile   | None  |
| Driving extra car  | Split of single car reimbursement   | None  |
| Lansing airport (4)                                      | 24 cents per mile   | None  |
| Commercial Carrier -<br>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   | Economy class rate  | Itemized receipt from rental agency   |
| Private plane  | Lowest of round trip air fare or car mileage                              | None  |
| Parking - private or MSU car                             | Up to \$3.00 per day<br>Over \$3.00 per day                               | None<br>Itemized receipts   |
| Other  |   |   |
| Conference expenses (5)                                  | Full reimbursement  | Itemized receipts   |
| Telephone and telegrams                                  | 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<br>Over \$2.50 per day                               | Itemize<br>Itemize and receipts   |
| Limited Reimbursement                                    | Determined prior to departure for an amount less than anticipated expense | Same as listed above  |

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

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

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) Conference registration fees may be paid on a Direct Pay Voucher.

(6) Reimbursement at Federal Key City per diem rates is provided when the lodging purchased is located within the city limits of the key city.



| 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  |
| Is-not included in conference fees.<br>Includes tips.                                       |   |   |
|   | Standard  | Federal Key Cities (6)  |
| Full Day  | \$25.00 maximum   | \$33.00 maximum   |
| Breakfast   | 4.50 maximum  | 6.00 maximum  |
| Lunch   | 6.50 maximum  | 8.00 maximum  |
| Dinner  | 14.00 maximum   | 19.00 maximum   |
| Guest (1, 2)  | Full Reimbursement  | Full Reimbursement  |
| Specific business purpose, name of guest(s) and his/her affiliation. Receipts are required. |   |   |
| Transportation  |   |   |
| Personal car-miles (3)  | 24 cents per mile   | None  |
| Mileage-vicinity travel   | 24 cents per mile   | Itemized separate from enroute miles.                                     |
| Bridge and toll road  | Full reimbursement  | None  |
| Pulling trailer   | 1 cent per mile   | none  |
| Driving extra car   | Split of single car reimbursement   | None  |
| Lansing airport (4)   | 24 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  | Economy class rate  | Itemized receipt from rental agency                                       |
| Private plane   | Lowest of round trip air fare or car mileage                              | None  |
| Parking - private or MSU car  | Up to \$3.00 per day  | None  |
|   | Over \$3.00 per day   | Itemized receipts   |
| Other   |   |   |
| Conference expenses (5)   | Full reimbursement  | Itemized receipts   |
| Telephone and telegrams   | 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  |
| Anticipated Reimbursement   | Determined prior to departure for an amount less than anticipated expense | Same as listed above  |

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

# MICHIGAN STATE UNIVERSITY SELECTED TRAVEL POLICIES AND PROCEDURES

January 1989



## Authorization

### Private Vehicles

### University-owned Vehicles

## Rental Vehicles

### Plane Fare

## Deductible Expenses

## Travel Advances

## Obtaining an Advance

## Repayment of an Advance

## Insurance

Date: \_\_\_\_\_

**List of Travel Expenses**

[illegible]

## VOUCHERS

### I. DIRECT PAYMENT VOUCHER

#### A. Purpose

1. This voucher was designed to simplify payment when a requisition and purchase order are impractical because of the nature of the payment.
2. Permissible payments without dollar limitation would include:
  - a. Training seminars provided either on campus or off campus by outside vendors unless the training was included as a part of the negotiated purchase of equipment or software, etc.
  - b. Lecturers, speakers or noncredit course instructors (teaching five or less sessions during one term). For further discussion of these payments see Section 76.
  - c. Entertainers.
  - d. Purchase of reprinted articles when the vendor does not require a University purchase order.
  - e. Magazine subscriptions not available through Ebsco Subscription Services.
  - f. Display advertising. However, advertising for the purpose of hiring personnel must be processed on a purchase requisition and University purchase order.
  - g. Conference registration fees.
  - h. Payment of conference costs (facility, food service, etc.) where the University is the conference sponsor. This does not include conference expenses for faculty and staff who attend the conference.
  - i. Memberships in professional organizations and associations in accordance with University policies outlined in Section 47.
  - j. Refunds. (NOTE: Refunds of \$2.00 or less will not be issued.)



- k. Utility payments for University installations (telephone, gas, electricity).
  - l. Shipping such as Federal Express, etc. Shipping which relates to a purchase order transaction must be coordinated with General Stores.
  - m. Consultants (exclusive of engineers and architects).
  - n. Honoraria.
  - o. Prepayment of airfare for non-University travelers (see Section 70).
  - p. Repairs to machinery and equipment not under a purchase order contract.
  - q. Payment of off-campus lodging expenses for University guests.
3. This voucher does not replace the normal purchasing procedure and therefore cannot be used in situations which require a requisition and purchase order (such as Ebsco subscriptions or purchase of equipment) and must not be used after a purchase order has been issued.

B. Form

Direct Payment Voucher forms (see sample, page 75.10) 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) and object code(s) to be charged. If the payment represents compensation to an individual who performed services as an independent contractor, the social security number and home address of the payee must be included on the form in order to comply with IRS regulations (see Section 76 for additional guidance regarding independent contractors).
- 2. 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.

3. Only one person or company can be paid on a single voucher unless the check is to be made jointly payable.
4. 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.
5. Special handling instructions need to be indicated and highlighted in the body of the voucher.
6. Sales tax should not be included in the total payment as the University is sales tax exempt.
7. Any detail, including invoices or contracts explaining the reason for the payment, should be stapled to the white copy.
8. Material to accompany the check, if any, should be attached to the blue copy.
9. 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 individuals meet the criteria of an independent contractor (see Section 76).
2. Direct Payment Vouchers cannot be used to award scholarships or grants to currently enrolled students. These payments must be channeled through the scholarship authorization process in the Office of Financial Aids. Questions concerning this process should be directed to the Office of Financial Aids at 3-5991.
3. Additional payments which are prohibited include:
  - a. General Stores stock items.
  - b. Physical plant supplies including paint, plumbing, electrical, heating, ventilating and air conditioning or other building supplies where federal, state, local or University building codes apply.



- c. Purchase of hazardous materials including cleaning solvents, controlled substances, radioactive materials, weapons and ammunition.
  - d. Recurring payments, such as rentals, leases and standing orders.
  - e. Reimbursements to University employees, including reimbursement of local meals at off-campus facilities. Reimbursement Vouchers should be used in such instances.
  - f. Advertising for the purpose of hiring personnel.
  - g. Maintenance and repairs to machinery and equipment under a Purchase Order contract.
  - h. Prepayment of airfare for University employees.
4. Questions concerning the propriety of using Direct Payment Vouchers to pay individuals should be addressed to Accounts Payable, 360 Administration Building, telephone 355-0331, in advance of the performance of the services in question.

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 71-0100 through 71-5999) should be forwarded to the Office of Contract and Grant Administration, 302 Administration Building, for approval. Contract and Grant Administration will forward the voucher to Accounts Payable.
- 3. A Direct Payment Voucher charged to a general fund salary account should be forwarded to the Office of Planning and Budgets, 321 Administration Building, for approval.
- 4. After audit, Accounts Payable will forward the voucher to Accounting for payment.
- 5. Accounting compares the signature on the Direct Payment Voucher to the signature on authorized signature forms.

6. Accounting will assign a voucher check number and prepare the check.
7. The check is mailed directly to the payee with the blue copy.
8. The paid voucher is distributed as follows:  
White - Accounting Department  
Blue - Payee

## II. MULTIPLE CHECK VOUCHER

### A. Purpose

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

### B. Form

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

### C. Preparation

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



5. The Multiple Check Voucher must be signed by an authorized signer.

D. Routing

1. The original and the blue copy should be forwarded to Accounts Payable (see item D.2 below for Contract and Grant Accounts). The initiating department should retain the pink copy for their files.
2. Multiple Check Vouchers with charges to research grant accounts (account numbers in the range 71-0100 through 71-5999) should be forwarded to the Office of Contract and Grant Administration, 302 Administration Building, for approval. Contract and Grant Administration will forward the voucher to Accounts Payable.
3. After approval, Accounts Payable forwards the voucher to Accounting for payment.
4. Accounting compares the signature on the multiple check voucher to the signature on authorized signature forms.
5. Accounting assigns voucher check numbers and prepares a check for each payee listed.
6. The checks are mailed directly to the payees.
7. The paid voucher is retained in the Accounting Department.

III. REIMBURSEMENT VOUCHER

A. Purposes

1. To reimburse a petty cash fund.
2. To reimburse individuals who use their own funds for legitimate University purposes, such as procuring small quantities of supplies in an emergency or purchasing meals or lodging (while not in travel status) for University guests (see Section 45).
3. Use of this voucher does not replace the normal purchasing procedure and therefore cannot be used in situations which require a requisition and

purchase order. This voucher must not be used for a transaction after a purchase order has been issued - a duplicate payment to the vendor may result.

4. Purchases made by individuals from their own funds have a limited reimbursement of \$100 for any one item, receipt or invoice.
5. Reimbursement is limited to material or services obtained directly by the individual making the purchase (such as material picked up from a vendor in the local area).
6. Under no circumstances are purchases made by individuals to be delivered to or through the University's Receiving Department. Purchases delivered in this manner (without a purchase order number) are not readily identifiable and cause severe delivery problems.
7. Items which individuals cannot purchase directly and then seek reimbursement for include:
  - a. General Stores stock items.
  - b. Physical plant supplies including paint, plumbing, electrical, heating, ventilating and air conditioning or other building supplies where federal, state, local or University building codes apply.
  - c. Purchase of hazardous materials including cleaning solvents, controlled substances, radioactive materials, weapons and ammunition.
  - d. Conference registration fees, or professional membership dues. These payments should be made directly by using a direct payment voucher.

B. Form

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

C. Preparation

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



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

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

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

4. The voucher requires the signature of the person to be reimbursed and the signature of someone administratively senior to the payee who is also an authorized signer for the account(s) charged. It is not appropriate for the payee to also authorize their own reimbursement.

#### D. Routing

1. Departments should retain the pink copy and forward the other copies to Accounts Payable, 360 Administration Building, for verification and approval.
2. A Reimbursement Voucher with charges to research grant accounts (account numbers in the range 71-0100 through 71-5999) should be forwarded to the Office of Contract and Grant Administration, 302 Administration Building, for approval. Contract and Grant Administration will forward the voucher to Accounts Payable.

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

IV. TRAVEL VOUCHER

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

V. WEEKLY VOUCHER CHECK SUMMARY

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



## 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 _____             |              |               |
| ADDRESS _____  |  | Page: 75.10<br>Date: 3-31-89 |              |               |
| ADDRESS _____  |  | 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   |  |                              |              |               |
| VED _____  |  |                              |              | TOTAL PAYMENT |
| UNIT ADMINISTRATOR _____   |  |                              |              |               |
| DATE _____   |  |                              |              |               |
|  |  | AUDIT                        |              |               |
| BUDGET APPROVAL _____  |  | CHECK NUMBER AND DATE        |              |               |
| DATE _____   |  |                              |              |               |

**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:**

| DESCRIPTION TO BE PUT ON CHECKS:   |  |  |  |  |  |  |  |  |  | Account Number  | Object Class | Amount  |   |
|--|--|--|--|--|--|--|--|--|--|---|--------------|---|---|
| Payee (Last Name, First Name, Complete Address)                                  |  |  |  |  |  |  |  |  |  | Amount  |              | Check Number and Date<br>(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. |  |  |  |  |  |  |  |  |  | <div style="display: flex; justify-content: space-between;"> <span>AUTHORIZED SIGNATURE</span> <span>DATE</span> </div> |              | <div style="display: flex; justify-content: space-between;"> <span>\$</span> <span></span> </div> | <div style="display: flex; justify-content: space-between;"> <span>TOTAL</span> <span>AUDIT</span> </div> |



White - Controller's Office  
Green - Return to department with the check number  
Blue - Mail to payee with the check.  
Pink - Department File.

1. Prepare with typewriter
2. Refer to Manual of Business Procedure Section 75.6
3. Send white, green and blue copies to Accounts Payable, 366 Administration Building.

A3811-01

MICHIGAN STATE UNIVERSITY  
WEEKLY VOUCHER CHECK SUMMARY REPORTREPORT DATE: 11/30/87  
PERIOD COVERED: 11/23/87 - 11/30/87

PAGE: 1

ACCOUNT # : 12-3456 MAIL CODE: 01601  
DEPT. NAME : DEAN'S OFFICE  
ACCT. NAME : OPERATING ACCOUNT  
ADMN. RESP. : XYZ COLLEGE

| PAYMENT<br>DATE | OBJECT<br>CLASS | PAYEE NAME | PROJECT<br>CODE | P.O.<br>NUMBER | CHECK TYPE     | CHECK<br>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 |

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Date: 3-31-89



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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 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 Exhibit I (page 210.13) 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

(Administrative Information Services Cont.)

sign a release (Exhibit II, page 210.14) and the release will be retained as the documentation of authorization.

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

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

a) All secured forms and signatures will be permanently housed on a special printer floppy disk. This floppy disk will be given to the client and must be supplied to AIS for printing. No backups will be maintained in AIS for secured forms and signatures.

b) Production printing of secured forms.

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

#### C. Production Services

Productional jobs should be requested from AIS via a "Standard Request Memo" at least three (3) days prior to the desired run

(Administrative Information Services Cont.)

date. The client must fill out the request form with the client supplied setup information and deliver it to the Input/Output window of AIS located on the ground level, Room 47 Administration Building. Output from a job will be available at AIS on the morning following the run date.

Any jobs that require preprocessing, such as keying by AIS Data Entry, will require additional lead time depending on volume of work to be completed. This time may be determined by contacting AIS.

"Standard Request Memos" for existing productional jobs (jobs not requiring programming support) should be obtained from AIS. A unique "Standard Request Memo" exists for each productional job run in AIS. A sample Standard Request Memo for job G0491, which produces address mailing labels, is found in the Manual of Business Procedures (section 240, Mail Distribution Labels, page 240.6).

D. Network Access (Connection)

1. Administrative Information Network

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

- a. State type of equipment and quantity to be connected. For AIS supplied equipment or client supplied equipment, see section E.1 (page 210.5) for acceptable device types.
- b. Location at which equipment is to be installed.



(Administrative Information Services Cont.)

- 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 Communication 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. Administrative Office Automation Network

Requests to AIS for initial or additional connections to Administrative Office Automation Network should be addressed to the AIS Department, Attention, Manager of Client Services.

A representative of the AIS Information Services staff will assist in the evaluation and selection of available alternatives in connecting to the Administrative Office Automation Network. Installation and training plans will be developed to meet the requesting department's needs. A written request will be prepared containing the following information:

(Administrative Information Services Cont.)

- a. State type of equipment and quantity to be connected. For AIS supplied equipment or client supplied equipment, see section E.2 (page 210.6) for acceptable device types.
- b. Location at which equipment is to be installed.
- c. Client department's common unit code.
- d. Billable account number.
- e. Name and telephone number of contact person.
- f. Desired installation date.
- g. Authorized department signature.

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

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

E. Equipment Considerations

1. Administrative Information Network

The following list indicates equipment available through AIS and acceptable client department equipment:

- a. Local Attachment - Directly attached to the AIS IBM 3090/180E coaxial cable.
  1. AIS Equipment - SNA 3270 terminals (monochrome or

(Administrative Information Services Cont.)

color display) and printers.

2. Client Department Equipment - SNA 3270 terminals and printers or SNA 3270 compatible terminals and printers attached to an AIS communication controller.
- b. Remote Attachment - Attached to the AIS IBM 3090/180E host by modems over the broadband cable at speeds of 9600 - 19.2 BPS using SNA/SDLC communication protocol.
  1. AIS Equipment - SNA 3270 terminals (monochrome or color display) and printers.
  2. Client Department Equipment - SNA/SDLC 3270 emulating devices, or SNA 3270 terminals and printers, or SNA 3270 compatible terminals and printers attached to an AIS communication controller.

2. Administrative Office Automation Network

The following list indicates equipment available through AIS and acceptable client department equipment attachable directly to distributed IBM 5520 administrative systems by twinaxial cable:

- a. AIS Equipment - IBM 5520 terminals and printers.
  - b. Client Department Equipment - IBM compatible personal computers with IBM 5520 emulation convenience kit.
3. Remote Job Entry (RJE)
- a. 2780 bisync device or emulator over dedicated telephone line at a speed of 2400 BPS.



(Administrative Information Services Cont.)

F. Equipment Repairs

1. AIS Equipment

The AIS department will secure repair service for all equipment currently on lease or purchased through AIS at no charge to the client department. Requests for repairs should be phoned to the AIS teleprocessing operator (3-4420). The following information should be provided to the teleprocessing operator:

- 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 teleprocessing operator (3-4420). The following information should be provided to the teleprocessing operator:

(Administrative Information Services Cont.)

- 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. CICS Access Procedures

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

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

1. CICS Access for Terminal Operators

- a. An operator sign-on (Accessor ID) and an AIS issued password are required for a terminal operator to use the CICS network.

(Administrative Information Services Cont.)

- b. The request for an operator sign-on should be communicated to AIS using an Access Rquest Memorandum (ARM) (see Exhibit III, page 210.15). These are available from the AIS Security Section, and will be supplied when a new terminal is installed or connected to the network.
- c. The accessor ID and password will be communicated in writing to the individual requiring the operator sign-on.

2. CICS Application Access Procedure

- a. In order to access any of the application systems available through the CICS network, approval from the application owner must be obtained.
- b. The request for access should be sent to the application owner. They will authorize the request and forward it to AIS.
- c. The access request may be for a single individual terminal or for an entire unit. If access is granted for the unit, future requests can be made directly to AIS without specific authorization from the application owner for each request. These direct requests must be communicated to AIS using an Access Request Memorandum, see Exhibit III, page 210.15. These requests must be signed by the individual within the unit who has been authorized by the application owner to request this access for his/her unit.



(Administrative Information Services Cont.)

3. Client Based Computing Access Procedure

1. Access to client based computing facilities and tools is granted on a departmental basis. The initial request will be addressed to the Consulting Services Section of AIS.
2. A meeting will be arranged between the requestor and Consulting Services Staff. At this time specific requirements including files to be accessed and training materials will be discussed.
3. File access must be approved in writing by the functional file owner.
4. The request for access to a file should be communicated to AIS using an Access Request Memorandum, see Exhibit III, page 210.15.

III. PRESERVATION OF PERSONAL PRIVACY AND CONTROL OF SENSITIVE FILES

- A. There exists public and legislative concern and regulation about individual rights to personal privacy. Use of computerized data processing has greatly increased the volume of available personal data, and has sensitized public awareness to the privacy issue. The computer is a tool to be used or misused. The issue of individual privacy and the computer, therefore, can only be resolved by regulating the client, not the computer.
- 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, software applications, and program bases resides with the functional file owner as listed below:

(Administrative Information Services Cont.)

| <u>Data Files</u>      | <u>Functional File Owner</u>            |
|------------------------|---|
| Student Records        | Registrar                               |
| Admissions             | Office of Admissions                    |
| Alumni                 | Alumni/Donor Records                    |
| University Business    | Assistant Vice President<br>for Finance |
| Budget                 | Office of Planning and<br>Budget        |
| Academic Personnel     | Provost                                 |
| Non-Academic Personnel | Director of Personnel                   |

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

IV. LONG-TERM RETENTION TAPE FILES

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

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

(Administrative Information Services Cont.)

- B. Clients will be provided with a listing of long-term retention tapes listed in data set name order on a quarterly basis. The clients will be allowed to extend retention dates on long-term tapes through the use of the Request For Application Support Form (RAS), page 210.13, to AIS.

V. METHOD OF PAYMENT

Payments for AIS services are made through transfer of funds from accounts established by the Office of the Controller. Units without University account numbers are billed by Departmental Receivables, a division of the Office of the Controller. These payments may be mailed to Departmental Receivables, or made at the Cashier's Office, 110 Administration Building.

VI. BILLING AND MONTHLY STATEMENTS

- A. AIS prepares two copies of the monthly billing statement, one of which is sent to the client department while the other is retained by AIS. Only transactions which occurred during the billing period shown on the statement are included. Billing questions should be directed to Administrative Information Services, 353-4420.
- B. Department charges will be reflected on a monthly ledger distributed by the Accounting Department. Monthly statements for non-University account number holders are processed by the Accounts Receivable Department.
- 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.



## 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.<br>CO-gs-34   | <b>REQUEST FOR KEYS</b><br>(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 _____   | Account to be charged _____                                  |
| Name of Department   |  |
| <input type="checkbox"/> Master Key _____                              | Building _____ Code * _____                                  |
| <input type="checkbox"/> Sub-master Key _____                          | Building _____ Code* _____                                   |
| <input type="checkbox"/> Room Key _____                                | Room Door No. _____ Building _____ Code* _____               |
| <input type="checkbox"/> Misc. Key (File, Desk, etc.) _____            | Building _____ Code* _____                                   |
| Signed _____   |  |
| Authorized Signature _____   |  |
| Keys issued to _____ Date _____  |  |
| *Code is the number stamped on key or lock core                        |  |
| <b>FOR USE BY KEY SHOP</b>   |  |
| Number of keys issued _____ Keys issued by _____                       |  |
| O-14569  | MSU is an Affirmative Action/Equal Opportunity Institution   |
| Stock Order No. 140-2548   |  |

|   |  |
|---|--|
| Form No.<br>CO-gs-33  | <b>ASSIGNMENT OF KEYS BY DEPARTMENTS</b> |
| 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. 4. Return the key when leaving the employ of the University, or when it is no longer needed. |  |
| 2. If lost, notify the department immediately. 5. There will be a charge for a lost key.  |  |
| 3. Do not have a duplicate key made.  |  |
| 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; and
  - 2. Procurement of animals for authorized research and teaching.
- B. The department office should be called two days prior to the time services are needed (except for clinical emergencies).
- C. The "Policies, Responsibilities and Procedures for Animal Use and Care at Michigan State University" document is available from the Office of the Vice President for Research and Graduate Studies, and is also present in each animal facility site book, along with copies of relevant laws and guidelines.

II. NON-PROFESSIONAL SERVICES

ULAR offers, on a charge basis, the following services:

- A. Care of animals (specimens or colonies).
- B. Feed and bedding supplies.
- C. Surgical and anesthetic services.
- D. Cage cleaning (washing).
- E. Trucking of cages, animals, feed, etc.
- F. Technical services, injections, blood sampling, etc.

(University Laboratory Animal Resources Continued)

III. PROFESSIONAL SERVICES

ULAR offers, free of charge, the following services:

- A. Consultation on facilities, experimental design, and utilization of species.
- B. Consultation and/or veterinary inspection regarding disease prevention, diagnosis, and treatment of laboratory species.
- C. Consultation on procurement and distribution of animals and animal supplies.

IV. SURGERY FACILITIES

For a nominal fee, the use of ULAR operated surgical suites may be scheduled by calling the department office. These suites are located in the Clinical Center, Life Sciences, and Giltner Hall buildings.

V. ANIMALS

- A. To order animals, Form O-15117 (see page 230.7, Exhibit II), should be completed and submitted to the ULAR office. This form can be obtained by calling 353-5063. Only one specie may be included on each order. To expedite orders, phone in all orders before noon on Thursday, for shipment the following week. Paperwork should follow.
- B. Delivery of standard research animals requires up to one week after receipt of the order, while delivery of conditioned, exotic or non-standard species need from four to eight weeks. Call ULAR for specific information concerning standard and non-standard animals.



(University Laboratory Animal Resources Continued)

- C. The pink copy of Form 0-15117 should be retained by the ordering department and the remaining copies should be sent to the ULAR office.
- D. Claims for shortages, unusable animals, crushed shipping containers, etc., should be directed to ULAR by calling 353-5063. The white original will be returned to the department when charges are processed.

VI. CHARGES FOR ANIMALS, SERVICES AND MATERIALS

- A. Upon receipt of a request by a department or investigator to supply animals, services and materials, ULAR will fill out Form 0-17723 (see page 230.8, Exhibit III).
- B. When delivery takes place, the investigator or authorized departmental representative must sign the form and retain the first copy to check it against ULAR's monthly billings.

VII. 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.

VIII. 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.

(University Laboratory Animal Resources Continued)

- B. In reconciling ledger sheets, departments should advise ULAR of any discrepancies between the charges to their account and the total receipt cards received during the accounting month.
- C. Charges will appear on departmental monthly ledger sheets as 082 for supplies, 071 for contractual services or 010 for salaries.

IX. TRAINING

ULAR maintains an extensive library consisting of:

- A. books,
- B. periodicals,
- C. videotapes,
- D. slide tape programs, and
- E. pamphlets and news clippings

for self study on all aspects of animal welfare, experimentation, humane care and ethical issues. This material is also available to high school students and others to use in preparation for term papers and debates.

ULAR sponsors a series of monthly seminars on animals in research. These seminars are advertised campus-wide and attract a broad range of participants. ULAR also distributes a campus-wide newsletter.

(University Laboratory Animal Resources Continued)

The Training Coordinator for ULAR is responsible for educational programs for those who work with research animals. These programs provide information on:

- A. Pertinent policies and regulations,
- B. Laboratory animal care and disease monitoring,
- C. Clinical techniques utilized in research animals, and
- D. The continuing debate surrounding the use of animals in research.

Form ULAR/E-101 (see page 230.9, Exhibit IV) is utilized to document attendance at a ULAR educational/training session. Individuals attending these sessions are asked to evaluate the educational/training session by completing form ULAR/E-102 (see page 230.10, Exhibit V).



EXHIBIT I

UNIVERSITY LABORATORY ANIMAL RESOURCES

Michigan State University

POLICIES FOR ASSIGNMENT OF ANIMAL SPACE BY U.L.A.R.

1. Assignment of space by the University Laboratory Animal Resources (ULAR) will be based on first come, first served. In the case of conflicting claims on space, if the issue cannot be resolved by the department chairman involved, the matter will be referred to the Dean's Advisory Group.
2. Compatible experiments utilizing identical or different species will sometimes be housed in the same room with notification and concurrence of the investigators involved.
3. All animals in ULAR areas will be maintained to meet state and federal laboratory animal care regulations. Total care will be provided by ULAR unless other arrangements have been made. Standards for animal care are set forth in Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals as revised, and the Animal Welfare Act.
4. Charges will be on a per diem cage charge established by ULAR on the basis of periodic actual cost studies.

Note: Animal technicians will work on a routine daily schedule so that animals are cared for each day at approximately the same period of time. They can be available to hold animals or otherwise directly assist in experiments when prior arrangements have been made. Unless a part of the experiment, diets of known quality and composition will be selected by ULAR.

"Animal care" includes:

- a. Daily feeding
- b. Daily watering
- c. Cleaning of cages and racks
- d. Exercising where required
- e. Cleaning of entire rooms and corridors
- f. Daily observation and recording of animals' condition
- g. 24-hour emergency veterinary service (no charge)

## EXHIBIT II

### USDA REPORTING CATEGORIES

**X                      Y                      Z**

Number of Animals)

MICHIGAN STATE UNIVERSITY  
LABORATORY ANIMAL CARE SERVICE

Release No. 18346

**MUST BE FILLED IN BY REQUISITIONER**

From \_\_\_\_\_ Dept. Phone No. \_\_\_\_\_ Acc't No. \_\_\_\_\_

Deliver to room or building \_\_\_\_\_ Investigator \_\_\_\_\_ Date to be delivered \_\_\_\_\_

Office to be billed \_\_\_\_\_ Sign \_\_\_\_\_  
Bldg. and room Department Head or Authorized Rep. Date of Order

| Description of Item or Service | Quantity |        | Amount | Per Diem<br>Rate X Time | Miscellaneous | Grand<br>Total |
|--------------------------------|----------|--------|--------|-------------------------|---------------|----------------|
|                                | Ordered  | Billed |        |                         |               |                |
|                                |          |        |        |                         |               |                |
|                                |          |        |        |                         |               |                |
|                                |          |        |        |                         |               |                |
|                                |          |        |        |                         |               |                |
|                                |          |        |        |                         |               |                |
|                                |          |        |        |                         |               |                |
|                                |          |        |        |                         |               |                |
|                                |          |        |        |                         |               |                |
| <b>TOTAL</b>                   |          |        |        |                         |               |                |

**Credit**      Laboratory Animal Care Service

Acc't No. 21-3019

**MSU is an Affirmative Action/Equal Opportunity Institution**

5117

**Signature**

Date \_\_\_\_\_

EXHIBIT III

| ACCOUNT NO.   | REL. NO. | REL. DATE | DEL. DATE | BILL. DATE | CODE | QUANTITY   | SYM. | AMOUNT |
|---|----------|-----------|-----------|------------|------|--|------|--------|
| <b>INVESTIGATOR</b> _____<br><b>DELIVER TO ROOM</b> _____ <b>BLDG.</b> _____<br><b>DESCRIPTION</b> _____<br>_____<br>_____                  |          |           |           |            |      | <b>Nº 24926</b>  |      |        |
|   |          |           |           |            |      | <b>ACCOUNT NO.</b> <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"></table>   |      |        |
|   |          |           |           |            |      | <b>RELEASE NO.</b> <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"></table>   |      |        |
|   |          |           |           |            |      | <b>RELEASE DATE</b> <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"></table>  |      |        |
|   |          |           |           |            |      | <b>DELIVERY DATE</b> <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"></table> |      |        |
|   |          |           |           |            |      | <b>BILLING DATE</b> <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"></table>  |      |        |
|   |          |           |           |            |      | <b>CODE</b> <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"></table>          |      |        |
|   |          |           |           |            |      | <b>QUANTITY</b> <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"></table>      |      |        |
|   |          |           |           |            |      | <b>SYMBOL</b> <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"></table>        |      |        |
|   |          |           |           |            |      | <b>TOTAL CHARGE</b> <table border="1" style="display: inline-table; width: 100px; height: 20px; vertical-align: middle;"></table>  |      |        |
| <b>SIGNATURES:</b><br><b>DEALER:</b> _____ <b>RECEIVED BY:</b> _____<br>UNIVERSITY LABORATORY ANIMAL RESOURCES<br>MICHIGAN STATE UNIVERSITY |          |           |           |            |      | MSU is an Affirmative Action/Equal Opportunity Institution<br>O-17723  |      |        |



EXHIBIT IV

UNIVERSITY LABORATORY ANIMAL RESOURCES

RECORD OF ATTENDANCE  
AT U.L.A.R. EDUCATIONAL/TRAINING SESSION

(Please Print)

PRINCIPAL INVESTIGATOR \_\_\_\_\_

PERSON ATTENDING SESSION \_\_\_\_\_

POSITION AT MSU \_\_\_\_\_

MSU WORK ADDRESS \_\_\_\_\_

WORK PHONE \_\_\_\_\_

TOPIC(S) AT  
EDUCATIONAL/TRAINING SESSION \_\_\_\_\_  
\_\_\_\_\_

DATE OF SESSION \_\_\_\_\_

INSTRUCTOR \_\_\_\_\_

INSTRUCTOR'S SIGNATURE \_\_\_\_\_

ULAR/E-101

EXHIBIT V

UNIVERSITY LABORATORY ANIMAL RESOURCES

EVALUATION OF U.L.A.R. EDUCATIONAL/TRAINING SESSION

TOPIC(S) AT EDUCATIONAL/TRAINING SESSION \_\_\_\_\_

DATE OF SESSION \_\_\_\_\_

INSTRUCTOR(S) \_\_\_\_\_

1. What helped you to learn the material presented? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What hindered you from learning? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What changes would you suggest? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for taking the time to complete this evaluation form.

Please return it to: Sally O. Walshaw, M.A., V.M.D.  
Training Coordinator  
University Laboratory Animal Resources  
Clinical Center, Building C

ULAR/E-102

MAIL DISTRIBUTION LABELS

- I. Departments of the University may order sets of labels for mailing official communications to persons holding positions with administrative responsibility in the different departments.
- II. Currently there are two (2) jobs that produce campus mailing labels:
  - A. The job, D44ADLBL, prints Campus Mailing Labels for academic administrators, including executive management, deans, directors, and chairpersons. It is billed to the requesting department and labels are printed 40 to a page. See page 240.2 for the request memo to be used.
  - B. The job, D44FALBL, prints Campus Mailing Labels for all current faculty and academic staff. It is billed to the requesting department and labels are printed 40 to a page. See page 240.3 for the request memo to be used.



Admin. Info. Serv. Use Only

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Document Number: \_\_\_\_\_

TO: ADMINISTRATIVE INFORMATION SERVICES  
OPERATIONS AND PRODUCTION  
Room 47 Administration Building

Scheduled Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Rev. (12/02/87, D44ADLBL)

FROM: \_\_\_\_\_ Phone: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ COMMON UNIT CODE: \_\_\_\_\_

Address: \_\_\_\_\_

SUBJECT: Please schedule job D44ADLBL to run on \_\_\_\_/\_\_\_\_/\_\_\_\_.

JOB RELATIONSHIP INFORMATION:

Job D44ADLBL 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, \_\_\_\_ (CODE = NNNNN) if known.

\_\_\_\_ Enter the number of 'Sets' of Labels required, normally one.  
(COPY = 1)

(STEP1.SYSIN DD \* - Override)  
(\* Scheduler enter: YY year and MM month)

JOB FUNCTION INFORMATION:

This job (D44ADLBL) 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 40 to a page.

Admin. Info. Serv. Use Only

Document Number: \_\_\_\_\_

Scheduled Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Rev. (12/02/87, D44FALBL)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

TO: ADMINISTRATIVE INFORMATION SERVICES  
OPERATIONS AND PRODUCTION  
Room 47 Administration Building

FROM: \_\_\_\_\_ Phone: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ COMMON UNIT CODE: \_\_\_\_\_

Address: \_\_\_\_\_

SUBJECT: Please schedule job D44FALBL to run on \_\_\_\_/\_\_\_\_/\_\_\_\_.

JOB RELATIONSHIP INFORMATION:

Job D44FALBL 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)

(STEP1.SYSIN DD \* - Override)  
(\* Scheduler enter: YY year and MM month)

JOB FUNCTION INFORMATION:

This job (D44FALBL) prints Campus Mailing Labels for all current  
faculty and academic staff. It is billed to the requesting  
department and labels are printed 40 to a page.

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.



## (Vehicle and Transportation Services Cont.)

## II. MOTOR POOL VEHICLE LEASE (Daily and Long Term)

The Motor Pool Office is located in the Central Services Building, facing the East side of Spartan Stadium, and is open from 7:00 a.m. until 5:00 p.m., Monday through Friday.

## A. Daily Lease

Customers may make reservations for car, station wagon, van, truck, and other vehicle rentals by telephoning the Motor Pool dispatcher at 353-5280. When the vehicle is picked up, the user must sign the charge card and provide:

1. Copy of the approved travel authorization (travel voucher form);
2. The driver's license number;
3. The department name, account number to be charged, and the name of the staff member authorizing travel;
4. The departure date and expected return date.

## B. Cancellation Fee

A cancellation fee is assessed when reserved vehicles are not picked up and the reservation has not been cancelled at least 48 hours in advance.

## C. Long Term Lease

Requests for long term lease of a vehicle (3 months or longer) require appropriate approval and completion of a Request for Long Term Lease of a University Vehicle (Form 0-12491). Questions may be directed to the Automotive Services Department (353-5280).

## D. Qualifications of Drivers and Use of University Vehicles

1. Qualifications of drivers must be in accordance with the laws of the State of Michigan and the stipulations of the Office of Risk Management and Insurance and the University Travel Regulations (*Manual of Business Procedures*, Sections 35 and 70, respectively).
2. Drivers of University vehicles are vulnerable to public critique. Complaints and criticism can be avoided if each driver uses University vehicles for business or approved travel only; observes the University Vehicle Policy and all traffic laws and regulations; drives carefully and courteously; and operates the vehicle safely within existing driving conditions.

(Vehicle and Transportation Services Cont.)

III. BUS SERVICE

A. General Information

Bus charters and cost estimates can be obtained by telephoning the Automotive Services Department (353-5280). The Bus System Office is located in the Central Services Building, facing the East side of Spartan Stadium, and is open from 7:00 a.m. until 5:00 p.m., Monday through Friday. A "Request for Inter-department Material and Service" (Stores stock #140-2842) may be submitted to reach the Automotive Services Department 72 hours before departure to make charter arrangements when prior telephone reservations have not been made.

B. Special Services

Complete Bus charter coordination and arrangements for conferences, special events, workshops, conventions, etc. is available for a modest service fee. Estimates are available from the Automotive Services Department (353-5280).

C. Cancellation Fee

A cancellation fee is assessed when Michigan State University charter bus reservations are not cancelled at least 48 hours in advance.

IV. GARAGE SERVICE

Michigan State University provides vehicle repair, supplies, maintenance, and other fleet services at its Service Garage located on the East side of Spartan Stadium. The Service Garage operates from 7:00 a.m. to 5:00 p.m., Monday through Friday. Colleges and departments are responsible for maintaining and operating safe vehicles. To assist in timely maintenance, the Service Garage regularly provides maintenance reminder reports. To schedule appointments or arrange other services, contact the Service Garage, telephone 355-1868. Repairs and services for University vehicles should be accomplished as prescribed elsewhere in this section, and copies of all repair and parts services maintained on file at the University Service Garage. Owning and using departments are responsible to insure that copies are forwarded to the Service Garage for file with maintenance records.

(Vehicle and Transportation Services Cont.)

A. Procedures

When ordering supplies or services by telephone, in person or by written request, please provide the following:

1. The department name and telephone number.
2. The supplies and services account number to be charged.
3. The vehicle number.
4. A description of the service or supply required.

B. Supplies, Services and Rates

Available materials include gasoline, diesel fuel, motor oils, antifreeze, and other parts and accessories. Available services include oil changes, lubrication, tune-ups, front-end alignment, wheel balancing, vehicle washing, wrecker service, etc. The Service Garage also arranges contracted body work and major overhauls. A current price list of services and materials is maintained at the Service Garage.

V. FUEL SERVICES

Michigan State University provides 24-hour, self-serve, automated fuel dispensing pumps located on the East side of Spartan Stadium. The system protects the University against fuel theft or fraud, instantaneously records individual vehicle fuel consumption, updates fleet fuel economy data, and charges the appropriate customer account. Inquiries regarding fuel service should be directed to the Automotive Services Department (353-5280).

VI. INVENTORY

University-owned vehicles are maintained on University Inventory records for insurance purposes. See Manual of Business Procedures Section 224 for additional information.

VII. INSURANCE

University vehicles are covered by personal property and liability insurance as specified in the Manual of Business Procedures Section 35.



(Vehicle and Transportation Services Cont.)

VIII. LICENSING AND REGISTRATION

University vehicles are licensed in accordance with the vehicle policy and the laws of the State of Michigan. Records pertaining to licensing, registration, title, and other legal documentation are maintained by the Automotive Services Department. Questions pertaining to licensing of any motor vehicle or other University equipment operating on public highways may be directed to the Automotive Services Department (353-5280). Vehicle licenses may not be altered, transferred, destroyed, or removed from a vehicle without prior coordination with the Automotive Services Department.

IX. PURCHASE AND OWNERSHIP

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

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

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

XI. VEHICLE RECEIPT, SALE, TRANSFER

New University vehicles are delivered to the Automotive Services Department where they are appropriately identified in accordance with University policy, plates are affixed, and appropriate files for administrative and maintenance records are established. Transfer of vehicles between departments must be coordinated with the Automotive Services Department. University Equipment Transfer Notices are used to effect any transfer. Disposal of University vehicles is to be coordinated with the Automotive Services Department. Vehicles will be physically stripped of identification decals and appropriate University administrative records updated by processing the vehicle through the Automotive Services Department.

## (Vehicle and Transportation Services Cont.)

## XII. VEHICLE SAFETY INSPECTIONS

Responsibility for insuring that University vehicles are maintained in safe operating condition at all times rests with the owning department. The department is responsible to insure that maintenance records are maintained in the University Service Garage, irrespective of where maintenance work is performed. Services from off-campus licensed repair facilities must be coordinated in advance with the University Service Garage. The University Service Garage and approved off-campus repair facilities are the only agencies authorized to perform vehicle repairs or service on University vehicles.

## XIII. VEHICLE RECALLS

Manufacturer vehicle recalls are to be coordinated with the University Service Garage where appropriate records will be maintained regarding correction of defects. Departments may take the vehicle to the servicing dealer for repairs or request Service Garage assistance. Copies of repair orders are to be filed with the vehicle maintenance records at the University Service Garage.

## XIV. CREDIT CARDS

Credit cards should be utilized for purchase of fuel to minimize University vehicle operating expense. Automotive Services should be contacted (353-5280) to obtain fuel cards for use in the University 24-hour, self-service fuel system. Major oil company credit cards for department-owned vehicles may be requested from the Accounting Office (353-2011).

## XV. VEHICLE AND TRAVEL EXPENSE REIMBURSEMENT

Reimbursement for travel related expenses should be processed as outlined in the *Manual of Business Procedures*, Section 70. Most expenses associated with Automotive Services Department lease vehicles are immediately reimbursed at the Motor Pool. Questions regarding lease vehicle expenses should be directed to the Automotive Services Department (353-5280).

## XVI. FIELD TRIPS

The University provides transportation capability for field trips. Policy regarding Field Trips is outlined in the *Manual of Business Procedures* Section 25.

(Vehicle and Transportation Services Cont.)

XVII. VEHICLE SERVICE CHARGES

Department charges for Bus, Motor Pool, Garage repair services, and fuel will appear on a monthly Physical Plant billing statement. Questions regarding billing statements should be directed to the Physical Plant Business and Personnel Office (355-3375). Entries on the billing statement reflect charges posted up to the statement date.

XVIII. EMERGENCY ASSISTANCE

Emergency assistance for any University vehicle may be obtained by telephoning the Automotive Services Office (353-5280) or the University 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) who will contact the appropriate personnel. If necessary, these numbers may be telephoned "collect."

XIX. INFORMATION

Information and assistance pertaining to any aspect of vehicle operation or transportation services at Michigan State University may be obtained from the Automotive Services Department (353-5280).



OFFICE SERVICES DEPARTMENT

I. GENERAL

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

II. WORD PROCESSING SERVICES

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

A. Transcription of Cassettes and Microcassettes

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

B. Addressing Form Letters

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

C. Envelopes and Labels

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

D. Manuscript Typing

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

E. Communication

Office Services is now equipped to communicate with other word processing equipment. We are able to type manuscripts and then send them to University Printing for typesetting.

(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 Fujitsu dex Express 6100 facsimile machine which is able to either receive or send material to other facsimiles via the telephone line.

V. SPARTAN OFFICE AIDES

- A. Temporary On-Call Help - Upon request, departments can obtain the services of substitute personnel during leaves of absence, vacations, sickness, overloads of work, etc.
- B. Requesting Temporary Help - To insure that a temporary on-call employee will be assigned to you, we should receive the request for help at least one week prior to the starting date of the assignment. The department must indicate the following:
  - 1. Type of work to be performed.
  - 2. Starting date.
  - 3. Approximate ending date.
  - 4. Working hours.
  - 5. Name of supervisor to report to.
  - 6. Account number to be charged.

Office Services will determine the rate for the service based on the type of work to be performed and will select an employee who best meets the required qualifications of the position.

VI. MICROFILMING

Office Services has microfilm equipment for filming and viewing. Processing will be done at a different location. The work can either be performed in this office or the department can rent the camera on a weekly or daily basis. Either roll film or cassette film is available. We do not have the ability to produce microfiche.

VII. LEASING OFFICE MACHINES

- A. Typewriters and related office equipment can be rented from General Stores, telephone 355-1700. Machines cannot be rented for less than one full month.

(OFFICE SERVICES DEPARTMENT CONTINUED)

- B. Office machines can be leased to departments on a lease-purchase basis. At the end of the lease period, the machine may be purchased for its depreciated value.
- C. Maintenance of rental machines is the responsibility of General Stores. The leasing department is responsible for the following:
  - 1. Supplies needed to operate the machine.
  - 2. Expenses incurred due to misuse, theft or destruction of the equipment.

VIII. ORDERING LEASED OFFICE MACHINES

- A. Departments should complete and forward to General Stores, a purchase requisition stating:
  - 1. Machine specifications desired.
  - 2. Number of months rental.
  - 3. Date needed.
  - 4. Whether the machine is for short-term rental or to be leased with a purchase option.
  - 5. Account name and number to be charged.
- B. Monthly rental will be billed through an interdepartmental charge. Rental charges cannot be prepaid beyond the current fiscal year.



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         | 255-8485 |
| Engineering Services       | 355-3372 |
| Maintenance Services       | 353-1760 |
| Telecommunications Systems | 353-5515 |

## II. SERVICE DESCRIPTIONS

- A. MAINTENANCE SERVICES operates and maintains academic buildings, maintains the utility distribution system, and performs related services. A wide variety of skills and materials in metal working, electrical, electronics, broadband cable, plumbing, heating, ventilation, air-conditioning, carpentry, roofing, masonry, locksmith, painting, and glazing trades are available for departmental facilities and projects.
- B. AUTOMOTIVE SERVICES operates the Campus Bus System, charters buses, rents and leases sedans, station wagons, vans, and trucks to departments and individuals for University business, operates a fueling and vehicle repair station, and keeps data, titles, and licensing for the vehicle fleet.
- C. ENGINEERING SERVICES performs planning and analysis for the Physical Plant Division, maintains construction standards and master records of buildings and utilities, coordinates and inspects alteration projects, and prepares plans and specifications. The department also reviews plans for consulting architects and engineers on major construction projects.
- D. CUSTODIAL SERVICES provides cleaning service in academic buildings, locks and unlocks the buildings, operates swimming pools, replaces light bulbs and tubes, and similar minor building maintenance. The department also sets up special events, and provides heavy trucking, labor, and equipment for certain heavy moving and delivery service. Contact the head custodian for basic custodial service in a building; otherwise call the department office.

## (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 coaxial cable systems. Call Maintenance Services for procedures for electronics and broadband coaxial cable systems. See section 280 for details on the telephone system and directory information services.

## III. REQUESTING SERVICES

- A. CROSS-REFERENCES -- Specific details of the following Physical Plant Division services and procedures appear in separate sections of the *Manual of Business Procedures*:

| <u>Section Title</u>                          | <u>Section Number</u> |
|---|-----------------------|
| 1. Alterations and Improvements to Facilities | 200                   |
| 2. Field Trips (for bus arrangements)         | 25                    |
| 3. Key and Lock Service                       | 225                   |
| 4. Service Garage and Motor Pool              | 245                   |
| 5. Telephone                                  | 280                   |

- B. To request routine maintenance services in academic buildings or report problems, call 353-1760; outside of normal business hours call 355-1855. For custodial services in these buildings, see the head custodian, leave a note, or call 355-8485.
- C. The *Request for Interdepartmental Material or Service* ("Service Request") form is used to request Maintenance, Custodial, Engineering, and Telephone (section 280) services to be paid for by the requesting department. The Stores Department stock order number is 140-2842; a sample is reproduced on page 260.4.
- D. WORK ORDER AND JOB NUMBERS

Upon approval of the service request, a copy of a Physical Plant work order is sent to the requesting department. Three key references included on the work order are the:

- 1- JOB NUMBER - which appears on all documents from an approved service request to final billing. Reference it when inquiring about a job.
- 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.

(Physical Plant Division Continued)

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.



0-12935



## REQUEST FOR INTERDEPARTMENT MATERIAL OR SERVICE

From \_\_\_\_\_ Dept. Acc't No. \_\_\_\_\_

Department Representative \_\_\_\_\_ Phone \_\_\_\_\_

**Give a complete description of item or service requested.**

Date \_\_\_\_\_ Sign \_\_\_\_\_  
Department Head or Authorized Representative

Estimate requested: ☐ Yes ☐ No

[illegible][illegible]

## INSTRUCTIONAL MEDIA CENTER

*The Instructional Media Center is the central organization responsible for providing complete audiovisual and communication services needed by faculty, staff and administrators in order to facilitate and promote Michigan State University's missions of instruction, research and public service.*

### *I. GENERAL INFORMATION*

- A. The main office of the Instructional Media Center is located in Room 126 IMC Building (corner of Wilson and Stadium Roads). Normally business hours are from 7:00 a.m. to 6:00 p.m., during the summer and between terms, these hours may vary. The telephone number is 353-3960. Audiovisual services and equipment are available to faculty, staff and registered student organizations.*
- B. The IMC Visual Productions 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 or 353-9810.*

### *II. TYPES OF SERVICES*

#### *A. Distribution and Media Facilities Services*

- 1. This division provides a vast array of audiovisual equipment, projectionist services and access to the 16mm film and videotape library. Equipment available includes 16mm film projectors, carousel slide projectors, overhead projectors, microphones, screens, audiotape recorders/players, filmstrip projectors, record players, video players and monitors. One piece of the above equipment may be ordered at no charge for regularly scheduled credit courses that meet on the MSU campus. Multiple pieces of that same equipment or equipment for non-classroom use is available on a charge basis only.*
- 2. Projectionists (equipment operators) are also available for classroom*

*(Instructional Media Center Continued)*

*and non-classroom use. For regularly scheduled credit courses which meet in large classrooms with media equipped projection booths, and rooms with a security risk, projectionist services are provided on a free basis. For other classroom and non-classroom showings, customers are charged an hourly fee.*

- 3. The 16mm educational film and video library contains a wide range of titles which are available for use in regularly scheduled on-campus credit courses for a small service charge, and for other showings on a fee basis. A projection room is available for faculty and staff to preview IMC owned films and videotapes prior to program use, at no charge. Other uses of this preview room are available on a charge basis. A resource person is available to assist faculty and staff with their film and videotape selection. Films and videotapes from off-campus suppliers may be ordered through the IMC. Costs include the rental fee, service charge and round-trip shipping fees.*
- 4. Requests for classroom service must be placed at the scheduling office a minimum of twenty-four (24) hours in advance of the scheduled course in order to receive free service. Requests for services may be placed by telephone; however, extensive and/or complex orders should be placed in writing. Requests for films and videotapes from off-campus suppliers should be placed no less than thirty (30) days in advance of the show date. All films and equipment are delivered and picked up according to class and program schedules.*

**B. Technical Services**



*(Instructional Media Center Continued)*

*Audiovisual services provided by this division include rental of portable video equipment, audio and video duplication, maintenance and repair of video and audio equipment (including optical microscopes and cameras), consultation concerning the design and use of audio-visual systems, studio with complete audiotape and videotape production capabilities, telelecture, classroom lecture recordings, public address systems, and two-way radio communication services. All services are available for a fee covering equipment, materials, parts and labor. Maintenance contracts are available for department owned equipment.*

*C. Photographic Services*

*A wide variety of services are available both through the IMC Photographic Laboratory and off-campus vendors with whom we contract special processes. E-6 color slide film processing is run four times daily in our lab. Other services provided are color and black and white film processing, slide duplication, black and white Itek prints, customer black and white and color printing, a variety of slide productions from original art, portrait and passport photographs, location and/or studio photography, medical and scientific photogrpahy, and computer generated slides and transparencies. Pressure sensitive labels are also available in sizes ranging from 1" x 1" up to 5" x 10", made to customer specifications. All services are provided on a fee basis. For your convenience, there is a drop-off box located at the North entrance to the IMC for orders delivered after hours. Please complete order bag following sample at this location.*

*D. Visual and Film Production*

*A wide variety of graphic design and production services are provided*

*(Instructional Media Center Continued)*

*by this division. Types of art which can be produced include camera ready art, original drawings, transparencies, poster session design, three-dimensional displays, slide art, charts and graphs, matting and framing, hand lettered certificates, nameplates, lettering and sign production including complete signage systems and typesetting. A Desk-top publishing option is available for the development of camera ready copy for the printer in the areas of newsletters, fliers, prototype text, brochures, and overhead transparencies. Data may be directly entered through an optical scanner. The scanner can recognize most IBM type faces and computer printouts other than laser printers. In addition, there is staff available for production of multi-media presentations such as slide/tape programs, filmstrips, films and public service announcements for television broadcast. This includes design of the entire production, art and photography, script writing, editing and all lab work. This division also maintains an area for the construction and fabrication of displays for use at conventions and trade shows, as well as in departments. These services are available on a fee basis which includes materials, labor and consultation. The telephone number is 353-8670 or 353-9810.*

*E. Marketing*

*This division's service includes the promotion, distribution and sale of University sponsored instructional programs and materials developed by faculty. The staff will coordinate the packaging of the programs, determine pricing, design and produce promotional brochures, direct mail advertising to potential national and international customers, arrange copyright protection, reproduction of programs and distribution of royalties. The telephone number is 353-9229.*

*(Instructional Media Center Continued)*

*III. BILLING STATEMENTS*

*Each division has order forms designed for its individual services.*

*Copies of the invoices are mailed monthly to each department to coincide with the arrival of University fund ledgers. Invoices are attached to a summary sheet which lists charges by account number.*



(Purchasing Department Continued)

2. The Purchasing Department will price the requisition or obtain quotations and information relative to availability and delivery, and if required, forward the requisition to the Accounting Department, 360 Administration Building.
3. The Accounting Department will review the requisition for authorized signatures and availability of funds. The requisition is then returned to the Purchasing Department for preparation of the purchase order.

III. PURCHASE ORDER

A. Form

The purchase order is a ten-part form (see Exhibit II, pages 270.13 and 270.14).

B. Purpose

1. To officially authorize a vendor to deliver and charge the University for equipment, materials and/or services.
2. Without an official purchase order, the University will not pay a vendor's invoice. Unauthorized commitments are the personal responsibility of the individual making such commitments.

C. Preparation

1. The purchase order is written and distributed to the requisitioning department via Campus Mail Service.
2. The requisitioning department should check its purchase order copy with its requisition copy to verify the accuracy of the items listed.

(Purchasing Department Continued)

D. Shipping Inquiries

Questions concerning an order, up to the time of delivery and acceptance of the materials or services, should be directed to Stores, Expediting Section, telephone 353-5390.

E. Distribution

1. Form - Purchase order forms are color-bar coded.

- a. White - Supplier
- b. Yellow - Accounting Department (payment file)
- c. Orange - Accounting Department (numerical file)
- d. Bittersweet - Purchasing (numerical file)
- e. Gray - Purchasing (alphabetical file)
- f. Blue - Stores (Receiving)
- g. Tan - Stores (Expediting)
- h. Green - Inventory
- i. Cherry - Requisitioning department
- j. Purple - Stores

2. Department Copies

- a. The cherry copy is sent to the requisitioning department via Campus Mail Service.
- b. The requisitioning department should compare its purchase requisition with the purchase order copy and determine that Purchasing has ordered exactly the items requested.
- d. The department copy of the purchase order is to be used as a receiving report and a photo copy must be sent to Stores, Expediting Section, each time a shipment is received until delivery of the order is completed.

**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 Stores (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.



## BROADCASTING SERVICES

### I. GENERAL

The Broadcasting Services department includes the divisions of WKAR Radio (AM and FM), located in 283 Communication Arts Building, 355-6540, and Instructional and Public Television, located in 212 Communication Arts Building, 355-2300. Business hours are weekdays from 8:00 a.m. to 5:00 p.m.; however, staff members are on duty 24 hours a day.

### II. SERVICES OFFERED

- A. Assisting faculty in planning, writing and producing instructional campus cable system, to classrooms and auditoriums equipped with receivers or large-screen television projection, and to area CATV systems. Contact the Assistant Director of Instructional Television at 355-2300 for more information.
- B. Duplicating instructional videotapes and providing videotape review facilities in the University library. Contact the Production Services Assistant Director at 355-2300 for more information.
- C. Maintaining a library of over 3,500 instructional videotapes.
- D. Providing two-way audio communication satellite services to MSU faculty and staff. Contact the FM Program Manager for this service at 355-6540.
- E. 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, a division of Broadcasting Services, at 353-9124.
- F. Providing laboratory facilities and internship opportunities to telecommunications students. Contact the Assistant Director of Instructional Television at 355-2300 for more information.
- G. Consulting on and maintaining of departmental television systems. Contact the Technical Services Assistant Director at 355-2300 for additional information.
- H. Consulting on purchases and installation of audio recorders and other studio equipment, two-way radio systems and interpretation of FCC rules and regulations can be arranged through the Chief Engineer at 355-6540.
- I. Recording copies of certain programs broadcast on WKAR-AM or FM for purchase. Requests are made through the FM Program Manager at 355-6540.

### 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. STATEMENTS

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, Personnel Resource Systems at 353-4330 for non-academic personnel and Registrar's Office at 353-4490 for graduate assistants and MSU associates.
- B. To have a home address or home telephone number eliminated from the directories, complete the section indicated on the PAN or AIN form pertaining to restrictions.



(Telephone Service Continued)

IV. TELEPHONE AND INTERCOM EQUIPMENT

- A. Requests to install, remove, replace or alter telephone equipment may be initiated by submitting a Request for Interdepartment Material or Service form (Stores stock order #140-2842) to Telecom Systems, 177 Public Safety Building.
- B. Charges for such changes are billed to the department requesting the change on the monthly telephone billing statement.
- C. Consultation service for telecommunication systems can be obtained as follows:
  - 1. Broadband cable and electronic systems, telephone 353-1760.
  - 2. Telephone system, telephone 353-5515.
- D. Purchase and/or installation of telephone or intercom-type equipment may also be requested by submitting a Request for Interdepartment Material or Service form to Telecom Systems. For additional information, call 353-5515.
- E. Requests are first checked to determine if the communications need can be met by existing University systems, using existing conduit and wiring. Separate intercoms or related telephone equipment are allowed when such equipment is more practical and/or economical.
- F. Conduit designated for telephone service wiring cannot accommodate cables or wire for intercom or other communications equipment unless there is excess space for future telephone needs. Conduits were provided for telephone service and have priority.
- G. Telecom Systems will arrange installation of intercoms and related communications equipment. All installation and maintenance costs of such equipment are the responsibility of the department requesting the service.



(Telephone Service Continued)

V. TELEPHONE CHARGES

A. GENERAL

The Physical Plant Division sends each department a monthly telephone statement itemizing charges for use of telephone equipment, long distance, local calls, directory advertising, broadband services, etc. Call 355-3375 for billing assistance.

B. LONG DISTANCE CALLS

1. Each department is responsible for determining that charges on the billing statement are applicable. The Long Distance Telephone Record (Stores stock order #140-2716, see Exhibit I on page 280.4) is recommended for this purpose, and should be made available to all persons in the department who make long distance calls.
2. Toll credits may be requested by using the Telephone Toll Credit Request (Stores stock order #140-2721). In most cases, long distance carriers will not issue a credit for calls originating 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. To keep bookkeeping to a minimum, these entries should not be prepared more than once a month.

EXHIBIT I

|   |                        |
|---|------------------------|
| <b>MICHIGAN STATE UNIVERSITY</b>  |                        |
| East Lansing  |                        |
| <b>Long Distance Telephone Record</b>   |                        |
| Date_____ 19__  | Time_____ a.m.<br>p.m. |
| <b>Call from</b>  |                        |
| Name_____   |                        |
| Telephone No._____  |                        |
| Chargeable to<br>University Account No._____  |                        |
| <b>Call to</b>  |                        |
| Name or Firm_____   |                        |
| City & State_____   |                        |
| Telephone No._____  |                        |
| <b>Instructions</b>   |                        |
| 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.         |                        |
| <i>MSU is an Affirmative Action/Equal Opportunity Institution</i>                                       |                        |
| Stock Order # 140-2716  |                        |
| O-12510   |                        |

Michigan State University  
MANUAL OF BUSINESS PROCEDURES

UNIVERSITY PRINTING

I. Location & Hours

- A. University Printing, Telephone No. 355-6610 is located on the second floor of the Central Services Building. Office hours are Monday through Friday, from 7:30 to 12:00 a.m. and 12:30 to 5:00 p.m.
- B. Kellogg Printing and Mailing is now a division of University Printing, located in room 80 of the Kellogg Center.
- C. Special Notice - University Printing is scheduled to be relocated in late spring or summer of 1989. The new location will be 1330 South Harrison, the old stores building.

II. Copy Centers

- A. There are 7 copy centers operated by University Printing to provide convenient and fast duplication and collating service to all units on campus on a first-come, first-serve basis.
  - 1. Agriculture Hall, Room 47, Telephone No. 355-1918;
  - 2. Anthony Hall, Room 116, Telephone No. 353-7796;
  - 3. Eppley Center, Room 5, Telephone No. 353-7250;
  - 4. Fee Hall, Room E111, Telephone No. 353-6667;
  - 5. Kellogg Center printing and mailing, Room 80, Telephone No. 355-5074;
  - 6. Life Science, Room B200, Telephone No. 353-8716;
  - 7. Plant and Soil Science, Room A118, Telephone No. 353-8993.
- B. Requests for copying service can be made by:
  - 1. completing an order form at the corresponding copy center; or
  - 2. an order for copy center service can be send via Campus Mail Service to a copy center or University Printing. A memo supplying the account number to charge, number of copies and other pertinent information should be included.

III. Services Provided

- A. Through the use of a University account number, charged on a time and materials basis, University Printing offers the following services to all departments on campus:
  - 1. offset duplicating or printing; typesetting, pasteup and key-lining; camera and platemaking for the reproduction of:
    - a) booklets, business cards, business reply envelopes, form letters, index cards, illustrated brochures, maps, memo pads, newsletters, postal cards, ruled forms, carbonless paper forms, self adhesive or gummed paper labels, consecutively numbered forms or sets, stationery and other related items.



(University Printing - Continued)

- b) a large selection of printing papers in a variety of colors and weights is available from on hand storage. Other papers can be selected and purchased from outside vendors to fill special requests.
- c) phototypesetting including keylining and layout is available. Equipment to receive keystrokes from desktop computers and word processors via a telephone modem is available.
- d) a photographic duplicate (called a PMT) of your artwork, form or type can be reproduced. The camera will accommodate originals as large as 25" x 36". The camera range is from 600% enlargement to 16% reduction. The largest duplicate print (PMT) is 20" x 24".
- e) screen prints (halftones for photographs) can be reproduced using the PMT process, up to 10" x 12".

IV. Ordering

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

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.

(University Printing - Continued)

- C. A numbered receipt will accompany each delivery and must be signed by a person authorized to receive the delivery.

VII. Charges

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

VIII. Statements

- A. Departments will be furnished a monthly statement showing a brief job title and description and total cost charged to the account. A cut-off date of the 25th has been established to facilitate posting of account charges for all months except June, which is extended to the 30th. Charges for jobs completed between the 25th and the last day of the month will be posted to the following month.
- B. The total of all job charges against an account number for the month will be posted to the monthly Fund Ledger issued by the Accounting Department, Office of the Controller. If the total shown on the monthly statement submitted by University Printing does not agree with amount shown on the Fund Ledger, the department should advise the Office of the Controller Accounting Department, Telephone No. 355-5000, and University Printing 355-6610.

IX. Availability of New Copy Centers or Copy Machines

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

X. Coin-Operated Copy Machines

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

(University Printing - Continued)

XI. Facsimile Copier

- A. We have a Telecopier Facsimile Terminal (FAX machine) making communication quicker to better serve your needs. The phone number is (517) 353-9424, if calling from off-campus or on-campus 39424.
- B. Kellogg Printing and Mailing FAX number is (517) 353-4821 or on campus 34821.
- C. The FAX machines are available for department use, either sending or receiving at a nominal fee. Please contact University Printing for details.



## DIVISION OF UNIVERSITY RELATIONS

The Division of University Relations administrative office is located at 110 Linton Hall, telephone number 353-7958. The Division's mission is to maintain positive, constant, and meaningful communication with the University's external and internal audiences. The Division is the designated University unit for the maintenance of advocacy and policy communications. Units of University Relations providing service to academic and administrative departments, and the procedures necessary to utilize their services are:

### I. BROADCAST/MARKETING/PHOTO GENERAL INFORMATION

The Broadcast/Marketing/Photo (BMP) unit within University Relations was established in 1987 to serve Michigan State University's electronic media and photographic needs. BMP coordinates publicity and promotional functions in the areas of video and audio broadcast, institutional marketing, and still photography.

A. BMP is located at 240 Nisbet Building, 1407 S. Harrison Road, telephone number 355-7505.

B. BMP VIDEO: specializes in planning and producing promotional video spots and features for all campus units such as student recruitment, fundraising, and promotion of unit services. Location shooting equipment, an on-site editing facility, and a video library are available to handle all basic needs.

C. BMP AUDIO: disseminates the news of the University to Michigan's radio stations through use of MSU's "News Hotline." More than 150 stories a year from MSU are distributed to the state's nearly 200 radio stations through a toll-free "800" number.

D. BMP MARKETING: specializes in the institutional marketing of Michigan State University.

E. BMP PHOTO: provides a source for top-quality still photography. Among the services offered are customized location shooting, film processing, and a vast library of existing color slides and black-and-white prints.

### II. B/M/P COSTS AND PROCEDURES

Cost estimates can be formulated upon the initial planning meeting between the BMP staff member and the client. BMP's service fee is based on the complexity of the client's needs, and will be charged to the client's account via interdepartment transfer.

## I. NEWS BUREAU GENERAL INFORMATION

The MSU News Bureau, a unit of University Relations, is the primary liaison between the university and the news media, newspapers, radio and television stations, magazines and wires services. It initiates news coverage of the university by local, state, national and international media. Its staff of five writers and editors works with news reporters to assist them in covering news about the university. The staff also offers counsel to university faculty and administrators in dealing with the news media.

A. The News Bureau is located in 118 Linton Hall, telephone number is 355-2282, the News-Bulletin is located in 103-104 Linton Hall, telephone number 355-2285. MSU Today is located in the News Bureau.

B. The News Bureau also produces the MSU News-Bulletin, the faculty-staff newspaper. It is published weekly during the academic year and bi-weekly during the summer. It is produced by a two-person staff, an editor and associate editor. The MSU News-Bulletin also frequently serves as a distribution vehicle for inserts prepared by a unit with a particular message for the News-Bulletin audience.

C. MSU Today, the university's alumni newspaper, is also produced by the News Bureau. It is published twice a year and sent to all 200,000-plus alumni in the U.S.

## I. UNIVERSITY PUBLICATIONS GENERAL INFORMATION

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

A. University Publications is located in 447 Berkey Hall, telephone number is 355-3290.

B. A university staff member planning a publication should call University Publications and arrange a production planning meeting with an editor to discuss a publication budget, a production schedule, and procedural details.

## II. UNIVERSITY PUBLICATIONS COSTS AND PROCEDURES

The total cost of a publication, which is paid by the unit that orders the job, is based on the following components and can usually be estimated after the initial publication planning meeting:



- A. Preparing the publication up to the camera-ready stage
1. Planning the publication, including budget and production schedule.
  2. Writing the text (can be done by the initiating unit or by University Publications).
  3. Taking the photos (can be arranged by the initiating unit or by University Publications).
  4. Designing the publication.
  5. Editing the text.
  6. Typesetting and proofreading (University Publications proofreads in cooperation with the initiating unit).
  7. Mechanically preparing the keylines.
  8. Writing technical specifications for the printer.
  9. Obtaining competitive bids for papers, printing, and binding.

B. Printing and binding the publication; important variables are size, quantity, paper, number of ink colors, number of photographs, and number of pages. University Publications coordinates production to delivery of finished product.

C. A University Publications fee, based on the complexity of editorial and design services, will be charged to the client's account via interdepartment transfer.

D. After step #9 above is complete, the university client supplies University Publications with a requisition for the work involved in step B. University Publications processes this requisition along with the bids through the MSU Purchasing Department.

### III. PUBLICATIONS AVAILABLE

University Relations produces several campuswide publications, which are available for a fee from the Office of Public Relations, 110 Linton Hall, 353-7958:

A. The Campus Guide, a 6-color 18" x 24" map of the campus that includes a series of color photographs and a description of points of interest to visitors.

B. Profile: Michigan State University, a 16-page, full-color booklet describing the university's accomplishments and attractions, useful for students, faculty, and staff recruitment and other promotional purposes.

C. MSU Facts In Brief, a brief overview of Michigan State University.



## FELLOWSHIP AND TRAINEESHIP APPOINTMENTS

### I. GENERAL

- A. A Graduate Fellowship/Traineeship Appointment Recommendation form must be prepared for each student receiving a fellowship or a traineeship grant.
- B. Fellowships or traineeships to be paid from funds awarded to Michigan State University by a federal government agency may require submission of separate appointment forms to the agency. If more information is required, contact Contract and Grant Administration, telephone 355-9645.

### II. FORMS

Appointment forms for graduate students may be obtained from The Graduate School (see sample, page 305.3).

### III. STIPENDS

- A. Stipend payments to students receiving fellowships or traineeships are made monthly, and checks are mailed to the departments for distribution on the 15th day of the month. The payments are processed through Contract and Grant Administration, not the Payroll Office, and MSU is not required to withhold tax for U.S. citizens. However, effective January 1, 1987, MSU is required to withhold income tax on fellowships awarded to nonresident aliens. Form W-4 must be completed and submitted to Contract and Grant Administration before payment to nonresident aliens can be made.

IRS Form 1042S, Foreign Person's U.S. Source Income Subject to Withholding, is issued annually to each nonresident alien fellowship recipient, whether or not the individual has taxes withheld. Form 1042S, which is issued by the Payroll Department no later than March 15, reports all payments made during the previous calendar year. The Payroll Department also provides a letter of payments and state tax withholdings that can be used when filing the State of Michigan income tax return. Questions about Forms 1042S should be addressed to the Payroll Department, 5-5010.

- B. Recipients of Post Doctoral Fellowship Awards will be paid through the Contract and Grant Administration office. (Note - Effective January 1, 1987, an exclusion of \$300 per month for up to 36 months is no longer allowed.)

(Fellowship and Traineeship Appointments Continued)

- C. Authorization for payment of stipends is provided by the approved fellowship appointment form. To maintain proper accounting control over the accounts, no payments can be made until the appointment form is properly completed, signed, and received by the Fellowship Section of Contract and Grant Administration.

IV. TUITION AND FEES

If the fellowship appointment provides for payment of tuition and fees, the student will receive this credit at the time of registration.

V. AMENDMENT OR TERMINATION

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

VI. OATH CARDS

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

FLOWER PURCHASES

I. UNIVERSITY POLICY

The purchase of flowers in moderation is permitted for receptions, banquets, and special luncheons. University policy, however, does not permit the purchase of flowers in recognition of death or illness except through the Office of the Secretary of the Board of Trustees.

Upon the death of a member of the faculty or staff, including retirees, the department should notify the Staff Benefits Office, 353-4434. The Staff Benefits Office will notify the Office of the Secretary of the Board of Trustees.



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 315.10).

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.

(Gifts, Grants or Contracts Continued)

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.
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.

(Gifts, Grants or Contracts Continued)

7. Proposals involving acquisition of major computers or use of television equipment should be approved by the Assistant Provost for Academic Computing and Technology.
8. Proposals to do sponsored research or education projects overseas require approval by the International Programs and Projects Committee.
9. One copy of the proposal should be prepared for each person signing the transmittal sheet in addition to those required by the sponsoring agency.
10. A "Transmittal Sheet for Request for Contract, Grant or Gift Support" (see example, page 315.11) should be completed and submitted with the proposal through appropriate channels as mentioned above, reaching the Office of Research and Graduate Studies after all other approvals have been obtained.
11. Sufficient time for processing within the University should be allowed so that the Office of the Vice President for Finance and Operations and Treasurer (Contract and Grant Administration) has two days to review the proposal and the Office of Research and Graduate Studies has adequate time to review the proposal in advance of the time needed to meet the deadline established by the sponsoring agency.
12. The Office of Research and Graduate Studies will mail proposals to the potential sponsor if requested by the department.



(Gifts, Grants or Contracts Continued)

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 315.12). 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, which requires unit administrator, college and University level approval before the agreement is completed.

D. Procedures After Approval by Outside Agency

1. The sponsor should notify the project leader of action taken, with copies submitted to the Office of Contract and Grant Administration and the Office of the Vice President for Research and Graduate Studies.
2. For formal proposals, the project leader should prepare a Gift, Grant or Contract Transmittal Form (Stores stock order #140-2499; see sample, page 315.13), 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

(Gifts, Grants or Contracts Continued)

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 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 Development (353-4566) or the Associate Vice President for Development (355-8257).
- D. Checks for unrestricted gifts going into 31- accounts should be forwarded immediately by departments to the Development Fund, 220 Hannah Technology & Research Center, for processing. A Gift, Grant or Contract

(Gifts, Grants or Contracts Continued)

Form should be used. However, checks for gifts going into 71- accounts should be reflected on a Gift, Grant or Contract Transmittal Form and processed through the Offices of Contract and Grant Administration and the Vice President for Research and Graduate Studies.

There is an exception to this rule on 71- account gifts when the college and/or department is having a "special purpose" fund-raising campaign where there are numerous donations coming in over a period of time. In this case, the funds may be sent to the Development Fund for processing; however, the donor's letter (or some sort of back-up verifying the donor's intent) should also be sent to support the JVE which transfers the gift amount from the Development Fund's clearing account into the department's 71- account. The research must be approved in the regular mode and be in conformity with policies and regulations.

- E. Gifts of securities, real estate, mineral interests, other non-cash gifts and gifts by bequest are subject to special handling and should be referred separately to the Development Fund or the MSU Foundation.
- F. Official acceptance of all gifts to Michigan State University will be made by the Board of Trustees based upon the recommendation of the President and Vice President for 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



(Gifts, Grants or Contracts Continued)

judged to be inconsistent with institutional needs for which University resources are too limited to properly administer the gift. In addition, only those gifts from which disbursements are to be made on a nondiscriminatory basis will be accepted.

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

Gift, Grant or Contract Transmittal Form (Stores stock order #140-2499; see sample, page 315.13).

IV. GIFT, GRANT OR CONTRACT FORMS

A. Preparation

1. Forms should be typewritten by the department that will receive the gift or grant.
2. The original copy of the Gift, Grant or Contract Transmittal Form should accompany all gifts presented to the Board of Trustees for acceptance.
3. 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 - Forms should be submitted for approval in the following order and then forwarded directly to the Development Fund, 220 Hannah Technology & Research Ctr.:

(Gifts, Grants or Contracts Continued)

- a. Unit Administrator(s)
- b. Dean(s) of College(s)
- c. Vice President for Development
- d. Vice President for Finance and Operations and Treasurer (for consolidated Gift, Grant or Contract Transmittal Forms; Contract and Grant Administration)

3. Scholarship and Loan Gifts - Forms should be submitted for approval in the following order:

- a. Office of Financial Aids
- b. Vice President for Development
- c. Vice President for Finance and Operations and Treasurer (Contract and Grant Administration)

V. CONSIGNMENT EQUIPMENT - Forms (see sample, page 315.14) should be submitted for approval in the following order:

- A. Unit Administrator
- B. Dean of College
- C. Vice President for Development
- D. Vice President for Finance and Operations and Treasurer (Contract and Grant Administration)

VI. FINAL APPROVAL

- A. Forms (an original and one copy) should be prepared to allow sufficient time to reach the Office of the Vice President for Finance and Operations and Treasurer (Contract and Grant Administration) twenty (20) working days prior to the meeting of the Board of Trustees. Regular meetings of the Board are scheduled approximately every other month, and the annual schedule is announced in the MSU News-Bulletin as well as information is provided to departmental and Deans' offices.
- B. The Board of Trustees must approve all gifts, grants or contracts awarded to the University.

(Gifts, Grants or Contracts Continued)

- C. The Office of Contract and Grant Administration or the Development Fund 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 should be attached to the Gift, Grant or Contract Transmittal Form. 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.
- C. After the Gift, Grant or Contract Transmittal Form has been approved, any checks received by the department should be forwarded immediately to the Office of Contract and Grant Administration, with a memorandum indicating the purpose for the check. Departments and colleges are not permitted to deposit or cash checks.

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

IX. REPORTS

- A. Project leaders will be responsible for preparing technical reports as required by the terms of the grants and



(Gifts, Grants or Contracts Continued)

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 by the Office of the Vice President for 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.

(Retention of Fiscal Records Cont.)

charges is not readily discernible from the ledger description. Alternatives to this must be arranged between the service unit and the Office of Contract and Grant Administration. Information in support of charges must be available to permit federal audit for the appropriate period of time.

- D. 1. Departments that maintain personnel folders for non-academic personnel should maintain these files for two years after the termination date of that employee. At that time, the personnel folder should be reviewed. Any documents that are not copies of documents maintained in the employee's permanent file in the Personnel Department should be forwarded to the Personnel Department for inclusion in the employee's permanent file.
2. Faculty personnel action forms and individual salary and promotion records held in the department may be discarded three years after separation or retirement of the faculty member, provided appropriate records are kept in the Office of the Provost or the President. At that time, any biographic data pertaining to publications, achievements and honors suitable for publication should be sent to the News Bureau, 118 Linton Hall.

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