

MICHIGAN STATE UNIVERSITY

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May 31, 1984

MEMORANDUM

TO: Deans, Chairpersons, Directors and Department Heads
FROM: Lowell E. Levi, Controller
SUBJECT: ANNUAL UPDATE TO THE MSU MANUAL OF BUSINESS PROCEDURES

The 1984 Revisions to the Manual of Business Procedures are enclosed. Pages referenced below (dated May 31, 1984) should be substituted for corresponding pages dated earlier.

A brief explanation of the changes follows:

VOLUME I:

- Table of Contents - Addition of Section 68, "Authorized Signature Forms" and addition of Section 46, "Food and Lodging Purchased on Campus Charged to University Accounts."
- Section 15 - Stock numbers listed for forms referenced.
- Section 16 - Check cashing charge increased to 60c from 50c; service charge for returned checks increased to \$9 from \$8.
- Section 20 - New Expense Classification Codes:
 - 009 - Resident Assistant
 - 881 - Housing Program Expense; changed cost amount for classifying as materials and supplies from \$300 to \$300.
- Section 43 - Department name change to Payroll Department (formerly Payroll Office).
- Section 46 - New Section. Outlines procedures to be followed when food and/or lodging purchased on campus is charged to University accounts.
- Section 55 - Change reflects new job classification ranking system for Administrative-Professional personnel-APOS (formerly AP11); "Work Week" changed to "Pay Period."
- Section 65 - New Revenue Classification Codes:
 - 920 - Employee Health Charges
 - 921 - Student Health Charges
 - 922 - Health Service Cards

Msu 5service Manual

J Dewey



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