

MICHIGAN STATE UNIVERSITY

OFFICE OF THE CONTROLLER
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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

Jin-Ying Zhang



Msu 5service Manual:

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web if a written federal civil service clerical test is required it will consist of two parts clerical aptitude and verbal abilities to pass the written test applicants must make a minimum score of 33 on the verbal abilities and a minimum combined total score of 80 on both the clerical and verbal parts a score of 80 converts to a numerical

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web class title police administrative clerk page 2 of 3 assists in the training of new personnel note the list of essential duties is not intended to be inclusive there may be other duties that are essential to particular positions within the class minimum qualifications education training and experience