ADMINISTRATIVE SERVICES MANUAL

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A. BUDGET OFFICE

INTRODUCTION

The Budget Office is located on the third floor of the Hitchins Administration Building (x4344).

Institutional budgeting is the process whereby the plans of an institution are translated into an itemized, authorized and systematic plan of operation, expressed in dollars, for a given period. Budgets are the blueprints for the orderly execution of program plans; they serve as control mechanisms to match anticipated and actual revenues and expenditures.

I. BUDGET PREPARATION

A. Cycle

Preliminary work begins over twelve months in advance of the effective date of the budget. The annual budget request for the University is submitted at the program level, by the President, to the Board of Regents of the University System of Maryland. After review by the BOR Finance Committee, the full Board of Regents approves the budget submission. The budget request is then sent to the Governor of the State (Department of Budget Management). The Governor approves the budget request with the modifications and forwards his approved budget with revisions to the State Legislature. The State Legislature then approves the budget request, usually with some alterations in view of budget requests from other State colleges and universities, and returns it to the University through these same channels.

After the appropriation has been evaluated for its impact on the University, a suggested allocation based on divisional spending in previous years and new institutional initiatives is prepared. These suggested allocations are reviewed by each Vice President for their respective division and approved by the President of the University. The department allocations are then determined either entirely by the divisional Vice President or by the divisional Vice President and his/her account executives. Using individual department numbers, these departmental allocations are loaded into the financial records software to begin the fiscal year.
II. INSTITUTIONAL AND DEPARTMENTAL BUDGETS

A. Budget Control

The Budget Office is responsible for oversight of the institution's departmental budgets. If no appropriation exists or the appropriation is overspent or insufficient, the requesting department is notified so that necessary action may be taken, such as transfer of funds. The coding of the expenditure is also verified for accuracy or completed, if necessary, in the Budget Office.

Requisitions will be honored as long as there is a sufficient balance available in the department's budget pool. Transfers may be made between departmental budget pools with the exception of object 01. A budget transfer may be requested by calling or e-mailing the Budget Office.

Requisitions prepared on the electronic purchase order/requisition module of the PeopleSoft are checked by the system for available funds within the appropriate budget pool. If sufficient funds exist, the requisition is approved electronically by the account executive and forwarded to the Purchasing Department where the account coding is verified.
B. GENERAL ACCOUNTING

INTRODUCTION

The General Accounting Department is located on the first floor of the Hitchins Administration Building Room 105.

The Director of General Accounting is responsible for the supervision of General Accounting, Grant Accounting, Lane Center Accounting, Accounts Payable and Perkins Loan Collections.

I. PROCEDURES FOR R*STARS DAILY REPORTS

A. R*STARS Dailies

1. R*STARS dailies are received and printed daily by the General Accounting Office through the FMIS report file.

2. The reports generated are distributed to Accounts Payable, University Billing, Payroll, and General Accounting offices for verification of entries posted.

3. The reports are returned to the General Accounting Office for filing.

II. PROCEDURES FOR FINANCIAL RECONCILIATIONS

A. Reconciliations between R*STARS and PeopleSoft year-to-date figures are done monthly by the General Accounting Department.

B. PeopleSoft reports are generated and compared with the monthly R*STARS reports to reconcile:

1. expenditures by subobject in program and fund
2. revenue by fund and source code
3. cash by fund

C. Appropriate adjustments are made to correct errors found in the corresponding financial recordkeeping system.

III. PeopleSoft Finance (PS)

A. Chart of Accounts

PeopleSoft Finance is the University's automated accounting system, containing general ledger, procurement, accounts payable, accounts receivable, and asset management. The chart
of accounts structure contains five different chartfields: Department, Project/Grant, Account, Fund, and Program.

**DeptID - Seven Digit Field XXXXXXX**  (Replaces 6 digit FRS number and is used for everything but Grants and other restricted accounts)

Digit 1:

Account Type:

0 – Revenue Only  
1 – Education and General – State Support (Expense Only)  
2 – Education and General – Self Support  
3 – Auxiliary  
4 – TBD  
5 – Reserved for Project/Grant Chartfield  
6 – Endowment Funds  
7 – Plant Funds  
8 – Loan Funds  
9 – Agency Funds

Digits 2 - 3:

Division: Two digit unique identifier to be assigned to each division with a range of number being an executive level.

For Example: (range of 10 through 29 equal Provost)  
10 – College of Business  
15 – College of Arts and Sciences  
20 – College of Education

Digit 4 - 6:

Cost Center/Department: Three digit unique identifier.

For Example: 100 – Business Management

Digit 7:

Program Identifier:

0 – Loan 041, Agency 042, Plant 044 (differentiated by Account Type)  
1 – Instruction 001  
2 – Research 002  
3 – Public Service 003  
4 – Academic Support 004  
5 – Student Services 005  
6 – Institutional Support 006  
7 – Operation and Maintenance of Plant 007  
8 – Auxiliary Enterprises 008  
9 – Scholarships and Fellowships 017

The Department ID for Business Management would be: 1101001

Digit 1: 1 – E & G State Support  
Digits 2 - 3: 10 – College of Business  
Digits 4 - 6: 100 – Business Management
Digit 7: 1 – Instruction

Project/Grant Number – Seven Digit Field XXXXXXX (Replaces 6 digit FRS number for grants and restricted accounts only)

Digit 1: Will be a 5 to indicated that it is a grant.

Digits 2 – 4:
Funding Source:
For Example:
500 – U.S. Department of Education

Digits 6 – 7:
Unique Grant Identifier

For Example: Upward Bound would be 5500060
Digit 1: 5 - Grant
Digits 2 – 4: 500 – Department of Education
Digits 4 – 7: 060 – Upward Bound

Account – Six Digit Field XXXXXX (Replaces 4 digit FRS Subcodes and Account Controls)

Types of Account:
- Expense
- Revenue
- Asset
- Liability
- Fund Addition
- Fund Deduction
- Equity (Fund Balance/Net Assets)

Expense and Revenue Accounts:

Digits 1 – 4: State subcode
First Digit will start with a 0 or 1 to identify an expense or an 8 to identify revenue

Digits 5 – 6: Institutional Breakdown of State subcode

For example: State Subcode for Salaries is 0101
FSU PeopleSoft Account for Exempt Salaries would be 010160
FSU PeopleSoft Account for Non-Exempt Salaries would be 010170

For Budget Pools the First 2 digits will be the expense object with the last 4 being all zeros for revenue, state budgets, and project control budget. The last four digits would be 0001 for department control budgets.

Asset, Liability, and Fund Balance Accounts:
Digit 1:
2 – Assets
3 – Liabilities
4 – Fund Additions, Fund Deductions, and Equity

Digit 2:
0 – Current (Short-Term)
5 – Non-Current (Long-Term)

Digits 3 – 4:
Institutional Breakdown (former FRS Account Control)

Fund – Four Digit Field XXXX (Replaces FRS Fund and Fund Type)

Digits 1 – 2: NACUBO Fund
40 – Unrestricted Funds
43 – Restricted Funds
46 – Loan Funds
47 – Endowment Funds
48 – Plant Funds
49 – Agency Funds

Digits 3 – 4: Institutionally Defined Fund Type

For Example:

4010 – Unrestricted Educational and General - State Support
4015 – Unrestricted E&G - USM Hagerstown Center
4020 – Unrestricted Educational and General - Self Support
4025 – Unrestricted Educational and General – Summer School
4030 – Unrestricted Auxiliary – General
4035 – Unrestricted Auxiliary – Self Support
4040 – Unrestricted Auxiliary – Wootten
4045 – Unrestricted Auxiliary – Food Service
4050 – Unrestricted Auxiliary – Housing
4055 – Unrestricted Auxiliary – Lane Center
4060 – Unrestricted Auxiliary – Bookstore
4070 – Unrestricted Auxiliary – Athletics
4310 – Restricted Private
4315 – Restricted Private (Federal Pass-Through)
4320 – Restricted Local
4325 – Restricted Local (Federal Pass-Through)
4330 – Restricted State
4335 – Restricted State (Federal Pass-Through)
4340 – Restricted Federal
4600 – Loan Funds
4700 – Endowment Funds
4800 – Plant Funds – Educational and General
4850 – Plant Funds – Auxiliary
4900 – Agency Funds – Self Support
4950 – Agency Funds – Student Government
Program – Five Digit Field XXXXX (NACUBO Program and Subprogram)

Digits 1 – 3: Three Digit NACUBO Program

Digits 5 – 6: Two Digit Subprogram

For Example:

00101 – Instruction – General
00102 – Instruction – Special
00201 – Research – Centers and Institutes
00202 – Research – Individual and Projects
00301 – Public Service – Community
00302 – Public Service – Cooperative Extensions
00303 – Public Service – Public Broadcasting
00401 – Academic Support - Libraries
00402 – Academic Support - Computing
00403 – Academic Support – Administration
00404 – Academic Support – Other
00505 – Student Services
00601 – Institutional Support – Administration
00602 – Institutional Support – Computing
00700 – Operation and Maintenance of Plant
00800 – Auxiliary Enterprises
01701 – Scholarships & Fellowships – Undergraduate
01702 – Scholarships & Fellowships – Graduate
03700 – Undistributed Income
04100 – Loan Funds
04200 – Agency Funds
04400 – Plant Funds

B. Control Budgets

Control Budgets for each department are entered into PS using Budget Roll-up accounts. Department Budgets are rolled up at a high level to give departments greater spending flexibility.

The Budget Roll-up accounts used to post departmental control budgets and the range of accounts are as follows:

<table>
<thead>
<tr>
<th>Roll-Up Acct</th>
<th>Account RANGE</th>
<th>OBJECT(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>010001</td>
<td>010000-019999</td>
<td>01 Salaries and Wages</td>
</tr>
<tr>
<td>020001</td>
<td>Operating Budget</td>
<td></td>
</tr>
<tr>
<td></td>
<td>020000-029999</td>
<td>02 Technical &amp; Special Fees</td>
</tr>
<tr>
<td></td>
<td>030000-039999</td>
<td>03 Communications</td>
</tr>
<tr>
<td></td>
<td>040000-049999</td>
<td>04 Travel</td>
</tr>
<tr>
<td></td>
<td>070000-079999</td>
<td>07 Motor Vehicles</td>
</tr>
<tr>
<td></td>
<td>080000-089999</td>
<td>08 Contractual Services</td>
</tr>
<tr>
<td></td>
<td>090000-099999</td>
<td>09 Supplies &amp; Materials</td>
</tr>
</tbody>
</table>
IV. GRANT PROCEDURES

A. PRE-GRANT MEETING
Grant Accounting will set up a preliminary meeting with the Project Director, Assistant Director of Research and Sponsored Programs, and Grant Accounting to review procedures used in Processing grant/contract transactions.

B. PEOPLESOFT PROJECT
Grant accounting will set up a project number in PeopleSoft upon receiving the following documents:
- Award Contract or Grant Agreement
- Project Budget
- President’s Acceptance Letter
A memo indicating the PeopleSoft Project number for the project will be sent to the project director. The project number shown on the memo should be used for all grant activity and correspondence.

C. EXPENDITURE REVIEW
Grant accounting reviews all expenditures made with grant or contract funds. This is done as an additional ‘check and balance’ for the university. Expenditures are reviewed for compliance with the terms and conditions of the grant or contract and for fund availability. Grant accounting does not have the authority or responsibility for initiating any project expenditures. In addition to the project terms and conditions, all expenditures need to follow state regulations, USM, and university policies and procedures. The project director is ultimately responsible for all expenditures made from the grant. Any unallowable or over expenditure will be charged to the project directors department. In the case that an expenditure is unallowable under State, USM, or University policy or procedures that project director must personally repay the funds in addition to any fees as set forth by University Policy.

D. GRANT AND CONTRACT PERSONNEL
All personnel hired by the university with grant or contract funds are employees of the university. The grant or contract funds simply reimburse the university for the cost of personnel working on the project. Grant and contract personnel are awarded all the privileges that the university offers to employees and university policy and procedures are followed for all personnel issues.
E. GRANT AND CONTRACT INVOICING – REQUEST FOR ADVANCE OR REIMBURSEMENT

Invoicing for contracts and grants is completed by the grants accounting office using the Accounts Receivable module in PeopleSoft. PeopleSoft invoices are generated for all grants and contracts to request payment. Invoicing is completed monthly unless otherwise stated in the requirements of the contact or grant. Any forms supplied by the grantor that need to be used for the request should also be sent to grants accounting. These completed forms are sent to the granting agency along with the PeopleSoft generated invoice. When documentation is required by the grantor in order to receive funds the project director supplies grant accounting with documentation in a timely manner in order for the request to be completed and sent on schedule.

F. INTERNAL TRANSFERS – JOURNAL VOUCHERS

Transfers between university departments and projects can be made by sending a memo or email to grant accounting. The memo or email should include the following:

- Explanation of transaction being transferred
- Departments or projects affected by the transfer
- Account number for the expense being transferred
- Voucher number for the expense being transferred
- Amount of the expense being transferred
- Date the transaction took place

Transfers can only be made after a transaction has been recorded as an expense in PeopleSoft. Budget and revenues cannot be transferred between projects for contracts and grants. Only expense can be transferred. Payroll expenses must be transferred by a Payroll reallocation by the Payroll and Employee Services Office using the PeopleSoft HR system.

G. PROCUREMENT CARD EXPENDITURES

Procurement cards are available for certain grants and contracts meeting one or both of the following general criteria as determined by the grant accounting office. The grant period must be for a length of time that would validate the time needed to obtain a procurement card through the State and supply budget in the project or contract must be substantial.

Any person with a contract or grant that has a procurement card must send a copy of the monthly credit card log attached to the credit card statement and copies of receipts to the grant accounting office. The grant accountant then reviews these receipts for compliance with the terms and conditions of the grant or contract, and for fund availability.

H. INDIRECT COSTS

Grant accounting charges allowable indirect costs to the appropriate grants and contracts on a monthly basis and distributes the indirect costs recovered to the individual recovery funds. Indirect costs recovered are distributed on the following basis:

Administrative grants/contract
General Fund 70%
Office of Research and Sponsored Programs Fund 5%
Administrative Department Fund 25%

Academic grants/contracts
General Fund 40%
Office of Research and Sponsored Programs Fund 30%
Academic Department Fund 30%

These recovery funds are unrestricted and are administered by the following positions. Any request for use of these funds needs to be directed to the appropriate individuals in these positions:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Vice President for</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>Vice President for Administration and Finance</td>
</tr>
<tr>
<td>Office of Research and Sponsored Programs Fund</td>
<td>Dir. Of Research and Sponsored Programs</td>
</tr>
<tr>
<td>Administrative Department Fund</td>
<td>Dir. Of Research and Sponsored Programs and The Appropriate Vice President</td>
</tr>
<tr>
<td>Academic Department Fund</td>
<td>Dir. Of Research and Sponsored Programs Fund</td>
</tr>
</tbody>
</table>

I. GRANT/CONTRACT MODIFICATIONS
All modifications should be provided to accounting. Any changes that need to occur in the PeopleSoft project due to a budget modification will be made by grant accounting. Whenever written approval from the grantor is required for modifications such modifications, changes in budget, approval of expenditures and etc...will not take place until a copy of the written approval has been received by grant accounting.

J. FINANCIAL REPORTING
Financial reporting is completed according to the requirements of each individual grantor contract. Any forms supplied by the grantor required for reporting purposes need to be sent to grant accounting. When backup documentation is required by the grantor to be sent along with the financial report(s), the project director supplies grant accounting with documentation in a timely manner so that documentation can be verified against accounting records in time for the report to be completed and sent on schedule.

K. MATCHING FUNDS
Project directors are responsible for matching all grant funds and retaining all records pertaining to the match. State of Maryland Regulations require records to be kept for 3 years after the close of the Grant(7 years for Federal Grants) or until a legislative audit has occurred at the university, whichever is later. If the grant or contract states for records to be kept longer than the period required by the state then the records should be kept for the longer period. In order to match funds, the project cannot use Federal
funds or funds that have been previously used to match another grant or contract.

L. FIXED-PRICE CONTRACTS
Excess revenue over expenditures for fixed-price contracts will be transferred out of the contract project and into a separate department for the department that generated the contract. The transfer of these funds is made by grant accounting and is done only after the contract period has expired and all expenditures and revenues have been finalized.

The separate department mentioned above is under the supervision of the department manager and is an unrestricted account. A memo is sent to appropriate department head from grant accounting once the transfer has been completed. The memo details the amount of the transfer, the contract that generated the transfer and the project director of that contract.

M. GRANT AND CONTRACT RESPONSIBILITY
The project director is responsible for the grant or contract that they have obtained for the university. Grant accounting is the 'check and balance' for the university to ensure that grant and contract funds are not being misappropriated and to accurately report restricted fund finances. Any unallowable or over-expenditures will be charged to the grant director’s department.

V. BOND AND GCL INVOICES
Capital bond project and general construction loan invoices are reviewed in the General Accounting Office. A checklist and data transmittal form are completed and forwarded with the invoice to University System of Maryland Administration for payment processing.

VI. PEOPLESOFT REPORTS
Reporting from PeopleSoft Finance is done in three forms. The 'Budgets Overview' page in PeopleSoft can be run on an as needed basis to get an overview of a department or project budget in commitment control. Queries that have been written by the General Accounting Office can be run as needed from the 'Query Viewer' page in PeopleSoft. These queries provide departments and projects with transactional detail. The third form Of reporting would be nVision reports that have been written by the General Accounting Office. These reports can be run on an as needed basis from the 'Define Report Request’ page in PeopleSoft.
C. UNIVERSITY AND STUDENT BILLING OFFICE

INTRODUCTION

The University & Student Billing Office is located in Pullen Hall (x4321) and is open Monday – Friday from 8:00 a.m. to 4:30 p.m. The University & Student Billing is responsible for all billing and collections for the University.

I. BILLING

A. Statement of Student Account

Each term the University & Student Billing Office prepares statements that are sent to the students. By term tuition calculation setup is done in order to correctly assess charges on the student invoice. Student housing information is downloaded one time before the pre-term bills are generated. The individuals room charges and room breakage fees are loaded into PS Student Financials via an external file load and group post process. Meal plans are posted into a variable field that calculates the meal charge whenever tuition calculation is performed. At a designated point in time (July for fall bills, November for spring bills) the pre-term bills are calculated, processed and printed for dissemination to the student’s billing or home address. Once the batch production of the pre-term bills is complete, the bills are generated either on-demand or weekly through the end of the registration period. At the end of the registration period, tuition calculation is done weekly for updates and bills are sent on a monthly basis or when a new charge is posted to the student account.

Summer school and Intersession payments are expected at the time of enrolled and bills are generated on-demand or in a weekly batch to determine whether or not a student is allowed to continue enrollment.

B. Miscellaneous Invoices

The Miscellaneous Invoice is issued when a charge is generated by a student or non-student for University goods and/or services. The request for invoice is generated by a University department. This invoice is issued by a request in writing by an authorized Departmental representative the request is mailed or emailed to the University & Student Billing Office with proper information included as follows: (1) name: individual name or organization's name responsible for paying the invoice; (2) address; (3) social security number, EMPLID, STUDID or FID number, if possible (non-student accounts are given a customer number in PS Accounts Receivable system). (4) date materials or services were supplied; (5) description of items or services supplied; (6) the amount due; (7) sales tax exemption number if applicable (8) the department & account number to receive the receivable, if possible. Two copies of the invoice are sent to the customer. The third and fourth copies are retained in the University & Student Billing Office in an alphabetical and numerical file. A written request from the individual requesting the
original bill is accepted to void a bill, over $5,000 requires approval from the Comptroller. If a bill is "voided", all copies are maintained in the University & Student Billing Office. Students with miscellaneous charges are posted to the student account via group post or student post in PS Student Financials.

To make adjustments to housing invoices, the University & Student Billing Office receive memos requesting those changes. The adjustment to the student account is posted via PS Student Financials system. The memos and email requested are filed in the Billing Office.

C. Vehicle Registration

All vehicles using University parking facilities are required to register them at the cashier's window area of the University & Student Billing Office. (Exhibit C) is issued to individuals according to type and filled in completely by the individual. Payment and issuance of hang tags occur at the cashier's window. Beginning June 21, 2005, on-line payment options for a parking permit is available. The individual is required to return the completed form with the payment tracking number to the University & Student Billing Office to receive the physical hang tag.

D. Parking Fines

Parking Violation Notices (Exhibit D) are issued by the University Police, controlled and appealed through the Parking Appeals Committee and the University Police, and collected through the University & Student Billing Office. Rules and regulations concerning parking fines are published annually in a booklet distributed with each parking hang tag issued. The booklet is available at the University & Student Billing Office.

E. MVA Flagging

The University submits a monthly electronic file to the Motor Vehicle Administration to place flags on vehicle registrations for unpaid parking violations that are 30 days past due. The electronic file includes any requests to delete flags from vehicle tag numbers due to payment or if the flag was placed in error.

F. Third Party Billing

Some students receive financial assistance from an organization that requires and invoice prior to submitting payment. The student is responsible for ensuring that the payment information is received by the Billing Office and a signed deferment (promissory note) is required to defer payment on the student account pending receipt of the third party funds. The University & Student Billing Office posts a credit to the student account for the third party expected payment and then sets up a third party contract to invoice the organization for payment. If payment is not received, additional invoices are sent and contact via email or telephone is attempted. If a third party fails to pay per the agreement submitted to the Billing Office by the student, the third party contract is voided and the student becomes responsible for the payment as detailed in the promissory note.
II. COLLECTIONS

A. General Procedures

The University & Student Billing Office is responsible for collecting money owed to the University. When an individual (student, faculty or staff) or an organization owes the University money, an invoice statement of fees is sent. Payment should be made either by mail, which is addressed to University & Student Billing Office, Frostburg State University, or paid in person at the cashier's window. All checks are made payable to Frostburg State University and must include the payee's social security number or account number. Unsettled accounts receive follow-up invoices and notices from the University. Delinquent or uncollected accounts are forwarded on a timely basis to the Central Collection Unit for the State of Maryland for further action. A seventeen per cent handling charge is assessed for delinquent accounts. To comply with Reg. 17.01.01 ("Standards for Administrative Collection of Claims") the University will withhold all paychecks of faculty and staff who have delinquent accounts. In accordance with State Guidelines, University & Student Billing will notify all affected persons at least three times. Paychecks will be held by the Payroll & Employee Services Department until such accounts are cleared. Due to the increased usage of direct deposit, the withholding of paychecks is rare.

B. Cashiering

The University & Student Billing Office is responsible for receiving and reporting all cash collections on Accounts Receivable and Direct Income. Payments are received in the Billing Office either through the mail or walk-in. Payments are also received on the world-wide-web and posted through PS Student Financials.

Payments received at the window are processed upon receipt. The transactions are posted to the student account, external accounts receivable or as a direct income (departmental receipt). A receipt is given to the customer upon completion of the transaction.

The mail is opened as it is received and prepared for processing through the cashiering window. Upon receipt of payment, the check is stamped for deposit only with the bank account information. Any invoice or paperwork sent with the check payment is date stamped and attached to the check for processing. Credit card information is date stamped in and forwarded to the cashier for processing. Credit card information received via the phone is entered onto a preprinted form, initialed by the individual receiving that information and forwarded to the cashier for processing. Fax credit card requests are forwarded to the cashier for processing.

Each cash register is closed at the end of the cashier’s shift. A daily deposit is prepared and sent to the bank via campus police the next business day. The cash register system prepares a daily batch that is sent electronically the PS financials systems. The batch reports student payments in summary and distributes the direct income (departmental receipts) in detail for processing. This also generates the batch for submission to the State via RSTARS.
C. Refunds

Refunds are processed by transmittal to the State Treasurer’s Office or processed “in-house” through our loan checking account. All accounts are reviewed to determine that they have a credit balance. The method of payment is determined and the refund is processed through the appropriate refund process to the payee.

D. Paper Loan/Scholarship Checks

Although most loan funds issued to the student/parent for the payment of charges are received electronically, the University continues to process paper loan checks. Upon receipt of the loan check, the FSU Financial Aid Office logs the check into the PS Financial Aid system. The check is then forwarded to the Billing Office for processing. Upon receipt of the check, the account clerk II logs the check into an electronic file and prepares any required paperwork.

If the check is payable solely to FSU, the check is submitted for deposit into the FSU Loan account. Financial aid disburses the check onto the student account and if required a refund check is issued to the student or parent.

Checks that require endorsements from the student and FSU are held in the Billing Office for the required signature. Once the signature is received the account clerk II logs the information into the PS financial aid system so that the credit is disbursed to the student account and a refund is issued if required. The check is deposited into the FSU loan account.

Parent checks that require both endorsements are sent home via certified mail for the parent signature. Upon receipt of the signed check, FSU endorses and deposits the check into the FSU loan account. The account clerk II posts the endorsement into the PS financial aid system and the credit is disbursed to the student account. A refund check is issued if required.

Scholarship checks received via the mail are login into an electronic file and deposited to the student account if the student has endorsed the check or if the student endorsement is not required. If a student endorsement is required, the check is held until the student comes into the office to endorse the check. Financial Aid is sent a copy of the scholarship log to enter the information into the system.

Scholarship checks received at the cashier window are processed through the cash register. A form is completed and the form with a copy of the check is forwarded to Financial Aid for input into the system.

E. Payment Plans

Beginning June 15, 2005, the University has partnered with Sallie Mae’s Tuition Pay payment plans to outsource the setup and collection of the University’s plans. FSU has two payment plan options; an annual plan named the 10-month payment plan (5-month for seniors
graduating in December and the semester plan named the 3-payment plan.

The payment plans are setup and administered through Tuition Pay. Parents/Students may enroll on-line, by phone or request a paper application to enroll in one of the plans. The contractual agreement between the student/parent and Tuition Pay allows them to choose between the annual plan with a fee of $75.00 and the semester plan with a $60.00 fee.

Enrollment for the 10-month plan begins in June with the first payment due by July 1st. Subsequent payments are due the first of each month until the 10 month contract is fulfilled on April 1st. Plan enrollment is allowed past the July 1st inception date provided that “make-up” payments are received. No new enrollments into the plan are accepted after the September grace period.

Enrollment into the 3-payment plan for the fall semester requires that the first one-third of the plan is paid by the August billing deadline. The second one-third is due by October 1st and the final payment is due November 1st. For the spring semester, the first payment is due by the December due date, the second one-third is due by February 28th and the final payment is due by March 28th.

Both plans allow for the parent/student to subtract the expected financial aid from the contractual amount of the plan. If financial aid is adjusted or denied after the contract is established, the contract may be adjusted or any additional funds paid directly to the University.

The University receives a weekly transmittal file detailing the number of students that have enrolled, made payments, cancelled or changed the contract. Funds are electronically sent to the University’s Bank of America account.

Upon receipt of the transmittal file, the Billing Office posts the contract amount as a credit memo to the student account. Any difference on the billing statement must be paid directly to the University. Upon receipt of the payment remittance file, the student account records a reduction in the credit memo and the payment is recorded to properly reduce accounts receivable.

The University offers a no-charge deferment plan for students that are receiving financial aid not yet disbursed or recorded by our Financial Aid Office. The students are required to complete a deferment form that is a contractual agreement stipulating that if funds are not received, the student is responsible for the bill and any late fees or deferment charges assessed.

III. Tax Reporting

A. 1098T production

The University & Student Billing Office processes the data that is used to prepare the 1098T report and form. The forms are sent to the student’s billing or home address.
The Office is also responsible for the preparation of the file and documentation that is required by the IRS.

Detailed procedures are located in the University & Student Billing Office.
Frostburg State University
2005-2006

PARKING PERMIT APPLICATION

Please print clearly using ball point pen.

SSN, EMPLID or STUDID_____________________________________

Name _______________________________________________________

Last __________________________________________ First ____________

Middle Initial _______________________________________________

Local address __________________________________________________

Local telephone number __________________________________________

Office Address __________________________________________________

Office telephone number __________________________________________

All applicants check one:  ☐ faculty  ☐ freshman  ☐ graduate
☐ staff  ☐ sophomore  ☐ evening
☐ graduate assistant  ☐ junior  ☐ other
☐ retired  ☐ senior

Students check one:  ☐ commuter student  ☐ resident student (on-campus housing)

A copy of the FSU Parking Regulations is issued with each permit. I agree to abide by those regulations. I understand that fines may be imposed and my permit revoked should I violate those regulations. I UNDERSTAND THAT I AM RESPONSIBLE FOR ALL TICKETS ISSUED TO THE PERMIT I RECEIVE. Picture ID is required to purchase permit. PERMIT WILL ONLY BE ISSUED TO APPLICANT. COST OF PARKING PERMITS FOR FACULTY STAFF AND COMMUTER STUDENTS IS $40.00. STUDENT EVENING PERMITS COST $10.00

signature ____________________________________________ date

IMPORTANT NOTICE. The permit you receive is transferable from vehicle to vehicle. You may only purchase one permit. You are responsible for all tickets issued to the permit listed in your name. Vehicles not displaying a permit are considered unregistered. Report all lost or stolen permits to university police immediately.

Vehicles on which permit will be displayed:
1. make __________________ model ____________ Year______ tag#_________ state_____
2. make __________________ model ____________ Year______ tag#_________ state_____
3. make __________________ model ____________ Year______ tag#_________ state_____
4. make __________________ model ____________ Year______ tag#_________ state_____

Registration Process
Fill out vehicle registration form completely. Faculty and staff return form to the Business Office. Students who return form to the Registrar's Office when pre-registering will be billed on the Fall Semester statement. Students who do not pre-register may return form with payment directly to the Business Office. If purchasing permit by mail, form and payment must be received no later than August 1, 2005.
Frostburg State University
 Allegany County, Maryland

**Parking Violation Notice**

<table>
<thead>
<tr>
<th>Tag Expiration Date</th>
<th>Violation No. 73926</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of Week</th>
<th>Time</th>
<th>AM/PM</th>
<th>UNIVERSITY STICKER NO.</th>
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<thead>
<tr>
<th>Violator's Full Name (Last, First, Middle)</th>
<th>Social Security No.</th>
</tr>
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<tbody>
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<table>
<thead>
<tr>
<th>Street Address</th>
<th></th>
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<table>
<thead>
<tr>
<th>City, State, Zip Code</th>
<th></th>
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<table>
<thead>
<tr>
<th>Vehicle-License No.</th>
<th>State</th>
<th>Tag Color</th>
<th>Vehicle Make</th>
<th>Body Type</th>
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<thead>
<tr>
<th>Location of Violation</th>
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</table>

**Parking Violation**

- [ ] Failure to Register Vehicle
- [ ] Improper Display of Permit
- [ ] Altered Permit
- [ ] No Parking Anytime
- [ ] Parked in Reserved Space
- [ ] Parked in Visitor Space
- [ ] Restricted Parking
- [ ] Parked in Wrong Lot
- [ ] Parked in Handicapped Space

- [ ] Parked at Loading Dock
- [ ] Parked on Red Line
- [ ] Parked on Grass/Groundwork
- [ ] Overline Parking
- [ ] Obstructing Traffic
- [ ] Parking by Fire Hydrant
- [ ] Blocking Fire Lane
- [ ] Parking Abreast
- [ ] Other: ____________________________

**Authority Pursuant to Maryland Annotated Code Transportation Article: 26-301**

$ ______ MUST BE PAID WITHIN 15 DAYS FROM VIOLATION DATE

If payment is made before 4:00 p.m. of the next working day following the date of issuance, the reduced fine shall be $ ______.

Payment of violation should be made at the University Business Office, Administration Building, Room 313.

Monday thru Friday: 9:00 a.m. - 4:00 p.m.

When paying by mail: Do not send cash.

1. Make check or money order payable to Frostburg State University.
2. Enter violation number on check or money order.
3. Mail payment to Frostburg State University, Business Office, Administration Building, Frostburg, Maryland 21532, Tel. 589-4324.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTY OF PERJURY THAT THE CONTENTS OF FOREGOING DOCUMENT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

**Officer's Signature**

**I.D. No.**

**Computer Code**

$ ______ payment was made for the designated violation on the date of this notice.

**Date:** ____________

**Paid by:**

**Name:** ____________________________

**Business Office:** ____________________________

(SEE REVERSE SIDE)

**Count**

**DP-907-28-63**

91724
D. ACCOUNTS PAYABLE

INTRODUCTION

The Accounts Payable Department is located on the first floor of the Hitchins Administration Building Room 113(x4325).

Accounts Payable is responsible for the payment of invoices incurred by the University for equipment, supplies, services and travel reimbursements. This includes the verification, approval and processing of invoices (vouchers), preparation of transmittals, administration of working funds, vendor maintenance, 1099 tax reporting and the signing of working fund checks.

I. PROCEDURES FOR PROCESSING OF PAYMENTS AND CREDITS

A. Mail

Mail is opened, copied, and date stamped daily. All invoices should be mailed directly to the Accounts Payable department. If a department receives an invoice it should be forwarded to the Accounts Payable department immediately. All invoices should be received within seven days of the invoice date.

B. Control Groups

1. Each person entering a vouchers must open a control group and assign it to themselves.

2. Once invoices are vouchered the user sets the control to ready for review.

3. Invoices are then forwarded to a senior accountant in the General Accounting Office for review. The accountant then verifies the control group and sets it to post.

C. Purchase Order related Vouchering Procedures

1. Check extensions, deduct taxes, and figure discounts.

2. Enter invoices with purchase orders in PeopleSoft using Purchase Order copy function.

3. For three-way matches, the system will match vouchers to purchase orders and receivers and process for payment when tolerances are met.

4. For two-way matches, where no receiving is required, invoices are paid when the voucher is matched to the Purchase Order. In the case of construction invoices
Approval is received from the Physical Plant before
The invoice is vouchered.

D. Processing of Direct Payments

Direct payments require no purchase order. Some, however, require prior departmental and/or budget approval. Travel is audited and approved by the Working Fund Accounting Clerk. Other employee/students reimbursements are audited by the Working Fund Clerk and then approved by the Budget Office for payment. Bookstore invoices are approved by Bookstore management and Library invoices are approved by library management.

1. Travel Reimbursements.

All travel reimbursements not involving advances are paid through the Accounts Payable system. Reimbursements involving advances are paid through the working fund.

2. For and Against Forms

Forms can be obtained from the Accounts Payable website at: http://www.frostburg.edu/admin/ap/forms.htm.

a. Stipends

Stipends for grant payments and cooperating teachers are completed by the respective departments. The recipient must sign the form, as well as, the department manager, Budget office, and grant accountant in the case of grants.

b. Reimbursement for Miscellaneous Expenses

Reimbursements for miscellaneous charges incurred by individuals require an attached itemized original receipt. These should be for emergency purchases only where a purchase order or procurement card could not be used. Employees and students may not be reimbursed using this form for anything that is Payroll taxable. Employees should not purchase and request reimbursement for anything that is considered 1099 taxable. Sales tax will not be reimbursed.

In the case of reimbursement of food and related services a list of attendees must be attached. Reimbursement cannot exceed the stipend amounts set forth in the BOR reimbursement rates for domestic meals. Any food on campus should be supplied by the University’s food service contractor unless an exception has been granted by the VP of Administration and Finance Office or the Associate VP for Finance.

The individual being reimbursed must sign the form, as well as, the department manager, Budget office, and grant accountant in the case of grants.
3. Bookstore Invoices

Bookstore personnel verify the invoices and receiving, and voucher the invoices in the system. The invoices are then forwarded to General Accounting to be verified and posted.

4. Library Invoices

Library personnel verify the invoices and receiving, and voucher the invoices in the system. The invoices are then forwarded to General Accounting to be verified and posted.

5. Working Fund Replenishment

Working fund receipts are processed to replenish the fund on an as needed basis, usually at least weekly. The working fund Accounting Clerk prepares reconciliation and forwards it with the associated documents for the replenishment to the General Accounting Office. A reconciliation report and list of transactions from the working fund that have not been replenished is run from PeopleSoft. It is verified against the reconciliation and Supporting documents then approved by General Accounting. The replenishment is then vouchered in the system by the Accounts Payable Accounting Clerk.

6. Working Fund Deposit

An employee other than the working fund Accounting Clerk prepares the deposit. Campus Police take the deposit to the bank. The working fund Accounting Clerk verifies the deposit and reconciles it to the supporting documentation when preparing the working fund reimbursement.

E. Credit Memos

Credit memos are entered into the system at the same time as the invoice they are to be netted with. The vouchers or both the credit memo and the invoice must have the separate payment box unchecked and must be entered with the same dates. The lastest date of the two documents is used.

II. Reporting

A. Financial Statement Reports

After each fiscal year closing, a report is compiled of prepaid expenses. Prepaid expenses consist of payments
primarily for charges that are paid in one fiscal year for services that will actually be used in the next fiscal year. Examples are subscriptions, dues, memberships, insurance, leases and licenses.

B. 1099 Reporting

1099 information on working fund payments, payments made from agency funds, and journal vouchers correcting subcodes is entered annually at the end of each calendar year into the R*STARS system for inclusion in the State’s 1099 tax reporting to the federal government. A report is produced from PeopleSoft from which this information is entered.

III. WORKING FUND PROCEDURES

In order to maintain the needed cash flow for the FSU Working Fund the following guidelines are used:

1. Travel Advances
   a. No advances will be made for any items chargeable to a credit card (i.e. lodging, airfare, registration)
   b. No travel advances are given for in-state travel with the exception of the Admission’s Office student recruiting and athletic team travel.
   c. All travel must be pre-approved before an advance can be given.
   d. Travel advance request forms must be submitted 15 days in advance for domestic travel and 30 days in advance for foreign travel.

2. Travel Reimbursements are only made through the working fund when an advance is involved. All other reimbursements occur through the State.

3. Salary Advances
   a. Regular/Contractual Employees: Salary advances should only be given under unique circumstances. The determination will be made by the Associate Vice President for Finance and/or Director of Human Resources.
   b. Student Employees: Salary advances should only be given under unique circumstances. The determination will be made by the Associate Vice President for Finance and/or Payroll Manager.

4. All 1099 reportable payments are to be made through the State Treasurer’s Office. Payment will only be made
through the working fund in emergency situations.

5. Payments for honorariums and travel expenses for lecturers/consultants will be processed via regular transmittals with checks being issued by the State Treasurer's Office. No lecturer/consultant or vendor check will be issued from the working fund.

6. No payments may be made through the working fund without a federal tax ID or social security number and the appropriate W-9 or W-8 form.

IV. LECTURER/CONSULTANT/PERFORMANCE FORMS

All Contract requests for Performances, Lectures, Consultants, etc. requires a requisition in addition to the request and reimbursement forms. In the description enter that this is a contract request for (name of the function) and the dates of the function. Put any special comments in the header comments. On the distribution line fill in the appropriate account for the service requested (082100 for Management Studies & consultants, 089939 for Performing Artists & Musicians, and 089973 for Honorariums). Write the requisition number on the completed contract request form in the space provided and forward the form to the Procurement Office. Once Procurement receives the request form and the approved and budget checked requisition they draw up a contract and send it to the vendor for signature. Once the signed contract is received the requisition will be rolled to a Purchase Order and the original contract will be sent to Accounts Payable. Send the completed reimbursement request form with the Purchase Order number or requisition number recorded on it to Accounts Payable. Once Accounts Payable has the original contract and the reimbursement form and Purchase Order number it will be processed through the State for payment.

For any departments that have the authority to prepare their own contracts for performances, a requisition is still required but a request form is not. In the description put the name of the function and the dates. In the header comments enter that a signed contract has already been completed. On the distribution line make sure you fill in the appropriate account for the service you are requesting (082100 for Management Studies & consultants, 089939 for Performing Artists & Musicians, and 089973 for Honorariums). Once the requisition is approved and budget checked Procurement will issue a Purchase Order. Put the purchase order number on the completed reimbursement form and send it along with the original contract to Accounts Payable for processing.

Forms can be obtained from the Accounts Payable website at: http://www.frostburg.edu/admin/ap/forms.htm.

V. FOOD SERVICE

To order food service contact the Catering Office at (301)687-4152 to make your food service arrangements. Food
Service for personal employee functions may not be charged to the University. For these do an off-campus request and you will be billed.

When you receive the Request for Catering Services Contract from the University’s Food Service Contractor, enter a requisition into PeopleSoft to cover the catering request.

On the Line, for Description enter the Catering Request #####, for Req Qty enter 1, for UOM enter EA, for Category select 2-WAY, and for Price enter the TOTAL from the Request for Catering Services.

When completing the Distribution line the account should always be 081100 for Food Service. On the Request for Catering Services Contract write the requisition number. Once the requisition has been approved and budget checked the appropriate person should sign Signature of Person in Charge.

The form then should be returned directly to the Catering Office. Once the requisition has been approved and budget checked Procurement will roll it to a Purchase Order. Once the contractor has received the signed Request for Catering Services from your department and the corresponding Purchase Order from Procurement they are authorized to provide the requested service. Once the function is over the contractor will then invoice the University referencing the Purchase Order number.

All food service invoices are reviewed and approved by the Office of the Associate Vice President for Finance before they are paid.

VI. AGENCY VENDOR FILE

The Accounts Payable Office is responsible for maintaining a file of vendors with whom the University conducts business. No Purchase Order may be issued or any invoice paid by the University until an approved vendor is setup in People Soft. A completed W-9 form (or the appropriate W-8 form in the case of a foreign vendor) must be received by the Accounts Payable Office with the company name, address, Federal Identification Number (TIN or SSN), taxing status, and signature before the vendor is added to the system (with the exception of SF – Student Finance and X – State Agency vendors). When the University does business with a vendor for the first time, the above information must be entered into the file. Electronic files of all added or updated vendors are transmitted to the State on a daily basis by the University’s General Accounting Office. Faxed W-9 forms are acceptable, but all W-8 forms must be originals. W-9 and W-8 forms may be obtained from the IRS website at: http://www.irs.gov(formspubs/lists/0,,id=97817,00.html).
VII. CHECK CANCELLATIONS AND STOP PAYMENTS

All vendor checks which need voided and canceled, or stopped are processed by the Accounts Payable Office.

A R*STARS Stop Payment or Cancellation Form (form ST-151) is prepared and returned along with the voided check (if applicable) to the State Treasurer's Office for processing and crediting of the University accounting records. The form may be obtained from the Maryland Comptroller of the Treasury website at http://compnet.comp.state.md.us/gad/pdf/st151.pdf.

Once a cancellation clears R*STARS the University’s General Accounting Office voids the check in PeopleSoft.

VIII. CHECK WRITING AND SIGNATURES

All Frostburg State University Working Fund checks are written and signed electronically using PeopleSoft and a MICR printer. All checks have two electronic signatures: the President of the University and the Vice President for Administration and Finance. Checks for $5,000.00 or more require a manual signature of either of the two signatures above or the Provost in addition to the electronic signatures.
E. PAYROLL & EMPLOYEE SERVICES

The Office of Payroll & Employee Services (PES) is located on the 3rd floor of the Hitchins Administration Building. The office is responsible for creating & transmitting gross pay information to Central Payroll Bureau (CPB), receiving and distributing paychecks and direct deposit advices, distributing the payroll expenses and transmitting them to FINPROD for general ledger processing, and fixed asset management.

Two separate payrolls are run on a bi-weekly basis. Payments are made on the Regular Payroll (Object 01) for all permanent faculty and staff. Payments on the Contractual Payroll (Object 02) are to contingent employees, students, faculty overloads, summer school, grants, etc. PES maintains the PeopleSoft HR/Payroll module for payroll encumbrances & payroll distribution, leave accounting, payroll tables, and job information for student employees. Encumbrance and payroll transactions for both payrolls are processed in SAPROD and transferred to FINPROD for general ledger processing.

I. REGULAR PAYROLL

A. Initiating a Payroll Entry

The Office of Human Resources (OHR) initiates a payroll action by submitting a MS310 form to the Department of Budget and Management. This form identifies a specific PIN and thus links to an Object 01 budget line. The form is used to add, change, or delete an employee from the State’s payroll. DBM transmits the information to CPB in Annapolis where the appropriate entry is made on the State payroll. When OHR initiates such a payroll entry, they also send a form to PES with the corresponding payroll information. PES will then make the appropriate posting to CPB for the payroll actions as required. New employees must also complete the following forms and submit them to PES for forwarding on to CPB:

- W-4 Withholding Allowance Certificate *(Exhibit A)*
- Direct Deposit Form *(Exhibit B)*
- Election Not to Participate in Direct Deposit *(Exhibit C)*

B. Timesheets

Non-faculty employees complete a bi-weekly timesheet *(Exhibit D)*. Timesheets are due in PES by 10:00 a.m. on the Wednesday following the end of the pay period. The faculty complete monthly timesheets *(Exhibit E)* which are maintained in the department.

C. On-Line ETR Processing

Exceptions to regular pay (overtime, shift, unpaid leave, etc.) are posted to CPB’s On Line Exception Time Report (ETR) from timesheets. The payroll is then audited by the appropriate
university official and electronically approved. Employees with on-line ETR access are assigned an individual account number with a password. All on-line transactions and approvals are recorded with this account number for control purposes.

D. Pay Cycle

Employees are paid on a bi-weekly basis. The pay period begins on a Wednesday and ends on Tuesday (14 days). Pay day is the Wednesday in the week following the end of the pay period. Faculty employees have the option of a 21 or 26 pay schedule.

E. Check Distribution

Checks / direct deposits are created by CPB. Checks, deposit statements for direct deposits and check registers are shipped from Annapolis to Frostburg State University. The use of Direct Deposit is encouraged, but not required. Direct Deposit statements are mailed to employees using on-campus mail. Pay checks are available for employee pick-up on pay days after 10:00 a.m. at the payroll window located on the 3rd floor of the Hitchins Administration Building. ID’s are required for check pick-up.

II. CONTRACTUAL PAYROLL

A. Initiating a Payroll Entry

Authorizations for contingent or faculty appointments are sent to PES from the Office of Human Resources. Summer School and Intercession payments are authorized by Special Academic Services. Student employment contracts and graduate assistant payments are authorized by the employing department and by the Financial Aid Office if the student is employed from Federal Work Study. All contract authorizations and student contracts are sent to PES. PES completes and maintains the 311T form for each employee and sends it to CPB for entry into the State’s payroll system. New employees must also complete and submit the following forms to PES for forwarding on to CPB:

- W-4 Employee Withholding Allowance Certificate (Exhibit A)
- Direct Deposit Form (Exhibit B)
- Election Not to Participate in Direct Deposit (Exhibit C)

B. Timesheets/Pay Authorizations

Contingent timesheets (Exhibits F, G & H) and student timesheets (Exhibits I & J) are due in PES by 10:00 a.m. on the Wednesday following the end of the pay period. Timesheets for student employees must be hand delivered to an employee in PES by a non-student employee and thus not able to be deposited in the timesheet deposit slot. Faculty/coaches and Grad Assistants complete bi-weekly timesheets that are maintained in the departments (Exhibits K & L). It is the responsibility of the department to notify PES to make a payroll adjustment if the terms of the faculty/coach or grad assistant contract are not met. Certain contracts may be paid from a pay authorization in lieu of a bi-weekly timesheet as determined by the terms of the contract.
C. Pay Cycle

Payments are made in accordance with contract specifications or by timesheets paid on a bi-weekly basis. The pay period begins on a Wednesday and ends on Tuesday (14 days). Although the contractual work period is the same as the regular payroll, the pay date for the Contractual Payroll falls on the third Wednesday following the end of the work period.

D. On-Line PTR Processing

All payments on the Contractual payroll require an entry into CPB’s On Line Positive Time Report (PTR) system. The payroll is then audited by the appropriate university official and electronically approved. Employees with on-line PTR access are assigned an individual account number with a password. All on-line transactions and approvals are recorded with this account number for control purposes.

E. Check Distribution

Checks / direct deposits are created by CPB. Checks, deposit statements for direct deposits and check registers are shipped from Annapolis to Frostburg State University. The use of Direct Deposit is encouraged, but not required. Direct Deposit statements are mailed to the employee’s home address as printed on the statement. Pay checks are available for employee pick-up after 10:00 a.m. at the payroll window located on the 3rd floor of the Hitchins Administration Building. ID’s are required for check pick-up.

III. LEAVE ACCRUALS

Leave accruals and balances are processed and maintained in PS for regular staff and Contingent II employees. Leave used by employees as recorded on their timesheets is entered into PS. The leave accrual process is processed after each payroll is confirmed in PS.

IV. PAYROLL PROCESSING IN PEOPLESOF (PS)

After the actual payroll is processed by CPB, two files that contain all the information from the payroll (AllButDoe and SSNandDOE) are deposited at the following web site: https://www.acaff.usmh.usmd.edu/paydist. We copy these files to a holding directory for use in interfacing with PS.

PES enters all Department Budget Table information into SAPROD for encumbrances and pay distribution and maintains the time reporter data, work groups, schedules, payroll tables and job records for student employees in PS.

Paysheets are created and calculated in PS based on contract set up and time input for each payroll. The PS calculated payroll is then compared to the files from the actual payroll calculated by CPB. After they are reconciled, we run a process to overlay the PS files with the actual payroll files from CPB. After the payroll is then confirmed, we run the actuals distribution process and then the GL Interface process
to populate the HR_ACCT_LINE table with the cash, expense and encumbrance transactions for the general ledger.

V. ENCUMBRANCES

Encumbrance transactions are created by PES when information is entered on the Department Budget Table in PS. These transactions populate the HR_ACCT_LINE table and are then transferred to FINPROD to process in the general ledger.

Encumbrance Activity Reports *(Exhibit M)* are sent to departments every month. The report lists the detail of encumbrance activity for Object 02. It is the responsibility of the department to monitor all contracts to assure employees are not working beyond contract limitations and contract amounts are not exceeded. Departments may request encumbrance adjustments by sending a memo/e-mail to PES.

VI. SALARY ADVANCES

Salary advances may be given under very limited circumstances. Advances are dependent upon the availability of working funds and are not to exceed net pay or 60 percent of gross pay. If circumstances warrant a salary advance and the employee’s payment is not direct deposited, the employee signs a Power of Attorney form *(Exhibit N)* which authorizes FSU to receive and deposit the employee’s next pay check. The amount of the advance is deducted from the amount of the next payroll check and a check for the balance is issued from petty cash to the employee. If the employee’s payroll is direct deposited, they sign a different Power of Attorney form *(Exhibit O)*, which authorizes a charge to a credit card account.

VII. ASSET MANAGEMENT

Asset Management (AM) accounts for all capital projects as well as capital and some non-capital equipment acquired for the university. Typically, capital refers to equipment valued at $5,000 or greater and projects valued at greater than or equal to $250,000. Non-capital equipment tracked by asset management refers to firearms and computers regardless of value.

A. Capital Projects (Value of $250,000 or more)

Capital projects are land, site improvements, buildings, building improvements, infrastructure, and construction in progress. Information is recorded in the AM module of PS Financials from the purchase/donation and construction of the project throughout the acquisition. The information is provided by the General Accounting Office, the Budget Office, Accounts Payable and the Construction and Engineering Office.

B. Capital Equipment (Unit value of $5,000 or more)
Capital equipment is equipment valued at $5,000 or more with the exception of works of art, rare collections, and library books. These items are considered capital equipment even though they are not subject to the minimum value of $5,000. Equipment purchased is listed in the inventory at the purchase price. Donated equipment is listed at the fair market value at the time of the donation. Information is provided through purchase orders from the Procurement Office, tagging information from Receiving, and Accounts Payable and the Budget Office. (See Inventory Control under Procurement Office for information regarding inventory of assets)

C. Non-Capital Equipment (Firearms and Computers)

Non-capital equipment is listed in inventory at the purchase price. Donated equipment is listed at the fair market value at the time of donation. Non-capital equipment is not subject to a minimum value. Information is provided through purchase orders from the Procurement Office, tagging information from Receiving, and Accounts Payable and the Budget Office. (See Guidelines for Control of Non-Capital Equipment in the Official FSU Policy Manual.)
## State of Maryland Payroll Direct Deposit Exemption

<table>
<thead>
<tr>
<th>Agency Number</th>
<th>Payroll System</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RG CT UM</td>
</tr>
</tbody>
</table>

I elect to be exempt from the Maryland Regulation requiring that all State employees hired after January 1, 2001 utilize automated Direct Deposit Payroll.

☐ I wish to receive my Net Pay via check.

My reason for electing this exemption is:
- [ ] I do not maintain a checking or savings account at a financial institution
- [ ] Other (Please Detail):

---

**Instructions**
- Type or print only (except signature)
- Complete top part of form
- Send completed form to the State Treasurer’s Office, Attn: Direct Deposit Exemption, 80 Calvert Street, Room 109, Louis L. Goldstein Treasury Bldg., Annapolis, MD 21401. Phone 410-260-7390

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<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>White - STO</td>
<td>Yellow - Employee</td>
</tr>
</tbody>
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**Employee Time Sheet**

<table>
<thead>
<tr>
<th>Empl ID</th>
<th>Position No.</th>
<th>Schedule ID</th>
<th>Begin Date</th>
<th>End Date</th>
</tr>
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<tbody>
<tr>
<td>Job Code</td>
<td>Shift Code</td>
<td>Bi-Wk Leave Rate</td>
<td>Std. Hrs.</td>
<td>Leave Accrual Date</td>
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**TENTH HR CHART**

<table>
<thead>
<tr>
<th>MINUTES</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 6</td>
<td>.1 - 1/10</td>
</tr>
<tr>
<td>7 to 12</td>
<td>.2 - 2/10</td>
</tr>
<tr>
<td>13 to 18</td>
<td>.3 - 3/10</td>
</tr>
<tr>
<td>19 to 24</td>
<td>.4 - 4/10</td>
</tr>
<tr>
<td>25 to 30</td>
<td>.5 - 5/10</td>
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<td>31 to 36</td>
<td>.6 - 6/10</td>
</tr>
<tr>
<td>37 to 42</td>
<td>.7 - 7/10</td>
</tr>
<tr>
<td>43 to 48</td>
<td>.8 - 8/10</td>
</tr>
<tr>
<td>49 to 54</td>
<td>.9 - 9/10</td>
</tr>
<tr>
<td>55 to 60</td>
<td>.0 - 1 hr</td>
</tr>
</tbody>
</table>

**LEAVE CODES**

170 Annual  
171 Annual-Adv.  
180 Sick-Illness  
181 Sick-Adoption  
182 Sick-Bereavement  
183 Sick-Advanced  
187 Sick-Family  
190 Holiday  
300 Personal  
420 Unpaid Leave  
430 Military  
440 Jury Duty  
450 Admin.

**LEAVE STATEMENT**

As of  
Leave Taken This Year  
Current Balance  

<table>
<thead>
<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Employee Signature  
Supervisor Signature  
Timekeeper Initials
FROSTBURG STATE UNIVERSITY
Faculty Positive Time Reporting

Name ___________________________________________ Department __________________________ % of Full-Time

1. Complete the Positive Time Reporting Calendar below accounting for every day by using one of the codes listed below.
2. Report on all days regardless of whether or not you held classes or attended meetings.
3. Upon completion, forward the form to your department chair.

September 2004

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
<th>S</th>
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<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
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</tbody>
</table>

Positive Time Reporting Codes

D  Required duties were performed that day.
X  Authorized weekend or non-work day.
01 Leave without pay.
11 Annual leave (last 15 payroll days of 10-month contract).
12 Sick leave not collegially supported.
18 Official holiday.
32 Sabbatical leave.
36 Sick leave collegially supported.

Faculty Member's Signature and Date __________________________________________
Department Chair's Signature and Date __________________________________________
FROSTBURG STATE UNIVERSITY
PAYROLL & EMPLOYEE SERVICES
NON-EXEMPT CONTRACTUAL EMPLOYEE TIME SHEET (HOURLY)

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>IN</th>
<th>OUT</th>
<th>TOTAL</th>
<th>SHIFT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WED</td>
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<tr>
<td></td>
<td>THURS</td>
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<td>FRI</td>
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<td>TUE</td>
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</tbody>
</table>

TOTAL WEEK #1

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>IN</th>
<th>OUT</th>
<th>TOTAL</th>
<th>SHIFT</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>WED</td>
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<td>THURS</td>
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<td></td>
<td>TUE</td>
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</tbody>
</table>

TOTAL WEEK #2

HOURLY RATE $ _____ x TWO WEEK TOTAL _____ = $ _____

Minutes to Tenths
6 minutes = .1  36 minutes = .6
12 minutes = .2  42 minutes = .7
18 minutes = .3  48 minutes = .8
24 minutes = .4  54 minutes = .9
30 minutes = .5

PES 003/08-96
**Frostburg State University**
**Payroll & Employee Services**
**Exempt Contingent Category I - Time Report**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Begin:</td>
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<td></td>
<td>End:</td>
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</tbody>
</table>

Department:

SS#:

1. Complete this bi-weekly positive time report for every day by using one of the following codes:

   - D - Required duties were performed that day
   - X - Authorized weekend or non-work day

2. Upon completion, forward this form to your supervisor for approval. Supervisors - please forward to Payroll.

### Week # 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Code</th>
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<tbody>
<tr>
<td>Wednesday</td>
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<td>Tuesday</td>
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</table>

Department #

Employee Signature:

### Week # 2

<table>
<thead>
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<th>Code</th>
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<tbody>
<tr>
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<tr>
<td>Monday</td>
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<tr>
<td>Tuesday</td>
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</tbody>
</table>

Biweekly Rate:

Date:

Supervisor Signature:

Date:
Frostburg State University
Payroll & Employee Services
Exempt Contingent Category II - Time Report

Name: ___________________________ Pay Period

Department: ______________________ Begin: ______________________

SS#: ___________________________ End: ______________________

1. Complete this bi-weekly positive time report accounting for every day by using one of the following codes:
   - D - Required duties were performed that day
   - S - Sick Leave
   - H - Holiday
   - X - Authorized weekend or non-work day
   - A - Annual Leave

2. Upon completion, forward this form to your supervisor for approval. Supervisors - please forward to Payroll.

<table>
<thead>
<tr>
<th>Week # 1</th>
<th>Week # 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Code</td>
</tr>
<tr>
<td>Wednesday</td>
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FRS Number: ___________________________ Biweekly Rate: ___________________________

Employee Signature: ___________________________ Date: ___________________________

Supervisor Signature: ___________________________ Date: ___________________________

(To be completed by Employee)

Annual Leave Balance: ________ (days) Sick Leave Balance: ________ (days)
FROSTBURG STATE UNIVERSITY
STUDENT TIME SHEET

Student's Social Security Number

Name: Last First

Department Name FRS #

PLEASE PRINT CLEARLY.

Instructions:
Timesheet must be signed by both student and supervisor.
Student's Social Security Number Information must be
complete. Time recorded must be in six (6) minute segments
(tenths). See examples on reverse side. Make sure dates are
entered in date column. Timesheet must have appropriate pay
period ending date (including year). A student's timesheet
should be completed no later than the pay period ending date
and submitted to the supervisor by that date. FRS number
must appear on timesheet. Any changes in calculations or
time logged in/out must be initialed by the student and
supervisor.

STATE WORK-STUDY

Supervisor:
The student's performance during this time period was

________ Satisfactory

________ Unsatisfactory

Verified:

Supervisor Date

Student's Signature:

Student must sign Date

Approved:

Department Head Signature Date

TOTAL WEEK #1

TOTAL WEEK #2

HOURLY RATE $ _______ X TWO WEEK TOTAL _______ = $ _______
# FROSTBURG STATE UNIVERSITY
STUDENT TIME SHEET

MUST BE COMPLETED IN INK

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TOTAL WEEK #2

HOURLY RATE $______ X TWO WEEK TOTAL = $______
Exhibit K

Frostburg State University
Payroll & Employee Services
Contractual Faculty Time Report

Pay Period

Name: ___________________________ Begin: __________

Department: ________________________ End: __________

SS#: ________________________________

1. Complete this bi-weekly positive time report accounting for every day by using one of the following codes:
   D - Required duties were performed that day.
   X - Authorized weekend or non-work day.

2. Upon completion, forward this form to your Department Chair for approval.

<table>
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<tr>
<th>Week # 1</th>
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Employee Signature: ___________________________ Date: __________

_____ Employee has met the terms of his/her contract for this period - Payment Authorized

_____ Employee has terminated employment or did NOT meet the terms of his/her contract for this period. Supervisor must notify Payroll that payment is NOT authorized.

Signature: ___________________________ Date: __________

Department Chair
Frostburg State University
Payroll & Employee Services
Graduate Assistant Time Report

Name: ___________________________ Begin: ________

Department: _________________________ End: ________

SS#: ________________________________

1. Complete this bi-weekly positive time report accounting for every day by using one of the following codes:
   D - Required duties were performed that day.
   X - Authorized weekend or non-work day.

2. Upon completion, forward this form to your Department Chair for approval.

<table>
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Employee Signature: ___________________________ Date: ________

_____ Employee has met the terms of his/her contract for this period - Payment Authorized

_____ Employee has terminated employment or did NOT meet the terms of his/her contract for this period. Supervisor must notify Payroll that payment is NOT authorized.

Signature: _______________ Date: __________

Department Chair
FROSTBURG STATE UNIVERSITY
ACCOUNTS PAYABLE
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT I, ________________________, am an employee (“Employee”) of Frostburg State University (“University”).

Employee has requested an advance payment of salary due to an error or other event that resulted in failure of the Employee to receive a salary payment. The University has agreed to advance to Employee said salary funds in the amount of $__________. Employee agrees that he/she shall repay the University by the pay date on which the salary is received by the Employee, as described below. If payment is not received by the University by that date, Employee understands and agrees and hereby grants power of attorney to the University to charge the amount owed the University to the Employee’s credit card as listed below, plus an additional late charge of thirty dollars ($30).

In consideration of receipt of said advance payment, I hereby constitute and appoint Roger V. Bruszewski, University Vice President of Administration and Finance, my true, sufficient and lawful attorney to act in and manage all my affairs, undertakings and business and for the sole purpose stated below, in my name, and on my behalf, to do any and all things which I myself could do if personally present.

This Power of Attorney shall be limited to the following power:

To charge Employee’s credit card on the pay date of ________________ in order to recover a salary advance in the amount of $__________, only if payment from the Employee is not received by the University by said pay date. An additional late charge of $30 also shall be made to Employee’s credit card if payment is not received by the University by said pay date.

Type of credit card: ______________________
Expiration date: ______________________
Account number: ______________________

This Power of Attorney shall not be affected by any disability of the Employee. Employee hereby ratifies and confirms every act and thing which said attorney shall do or cause to be done related to the above stated action.

______________________________ Date: ______________________
Employee

State of Maryland, Allegany County, to Wit:

I hereby certify that on this _____ day of ______________ before me, a notary public of the State of Maryland, in and for Allegany County, personally appeared ______________________ and acknowledged the foregoing Power of Attorney to be his/her act and deed.

Witness my hand and notarial seal.

______________________________
Notary Public
F. TRAVEL POLICY

INTRODUCTION

Frostburg State University's travel policies are intended to facilitate travel and travel arrangements, to provide full reimbursement for all necessary expenses, and to protect travelers against the risk of loss, while at the same time maintaining the necessary controls for accountability.

I. TRAVEL APPROVALS

All travel is to be documented. Pre-approval is required for all out-of-state and out-of-country travel. For purposes of clarity, Frostburg State University business conducted in the Washington D.C. Metropolitan Area is classified as in-state travel. All Travel Pre-approvals must be approved by the department manager and the appropriate Vice President, designee, or the President.

II. RESERVATIONS AND TICKETING

Travelers should be certain that all arrangements are reasonable and appropriate and be alert to obtain air, hotel and rental car services at the discount rates available to State of Maryland employees. Travelers are expected to make advance bookings, requesting the least expensive logical fare via the most direct route (or other reasonable routing that results in a lower fare) and are encouraged to purchase air and rail tickets from the travel agency offering the most reasonable fare.

In the event of changed plans, cancellation and other penalties will be paid by the institution provided that funds are available and that the cancellation or change was made for the convenience of the institution or was necessitated by circumstances of an emergency nature affecting the traveler.

III. HOTEL EXPENSES

Reimbursement for the cost of hotel accommodations will be made on the basis of receipts at the single room rate. Any overage above the single rate will be the personal financial responsibility of the traveler. Hotel expenses should be paid via a Procurement Card or Purchase order whenever possible. When using a Procurement Card or Purchase Order to pay your Hotel Expenses no personal expenses should be charged to your room bill (i.e. personal calls, room service, movies, etc.) Advances are not given for Hotel Expenses.
IV. MEALS

For domestic travel, meal expenses will be reimbursed without receipts at the rates set forth by the Board of Regents each fiscal year. Domestic rates may be obtained from the USM website at:

http://www.usmd.edu/Leadership/BoardOfRegents/Bylaws/SectionVIII/VIII1110.html.

Foreign meal expenses will be reimbursed at actual cost with receipts, or at the U.S. State Department’s meal and incidental per diem rates without receipts. Foreign rates may be obtained from the U.S. State Department website at:

http://www.state.gov/m/a/als/prdm.

The cost of breakfast is reimbursable when an employee in travel status must leave home on official business two (2) hours or more before the normal beginning time of the employee's place of business. The cost of dinner is reimbursable when an employee in travel status cannot get home within two (2) hours after the normal quitting time of the employee's place of business. In cases when an employee meets both of the above conditions and is in travel status for the entire day, but not overnight, the employee's lunch is also reimbursable. An employee must be on travel status a minimum of four hours to qualify for any meals.

V. OTHER MISCELLANEOUS EXPENSES

Reimbursement of miscellaneous expenses such as tolls, business telephone calls, laundry/valet, parking fees, taxicabs, etc. are reimbursable with receipts. The reimbursable rate for porter fees and hotel tips is $1.00 per bag.

VI. USE OF INSTITUTION AND PERSONAL VEHICLES

Frostburg State University vehicles may be driven only by University officers and authorized institutional employees who are acting within the scope of their official duties. Students for whom the State Treasurer has issued an insurance certificate are considered authorized personnel for this purpose. Any person driving a University vehicle must have a valid driver's license, comply with all traffic laws, have less than six (6) points on their driving record, and obtain approval as required by University policies and procedures.

Properly insured personal vehicles may be used for travel on institution business. In the case where the use of a University vehicle is requested and one is unavailable, reimbursement will be made at the rate set forth by the Board of Regents each fiscal year. In the case where a University vehicle is available and the employee uses a personal vehicle or if the employee uses a personal vehicle without checking on the availability of a University vehicle, the reimbursable rate will be at half of the full mileage rate set by the Board of Regents.
VII. TRAVEL WITH SPOUSES

When spouses travel with institution employees but are not themselves serving as agents of the institution, travelers should be careful to maintain a record of individual expenses. Frostburg State University will not reimburse any expenses incurred on behalf of the spouse.

VIII. TRAVEL ADVANCES-EXPENSE ACCOUNT FORMS

NO TRAVEL ADVANCES WILL BE MADE FOR IN-STATE TRAVEL WITH THE EXCEPTION OF STUDENT RECRUITING AND ATHLETIC TEAM TRAVEL.

A reimbursement check will be issued from the working fund upon receipt of an itemized expense account form where an advance is involved. All other reimbursements will be made through the State Treasurer’s Office.

ADVANCES FOR OUT-OF-STATE TRAVEL WILL NOT BE MADE FOR EXPENSES WHICH ARE CHARGEABLE TO A CREDIT CARD OR COULD BE PAID VIA A PURCHASE ORDER.

Itemized expense forms must be submitted within seven (7) Days of the ending period or at the University’s request, whichever is earlier for those individuals receiving travel advances. Itemized expense forms must be submitted within thirty (30) days for those individuals not receiving an advance or by the Fiscal Year end, whichever is earlier.

Travel advance request forms must be submitted fifteen (15) days in advance of domestic travel for amounts of $500.00 or less.

Travel advance request forms must be submitted thirty (30) days in advance of travel for amounts of $500.01 and over, as well as all foreign travel. This will allow time to obtain temporary advances from the State Treasurer, as needed.

All travel forms may be obtained from the University’s Accounts Payable website at http://www.frostburg.edu/admin/ap/forms.htm.

IX. FACULTY INSTRUCTIONAL TRAVEL

All faculty will be assigned a primary instructional site by the Departmental Chair as approved by the appropriate Dean. No faculty member will be reimbursed for travel between their primary site and their residence. Faculty members departing from their primary site for the purpose of instruction or approved University business will be reimbursed based on the distance from the primary site. Faculty departing from their place of residence for the purpose of instruction or approved University business at sites other than their primary site will be reimbursed either from their place of residence or from their primary site, whichever is shorter.

Instructional travel expenses and/or approved University
Business expenses must be submitted for reimbursement within thirty (30) days of occurrence.
G. MAIL DEPARTMENT

INTRODUCTION

The Mail Department is located on the first floor of the Elisabeth Hitchins Administration Building, Room 137 (x4712) and is in operation from 8:00 a.m. to 4:30 p.m. weekdays. There is no mail service on Saturday or Sunday. The purpose of the Mail Department is to provide an effective, timely, economical system of moving internal campus mail among the various offices throughout the University and for processing incoming and outgoing U.S. mail to and from the U.S. Post Office.

I. MAIL DELIVERY AND PICKUP

A. Campus Mail Delivery

U.S. Mail and interdepartmental mail is delivered and picked up twice daily at established points. All outgoing U.S. mail leaves the University Mail Department at 4:00 p.m. each day. Mail received after that time will not be posted or delivered to the Post Office until the following business day at 4:00 p.m.

B. Responsibility for Departmental Delivery

Mail destined for offices on campus should be sent in interoffice mail envelopes. The name of the individual as well as the department should be indicated on the face of the envelope. These envelopes are available from Central Receiving and should not be sealed in order that they may be reused.

C. Official University Mail

Only official University mail will be processed through the postage meter. This mail should be sent to the campus Mail Department with the flaps up to facilitate processing through the postage meter. However, larger and bulk envelopes must be sealed before being sent to the Mail Department.

D. Return Address

All correspondence must have a departmental return address in order for postage to be charged to that department's budget.

E. Personal Mail

Mail having a home return address is considered personal mail and will be returned to sender if the proper amount of postage has not been affixed.
F. Advance Notification of Large Mailings
The campus Mail Department is to be notified three days in advance of large mailings such as grades, bills or registration material so that proper preparation can be made to handle these mailings on a timely basis.

G. Responsibility for Packages in Care of University

No responsibility will be taken by the University Mail Department for personal packages addressed to an individual in care of the University.

H. Visitors and Part-Time Faculty Mail

Names of visitors and part-time faculty that will be receiving mail should be given to the campus Mail Department to ensure that their mail will not be returned to the sender.

I. Non-Conformance of Requirements

All outgoing mail received by the University Mail Department that does not conform with the above requirements and is unidentifiable will be placed in a dead letter file and forwarded to the area supervisor for proper disposition.

J. Mailings to Homes of University Personnel

It is a very expensive proposition to make mailings to the homes of faculty and staff members of Frostburg State University. It is normal that the same flyers, letters, posters, etc. will be distributed through campus mail as well. The luxury of doubling this effort with a flyer sent to the home is more than the University can sustain. We ask that every department, organization and individual make an effort to restrict the mailing of flyers, posters and announcements through the campus mail for campus publications. However, if an event is of such importance that engraved invitations are included in the planning for the event, it may be appropriate to send them to home addresses. At that point, they should not be distributed through campus mail.

II. TYPES OF MAIL

A. Intra-University Mail

Intra-university mail is to be mailed in one of two sizes of standard interoffice correspondence envelopes. Do not send intra-university mail in official University envelopes. Use only the name of the staff or faculty member and department when addressing this mail. Do not use building and room numbers. Separate campus mail from outgoing U.S. mail.
B. First Class Mail

1. This type of mail is used primarily for correspondence or letter mail.

2. Size Limitations
   
a. Cards, envelopes and self-mailers must be rectangular in shape.

b. Minimum Size Limitations - (3 1/2" x 5")

   The following minimum size requirements apply to all classes of mail. Pieces which do not meet the minimum requirements will be prohibited from the mail:

   (1) All items must be at least .007 of an inch thick.

   (2) All items, other than keys and identification devices, which are .25 of an inch thick or less (a) are not rectangular (b) are less than 3.5 inches in height (c) are less than 5 inches in length are prohibited.

c. Maximum Size Limitations

   First class mail one ounce or less-- the standard size for first class mail weighing one ounce or less is as follows:

   (1) Length must be 1-1/3 or 2-1/2 times the height

   (2) The size cannot exceed the following:

   Height - 6-1/8"
   Length - 11-1/2"
   Thickness - 1/4"

   NOTE: There is a surcharge of $.12, in addition to postage, on first class mail weighing one ounce or less that is non-standard in size.

   (3) Cards mailed at the rate for post cards cannot be larger than 4-1/2" x 6". Larger cards will be charged the same rate as letters.

C. First Class Presort

   Savings for presorting will be $.018 per piece with only one thru five ounce letters qualifying. To be eligible for the presort rate, all business size
(number 10) envelopes must be received in the Mail Department no later than 2:30 p.m. each work day. Any qualifying letters that are received after 2:30 p.m. will be processed, but not at the presort rate. If the pieces can be held until the following work day, they will be sent at the discounted rate. Large first class mailings such as grades, bills, student mailings, etc., must be received early in the work day in order to achieve the necessary zip code sorting for presort mail.

D. Standard Mail

1. This type of mail is used for non-correspondence material only, such as circulars, forms, etc. Catalogs sent out individually should not be placed in envelopes but should be labeled with the address and taped shut. If the "Nonprofit" permit stamp is printed on the catalog, it must be blocked out. Catalogs are sent at the standard rate.

E. Express Mail

Express mail provides overnight or second day delivery of letters and packages. It is fast, efficient and relatively inexpensive. The Frostburg Post Office will only guarantee overnight delivery to the Baltimore, D.C. and Virginia areas. All other areas are guaranteed second day delivery.

DHL express delivery is also available and has proven to be very reliable and less costly. The cut-off time for DHL pick-up is 2:00 p.m. and a destination phone number must be provided.

F. Registered Mail

This type of mail should be used when sending something of monetary value through the mail. The cost of this type of mail is based upon the amount of insurance desired. This service is closed out at 3:30 p.m. each day. Please call the Mail Department concerning proper packing.

G. Certified Mail

When proof is desired that the addressee received the mail, the letter should be certified marked "Return Receipt Requested". Attach a note to such mail indicating to whom the receipt is to be returned when it is received from the U.S. Post Office.

Signature Conformation – signature along with date, time and location delivery.

Delivery Conformation – No signature but provides date, zip and time of livery.
H. Bulk Mail

Certain types of mailings qualify for the use of the University Bulk Mail permit. These mailings must be in exact zip code order and counted when delivered to the Mail Department. They must also meet all U.S. Postal requirements. Since bulk mail requires additional processing time and must be worked into the department's schedule, it must be received five working days prior to the required mailing date.

We can now assist you even more with bulk mailings. From printing, folding and stuffing the mail piece, to addressing it using your address files and applying CASS certified bar coding that will speed up delivery and reduce the cost of postage. Certain limitations apply please call the department for additional details before even designing the mail piece.

1. Postal Service Regulations

   Permit mailings must meet certain postal regulations and this section contains a brief outline of the more important regulations. Copies of instructions and regulations are available from the campus Mail Department.

   a. For bulk mailings, a minimum of 200 of the same piece is required to be mailed at the same time.

   b. Mail addressed to foreign countries is not eligible.

   c. The Bulk Mail imprint must be either rubber stamped in ink or imprinted on each piece of mail. A sample is shown in (Exhibit A).

   d. The stamp may not be typewritten or hand-drawn and must be in a color that contrasts sufficiently with the paper to make the imprint completely legible. It must be placed in the upper right hand corner of the address side of each piece. The Mail Department has the stamp.

   e. Bulk mail must weigh less than 16 oz. and must be of a size greater than 3-1/2" x 5" long.

III. POSTAGE PAID RETURN ENVELOPES

A. Use of Return Envelope Service

   This service is used only when the addressee is providing us with a service, such as answering a questionnaire. This service is not to be used for return envelopes used in the payment of bills or returning required forms, etc. The U.S. Postal Service requires us to use specific envelopes for this service.
and they can be obtained by calling the Mail Department. A sample is shown in (Exhibit B).

B. Business Reply Permit

The University permit number 14 is the only number to be used on business reply envelopes and departments requiring this service are to make arrangements to have business reply envelopes printed.

C. Departmental Name Imprint

The department to which the envelope is to be returned is to be included as part of the return address.

D. Sample Envelope

The Duplicating Department can print the envelopes upon receipt of a work request. Each envelope must contain the appropriate bar code or it will not be processed by the U.S. Postal Service. Plan ahead when requesting such envelopes. A sample envelope is shown in (Exhibit C).

IV. MAIL COSTS

Mailing costs are accumulated daily as your mail is processed through the campus Mail Department and are charged to your operating budget each month under object 03. In order to conserve costs, all mailings should be sent via the least cost method. When 200 pieces of similar mail are sent, the bulk permit should be used. Bulk mail is much less expensive than first class and should be used whenever possible.

V. ADVERTISING BY OFF-CAMPUS INDIVIDUALS OR ORGANIZATIONS

Frostburg State University does not distribute through its mailroom, or in any other way, flyers, advertisements, leaflets, etc., from off-campus individuals or organizations. Such individuals or organizations who wish to distribute information and/or product, providing it is lawful under local, state, and federal laws, may reserve a table to make such distributions in the Lane Center lobby for a maximum of three consecutive days. No more than eight tables will be scheduled at any one time.

VI. DO'S FOR ECONOMICAL MAIL SERVICE

A. Send all mail going to the same location in one envelope. By doing this, five first class envelopes could be sent for the price of two.

B. Send foreign correspondence air mail. Surface mail will take four to six weeks longer. Foreign mail should be banded separately from regular mail.

C. Flag all off-campus mail that requires a special rate. Examples are: air mail for destinations outside of the
U.S., certified, insured, priority, registered, etc.

D. Separate intra-campus mail from outgoing mail.

VII. DONT'S FOR ECONOMICAL MAIL SERVICE

A. Don't send third class mail in envelopes designated to go as first class.

B. Don't send personal mail in official University envelopes.

C. Don't accumulate large first class mailings; send them to the Mail Department in batches as they are completed to speed up processing.
H. PRINTING DEPARTMENT

INTRODUCTION

The Printing Department is located on the first floor of the Elisabeth Hitchins Administration Building in Rooms 137-138 (x4164). The purpose of the department is to provide low cost, high quality printing service to all offices and departments at the University. The regular hours of operation are from 8:00 a.m. to 4:30 p.m., Monday through Friday.

I. SERVICES

The Department is equipped with various pieces of machinery including automated offset presses, digital high-speed copiers, folders, cutter, 3-hole drill punch, spiral binding equipment and photocopy machines. The Printing Department will provide collating, stapling, punching, folding, cutting and binding service on individual job requests as required to complete duplicating projects. The Printing Department is not able to provide sophisticated printing services.

II. PROCESSING TIME

To facilitate the scheduling of work in the Printing Department, a definite required date and time must be provided. The requester will be contacted by the Printing Department Supervisor in advance if this date must be changed. Generally speaking, the first job received by the department will be the first job completed. Requests marked ASAP will be worked in when there is an opening in the schedule.

A. If completed work is picked up at the Printing Department, allow at least two (2) full working days. If completed work is returned through campus mail, allow at least four (4) full working days.

B. At the beginning of each semester, the Printing Department receives a large amount of work requests to be completed in a short period of time. During this period, the turn-around time is substantially reduced. To ensure that work is completed on time, requests must be submitted early during these periods.

C. Increased production time is required for work requests specifying auxiliary work such as collating, stapling, folding, binding, punching, and trimming.

III. PRINTING CAPABILITIES

A. Copy Size

1. The minimum sheet size that can be produced is 8...
B. Copy Preparation

1. All copy is to be prepared by the requesting department and should be typed single-spaced for economic reasons.

2. The original copy of work to be printed must be of good quality in order to produce good copies.

3. Original copies must be "camera ready" as personnel are not available to do layout work.

4. If work is to be collated after printing, pages must be numbered.

5. When taping work on paper, do not place tape on printed matter; otherwise, the press will magnify areas that are taped and the copy will be dark in some areas and light in others.

C. Stock

1. Color and type of stock available is designated on the Printing Request Form. Again, for fast, economical service, use 20 lb. white bond. Cardstock is also stocked by the department, but request for it's use is charged to each department's PS account.

2. Letterhead and envelopes are printed at one time each month. Plan ahead for your needs. No other designs of letterhead other than the defined standard for the University shall be printed. No individual's name may appear on the letterhead.

3. Buff stationery and envelopes are available in limited quantities. Due to the cost of this paper, it is to be used for off-campus correspondence only. Buff stationery and envelopes MAY NOT be used for bulk mailings. Request for the use of buff paper and envelopes is also charged against the department's PS account.

4. Window and plain white envelopes will be printed in black ink only.

5. Carbonless Forms

   a. Carbonless forms can be reproduced by the Printing Department and do an excellent job in
replacing carbon forms which must be reproduced by outside vendors at a much greater cost. Carbonless sets need to be printed on the off-set presses so allow ample time when requesting such forms.

b. Carbonless paper is stocked by Printing Services and request for the use of it is charged against the requesting department’s PS account.

c. Carbonless paper sets are precollated and come in color coded sequences listed as follows:

   2-part - white, canary
   3-part - white, canary, pink
   4-part - white, canary, pink, goldenrod
   5-part - white, canary, green, pink, goldenrod
   6-part - white, canary, blue, green, pink goldenrod

D. Offset Printing

1. Black ink is used for all work requests. However, exceptions can be made if the volume of work is large enough and enough time is allotted (jobs of 2,000 impressions or more).

2. Pictures or large solids cannot be reproduced to perfection on the paper masters used by the Printing Department. However, our computer-to-plate technology allows us to accept files right from your computers desktop. The Office of Publications can further assist you in fulfilling your concept to print.

E. Color Copying

1. Printing Services offers full color copying on various types of stocks and sizes up to 12” x 18”. Request for color copies is charged against the department’s PS account.

IV. WORK REQUEST FORMS

A. Work Request Forms are available from the Printing Department as well as our web site on FSU’s homepage. One request form per job must be completed and bear an authorized signature. All work is logged in by the number on the Work Request Form. Therefore, when inquiring about the status of the Work Request, refer to the job number in the upper right hand corner.

B. Form Completion

The following sections are keyed to the sample form found at: http://intranet.frostburg.edu/printingservices/pworkreq.pl

1. Name of Department and Authorized Signature

2. Type of Request – Check One
3. Number of Pages and Copies, Date Required, and Special Instructions Must Be Clearly Indicated.

4. Type of Stock - Check One

5. Paper Size - Check One

6. Specific Requirements - Must Be Clearly Stated.

7. Distribution - Check One

8. Work Received By - Must Be Signed, Dated and Returned to the Duplicating Department.

9. Copyright Statement - Must Be Signed, If Copyrighted Material Is To Be Copied.

V. PERSONAL AND ORGANIZATIONAL REQUESTS

A. All personal work requests for printing by the Frostburg State University Printing Department must have prior approval before they are submitted for printing. Upon approval of the Printing Department Supervisor, each job request will be given an estimated cost and approximate time of completion. Personal work received by the Printing Department will be promptly returned to the requester if the above procedures are not followed.

B. All University related work requests take priority over personal work; therefore, appropriate lead time must be allowed when requesting personal work.

VI. RELINQUISHING TEST MATERIAL

Test material may only be relinquished to a faculty member or secretary. Students may not pick up test material under any conditions.

VII. COPYRIGHTED MATERIAL

Reproduction of copyrighted material will be done only upon signing the release section (Section 9) on the Printing Center Work Request Form. Personnel who reproduce such material without release do so at their own risk and the University assumes no liability.

Guidelines for Copyright Materials

Single Copying for Teachers

A single copy may be made of any of the following for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:
A. A chapter from a book.
B. An article from a periodical or newspaper.
C. A short story, short essay or short poem, whether or not from a collective work.
D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

Multiple Copies for Classroom Use

Multiple copies (not to exceed more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion provided that:

A. The copying meets the tests of brevity and spontaneity as defined below;
B. Meets the cumulative effect test as defined below; and
C. Each copy includes a notice of copyright.

1. Brevity
   a. Poetry
      
      1. A complete poem if less than 250 words and if printed on not more than two pages, or
      2. From a longer poem, an excerpt of not more than 250 words.

   b. Prose
      
      1. Either a complete article, story, or essay of less than 2,500 words, or
      2. An excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated in a. and b. above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)

   c. Illustration:
      
      One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

   d. "Special" Works:
      
      Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "b" above notwithstanding, such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and
containing not more than 10\% of the words found in the text thereof, may be reproduced.

2. Spontaneity

a. The copying is at the instance and inspiration of the individual teacher, and

b. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

3. Cumulative Effect

a. The copying of the material is for only one course in the school in which the copies are made.

b. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

c. There shall not be more than nine instances of such multiple copying for one course during one class term. (The limitations stated in "b" and "c" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

d. Prohibitions as to I and II above notwithstanding any of the above, the following shall be prohibited:

1. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or are reproduced and used separately.

2. There shall be no copying of or from works tended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests, test booklets, answer sheets and like consumable material.

3. Copying shall not:

   a. substitute for the purchase of books,
   b. be directed by higher authority,
   c. be repeated with respect to the same
item by the same teacher from term to term.

4. No charge shall be made to the student beyond the actual cost of the photocopying.

Permissions

For uses which go beyond "fair use," permission must be granted by the copyright owner.

Under U.S. copyright law, there is a requirement for the copyright notice, which consists of the year and publication, the name of the copyright owner, and in general, any acknowledgments of other copyrighted material used in the book. In this context, the work "acknowledgment" indicates that some materials were originally published elsewhere, and that the copyright for these materials remains with the original owner. It is wise to check when requesting permission to duplicate, since the material in question may be the property of an author or publisher other than that of the material you are using. The page with the copyright notice is also useful in determining the actual copyright holder (particularly in the case of paperback editions, reprints, etc.) because the material is, unless marked "original edition", probably still the property of the first edition publisher. In the case of audio-visual materials, this notice is printed on the label. Some materials, graphs, charts or photographs may not be the property of the immediate publisher or author thus, permission to duplicate cannot be granted by that publishing house.

After checking to determine who owns the copyright on the material, the next step is to request permission to duplicate. One of the most frequent reasons cited by permissions departments for delays in answering requests of this nature is incomplete or inaccurate information contained in requests. A survey of permissions professionals conducted by AAP determined that the following facts are necessary in order to authorize duplication of copyrighted materials.

1. Title, author and/or editor, and edition of materials to be duplicated
2. Exact material to be used, giving amount, page numbers, chapters and, if possible, a photocopy of the material
3. Number of copies to be made
4. Use to be made of duplicated materials
5. Form of distribution (classroom, newsletter, etc.)
6. Whether or not the material is to be sold
7. Type of reprint (ditto, photocopy, offset, typeset)

The request should be sent, together with a self-addressed return envelope, to the permission department of the publisher in question. If the address of the publisher does not appear at the front of the material, it may be readily obtained in publications entitled The Literary Marketplace (for books) or Ulrich's International Periodicals (for journals) published by the R.R.
Bowker Company and available in all libraries.

Because each request must be checked closely by the publisher, it is advisable to allow enough lead time to obtain the permission before the materials are needed. Granting of a permission to duplicate is not simply a "yes" or "no" matter. (Although many publishers have a minimum or no-charge policy for such uses by noncommercial organizations, they must first review the status of the copyright to see if the power to grant duplication rights of this nature is within their scope or province.) Each such request requires a careful checking of the status of the copyright, determination of exact materials to be duplicated (which sometimes involves ordering a copy of the material from a warehouse), and assignment of author's royalties if fees are involved. Some helpful hints from those involved daily in the processing of permission include:

1. Request all permissions for a specific project at the same time.

2. Don't ask for a blanket permission--it cannot, in most cases, be granted.

3. Send a photocopy of the copyright page and the page or pages on which permission is requested.

4. Make sure to include a return address in your request.
I. PHOTOCOPYING

INTRODUCTION

Photocopiers are available at various locations on campus for use by University staff for official University business. The strategic location of machines in user areas in various buildings on the campus affords the University maximum photocopying facilities at minimal cost.

I. PHOTOCOPYING MACHINE OPERATING POLICIES

A. Machines may only be operated by trained personnel.

B. Each machine is controlled by security authorization codes.

C. The user may add paper but the key operator should be contacted for other problems. If the key operator cannot solve the problem, that person will contact the vendor for service.

D. A key operator is assigned to each photocopier and is responsible for maintaining an adequate inventory of paper, toner and assignment of operating codes. The key operator is also responsible for adding toner and making minor adjustments, such as correcting paper jams. Paper is requisitioned through the University Central Stores Department. Toner and developer are supplied by the vendor.

E. Monthly meter readings are submitted to the vendor each month by the key operator and this information generates an invoice.

II. COPYRIGHTED MATERIAL

For information on copyrighted materials, refer to the Printing Services Procedures Manual.

III. PHOTOCOPIER COSTS

Each department is assigned to a photocopier for their use and, through various arrangements, is responsible for the cost of the copies. Therefore, the most economical method of reproduction should be selected to reproduce only the amount of copies needed. The photocopier should not be used for high volume reproduction. Documents requiring 16 copies or more of an original should be requisitioned from the University Printing Department for reproduction on the offset press.

IV. COIN AND BOBCAT CARD OPERATED PHOTOCOPIERS

Coin and Bobcat debit card operated photocopiers are located in the Library and Lane Center.
J. FORMS MANAGEMENT

INTRODUCTION

The Forms Management Plan is a standard identification system of all forms. The Director of Printing and Mail Services is the Forms Management Institutional Representative.

I. FORMS POLICIES

A. The form is created by the using department. It must indicate the University name, the department name and the title of the form at the top.

B. After the form has been created, it is forwarded to the Director of Printing and Mail Services for review. At that time, each form is assigned an identification number that establishes the source of the form (department) and the date it is created. The number is typed in the lower left corner of the form. The form is then returned to the requesting department.

C. A register is maintained of approved forms by department by the Director of Printing and Mail Services. Forms are evaluated annually for their effectiveness and eliminated where appropriate.
K. PERSONAL RECORDS
L. RECORDS RETENTION AND DISPOSAL SCHEDULES

INTRODUCTION

Frostburg State University as a State agency is required by the State Government Article, Title 10-633, of the Annotated Code of Maryland, to develop and maintain current records retention and disposal schedules to ensure prompt and orderly disposition of records not required by operations. As an agency of the University of Maryland System, Frostburg State University follows UMS records retention procedures. Questions concerning the retention and disposal of records should be directed to the Office of the Associate Vice President for Finance and Comptroller (x4331).

I. DEFINITIONS

A. Record Material

Any documentary material in any form or format including paper, microform, computerized record, or other medium that is created or received by an office.

B. Nonrecord Material

Materials created or acquired solely for reference or exhibition purposes, such as manuals, pamphlets and circular letters; extra copies of documents preserved only for convenience, work papers used to control internal work in progress; and stocks of publications and reproduced documents.

C. Records Retention Schedule

A Records Retention and Disposal Schedule is an official document listing that describes all of the records of a department, and provides authorization for the destruction of those records that are not essential to its operations after the lapse of a stated period of time and for permanent retention of those records to be considered of enduring value.

II. PURPOSE

This approach to scheduling records through inventory, appraisal and approval will result in the following significant cost savings to the University.

A. Space

By removing from offices any records not required for
daily operations; by removing from storage areas any records that no longer have significant value; and by maintaining a regular, controlled flow of records from offices, to storage, to destruction.

B. Money and Equipment

By controlling the purchase of equipment and supplies to file unneeded records; by providing inexpensive storage facilities for less active records; and by releasing surplus filing equipment for reuse.

C. Time

In locating records by removing inactive material from office files; by installing a system whereby the department knows what records it has and where they are kept.

III. PROCEDURES

A public record may not be disposed of without authorization from the State Archivist. The preparation of records retention and disposal schedules is accomplished in four (4) steps as follows:

A. Inventorying Records

The first step in preparing a Records Retention Schedule is physically inventorying the entire contents of a records series. A records inventory sheet, Form DGS-550-4 must be completed as follows:

1. Records Title - List the name or title given to the group or series of records being inventoried.

2. Description - Give a brief description of a typical folder which includes the contents, such as reports, correspondence, contracts, form name(s) and number(s). In addition, the purpose and use of the records is needed.

3. Audit - State, internal, or federal audit requirements, if any.

4. Reference Activity - Number of requests per file drawer per month for the initial year, after one year, and when the activity becomes low (i.e., less than one per month per file drawer).

5. Recommended Retention - Number of years recommended for retention of the records. This indicates that the records must be retained for that many years.
B. Appraising the Records

Appraising the records is accomplished from the information contained in the inventory. The proposed disposition should be the consensus of the department heads who create and use the records.

C. Preparing the Schedule

After the value of the records has been established, the required retention period can be determined. Some records cannot be destroyed until a particular action takes place (i.e., cases are closed, audit requirements are met, reports or other documents are superseded, etc.).

D. Obtaining Authorization

The records retention schedule is prepared on Form DGS-550-1, Records Retention and Disposal Schedule (Exhibit A) and submitted to the Office of the Assistant Vice President for Finance. After approval, the schedule is forwarded to the Department of General Services and the State Archivist. After their approval, the schedule becomes the legal authorization for disposition of the records. Upon receipt of the approved schedule, a copy is forwarded to each department.

E. Disposal of Records

Before disposing of records, you must refer to the approved records retention schedule. A complete copy of the records retention schedule for the University of Maryland System is kept in the Office of the Assistant Vice President for Finance (x4331). When records are to be destroyed in accordance with the approved schedule, a Certificate of Records Disposal (Exhibit B), Form DGS-550-2 must be completed. The form must be submitted to the Office of the Assistant Vice President for Finance (x4331) for processing.

IV. AMENDMENTS AND REVISIONS

A schedule may be amended or revised at any time. Reasons for amendments or revisions include the creation of new record series, changes and reorganization of an office. To amend or revise a schedule, the steps outlined in section III shall be followed.
V. FORMS

Forms may be obtained from the Office of the Associate Vice President for Finance and Comptroller.
INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD 8TH RECORDS RETENTION SCHEDULE (DGS 880-1)

DEPARTMENT/AGENCY | UNIVERSITY OF MARYLAND SYSTEM
---|---
2. DIVISION | FROSTBURG STATE UNIVERSITY

DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
5. EARLIEST YEAR/LATEST YEAR TO

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

7. RECORD SERIES FORMAT(S)
   - LETTER SIZE
   - LEGAL SIZE
   - BOUND BOOK
   - MICROFILM
   - COMPUTER TAPE
   - Floppy Disk
   - Audio Tape
   - Video Tape
   - OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
   - ALPHABETICAL
   - NUMERICAL
   - CHRONOLOGICAL
   - GEOGRAPHICAL
   - OTHER(SPECIFY)

9. VOLUME
   - FILE DRAWER(S)
   - MICROFILM REEL(S)
   - COMPUTER TAPE(S)
   - OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
    - FILE DRAWER(S)
    - MICROFILM REEL(S)
    - COMPUTER TAPE(S)
    - OTHER(SPECIFY)

11. FILE IS USED
    - DAILY
    - WEEKLY
    - MONTHLY

12. FILE BECOMES INACTIVE AFTER
    - MONTH(S)
    - YEAR(S)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
    - YES
    - NO

15. ACCESS RESTRICTIONS
    - YES
    - NO

16. AUDIT REQUIREMENTS
    - NONE
    - STATE
    - FEDERAL
    - INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
    - YES
    - NO

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER
20. TELEPHONE NUMBER
21. DATE
## Records Retention and Disposal Schedule

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Retention</th>
</tr>
</thead>
</table>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

---

Date | Signature | Time | Date | State Architect
M. TELECOMMUNICATIONS

INTRODUCTION

Frostburg State University operates and manages its own NEAX 2400 IPX telephone switch (PBX). This digital switch allows for touch tone equipment and automatic routing of long distance calls. Automatic routing means that when long distance calls are placed, they will be routed the least expensive way. This switch also allows for such features as call forwarding, call hold, call pickup, transfer of calls, redialing of the last (5) numbers called, and three-way conference calling. A “conference call” consisting of up to eight (8) numbers can be set up by calling the Office of Networking and Telecommunications.

As of June 2005, Frostburg State University began using Verizon for their long distance service.

The Frostburg State University Switchboard is located at University Police and is answered 24 hours a day, 7 days a week, 365(6) days a year. The attendant may be reached by dialing "0".

I. TELEPHONE USE AND DIALING INSTRUCTIONS

A. Receiving Calls

1. Extensions Assigned to a Department Secretary - Extensions assigned to a department should be answered by giving the name of the department followed by the name of the individual taking the call.
2. Extension Assigned to a Person - Each person assigned an extension should answer his or her telephone promptly and identify himself or herself by name only. When this extension is answered by someone else, the person should let the caller know that they have reached the right extension by saying, e.g. "Dr. Jones' office" and then give his or her name.
3. Telephone Coverage - Secretarial telephone lines should be covered at all times during the work day. This is important because of the direct dialing feature of the PBX system. Secretarial lines that, by necessity, cannot be covered during work hours should be transferred to another department. The person covering the telephone at the other site, for that period, should be notified when that coverage is in effect so that the telephone can be answered with the appropriate multiple departmental designations.
4. “Voice of Frostburg State University” - Every telephone user is a "voice of Frostburg State University" since the user answers calls which are dialed directly. Because that person may be the first contact with the caller, it is important that calls be answered courteously and promptly.

B. Placing Calls

1. Internal calls, including USM Hagerstown Center
   i. Consult the Frostburg State University Employee Telephone Directory (printed version or web version) for the appropriate number
   ii. Listen for dial tone
   iii. Dial desired 4-digit PBX station number

2. To call the Switchboard attendant
   i. Listen for dial tone
   ii. Dial "0" for Switchboard attendant

3. Local Calls
   i. Listen for dial tone
ii. Dial "9" and listen for second dial tone
iii. Dial desired 10-digit number

4. Direct Dialed Long Distance Calls
   i. Listen for dial tone
   ii. Dial "9" and listen for second dial tone
   iii. Dial 1 + area code + 7-digit number

C. PBX Features - The following features add to the flexibility of the PBX system and provide for a more effective communications system. All of the listed features are available at no additional monthly charge. Instructions are available from the Office of Networking and Telecommunications outlining the procedures necessary to activate the following PBX features.

1. Touch Tone
2. Call Transfer
3. Three-Way Conference Calls
4. Call Forwarding: (Busy, Don't Answer, or Variable)
5. Consultation Hold
6. Call Hold – Temporary
7. Call Pickup
8. Call Park
9. Call Park Retrieve
10. Voice Mail

II. REQUESTS FOR TELEPHONE SERVICE

Any department wishing to initiate, discontinue, or move phone lines must complete a "Telephone Service Request Form" (TSR). This form is available from the Office of Networking and Telecommunications. Each request is subject to the approval of this office.

A. Form Completion - The following sections of the TSR need to be completed.

   1. Name of Department and PeopleSoft Account Number
   2. Individual To Whom Phone Is Assigned
   3. Building and Room Number Needing Service
   4. Name of Person to Contact
   5. Telephone Number of Contact person
   6. Desired completion date
   7. Service Required – Describe in detail and/or check appropriate options

B. Details of Service required.

   1. Signature of Individual requesting change and date.
   2. Signature of Department Head and date.

C. Request Approval

   1. Forward the request to the Office of Networking and Telecommunications for approval and processing. After the request has been approved and processed by this office, the request is assigned to the telephone technician to be completed.

III. PURCHASE OF TELEPHONE EQUIPMENT

A. Telephones – Only certain types of phones are compatible with our PBX. If you need to order a new telephone, contact the Office of Networking and Telecommunications at 4317.
IV. REPAIR SERVICE

A. Repair problems should be reported to the Help Desk at 7777. The appropriate telephone personnel will be assigned to handle the problem. If it becomes necessary for your telephone to be replaced, a new telephone must be ordered by your department. If available, you will be given a "loaner" telephone while your order is being processed.

V. COSTS AND CHARGES

A. Equipment Installation and Monthly Charges

1. Each department head/chair is responsible for the costs of their telecommunications usage.
2. All departments have been assigned a BAC (Billing Agency Code) number which corresponds to the department PeopleSoft Account Number. All telephone lines within the department are charged to that code. A monthly telephone bill detailing local, long distance, and miscellaneous charges for each phone or FAX line in the department is e-mailed to the person assigned for this task. These charges are then charged to your departmental budget.
3. When checking your monthly bills, if you find calls charged to your department which you feel are not legitimate charges, notify the Office of Networking and Telecommunications. These charges will be reviewed and corrections will be made, if appropriate.
4. If someone requests to use your telephone, inquire as to whether or not the call is official business. Your number will be charged for the call.
5. It is important that departments minimize the relocation of telephone equipment and combine work, when appropriate, to avoid multiple order processing and labor charges.

B. Personal Use of Telephone - The institution realizes that not all calls received or placed from your telephone are business related. With that assumption in mind, the following guidelines should be adhered to, when possible:

1. All personal local calls should be limited. Frostburg State University is considered a business, thus every local call made from a campus telephone carries with it a surcharge of $.04 per minute.
2. All personal long distance calls should be charged to your own telephone credit card. If circumstances dictate otherwise and you charge the call to your office telephone, please note this on the monthly statement that you receive and take the statement to the University and Student Billing Office for payment.

C. Faculty/Staff Office Changes

1. If office changes are made only to phone features, this can be accomplished via software; therefore, an E-mail can be sent to Karen Davis and there will be no charge. However, if an office change includes installation of a new line, moving lines, or disconnection of a line, a Telephone Service Request (TSR) needs to be completed for the change to take place.
2. In the case of installs and moves, charges are as follows: Order charge - $28.00; Labor charge $40.00 for the first hour or part thereof; $30.00 for every 30 minutes after the 1st hour; plus any materials needed. Disconnects will be charged $28.00 only.
D. Directory Assistance from the Telephone Company

1. Telephone directory assistance is costly. It is not a free service from the telephone companies. A request for information from a Verizon telephone operator costs $.40 per request and a request for information from an AT&T operator costs $1.99 per request. The following actions are suggested for curtailing these calls:
   i. Out-of-town directories are available in the Library.
   ii. Various Websites are available. If you need information on what these sites are, please contact the Office of Networking and Telecommunications.
   iii. Once a number has been obtained, record it for future use.

VI. DIRECTORIES

It is important that the Office of Networking and Telecommunications be notified when it is known that a personnel change will result in a directory change.

A. Frostburg State University Employee Telephone Directory - The University maintains both an “on-line” and printed directory. The “on-line” directory is updated regularly and the printed directory is published annually and distributed by the Office of Human Resources.

B. Verizon Telephone Directory - The Verizon Telephone Directory is delivered each March to FSU’s Central Receiving Department. According to a list compiled by the Office of Networking and Telecommunications, the directories are then distributed through the campus mail.

VIII. RESIDENCE HALL STUDENT TELEPHONE LINES

A telephone line is provided in each residence hall student room. These lines are also on the PBX telephone system. On campus and local access service is provided by the University. Long distance access and the provision of telephone instruments are the responsibility of the student.
N. FAX MACHINES

Introduction

There are numerous FAX machines located throughout the campus. See the Frostburg State University Employee Telephone Directory for an updated list of FAX lines.

I. Equipment Installation and Monthly Charges

1. Each department head/chair is responsible for the costs of their telecommunications usage.
2. All departments have been assigned a BAC (Billing Agency Code) number which corresponds to the department PeopleSoft Account Number. All telephone lines within the department are charged to that code. A monthly telephone bill detailing local, long distance, and miscellaneous charges for each phone or FAX line in the department is e-mailed to the person assigned for this task. These charges are then charged to your departmental budget.
3. When checking your monthly bills, if you find FAX calls charged to your department which you feel are not legitimate charges, notify the Office of Networking and Telecommunications. These charges will be reviewed and corrections will be made, if appropriate.
4. If someone requests to use your FAX machine, inquire as to whether or not the call is official business. Your number will be charged for the call.

II. Personal Use of Fax Machine - The institution realizes that not all FAXES received or placed from your FAX line are business related. With that assumption in mind, the following guidelines should be adhered to, when possible:

1. All personal FAXES should be limited. Frostburg State University is considered a business, thus every local FAX made from a campus FAX machine carries with it a surcharge of $.04 per minute.
2. All personal long distance FAXES should be charged to your own telephone credit card. If circumstances dictate otherwise and you charge the FAX to your office FAX machine, please note this on the monthly statement that you receive and take the statement to the University and Student Billing Office for payment.
O. BOOKSTORE

INTRODUCTION

The Bookstore is located on the ground floor of the Lane Center. It is owned by Frostburg State University. The policies and pricing structures are governed by the university, but are guided by college bookstore industry standards. The store is operated for the university community, and profits generated are used to support the overall budget of Frostburg State University. The goal of the Bookstore and the staff is to support the academic mission of the University by providing all course related textbooks, supplies and materials students need in the pursuit of higher education.

I. GENERAL

The hours of the FSU Bookstore are from 8:30 a.m. to 4:15 p.m. Monday through Friday. The store remains open until 6:30 p.m. during the first week of each semester and is open on selected Saturdays and for special occasions. Payment options the bookstore accepts are cash, checks (with proper identification), VISA, Discover, Master Card and “Bobcat Express” card.

Textbooks are the main business of the FSU Bookstore. In addition to textbooks, general and reference books, magazines, the following services are offered to the FSU community: Art supplies, school supplies and accessories, software, prepaid phone cards, gift certificates, graduation announcements, imprinted clothing and glassware, film, Greek items, gifts, stuffed animals, room supplies and snacks.

II. TEXTBOOKS

The textbooks that are on the shelves have been selected as tools of learning by faculty members. Professors are as concerned about textbook prices as the Bookstore. They often request paperback editions, when available, to help keep costs down. Although expensive, textbooks are a good value and usually represent the smallest part of the overall investment in a college education.

The textbook section of the bookstore is self-service. Book shelves are arranged alphabetically by course. Books are arranged by course number with the lowest course number on the bottom shelf running left to right. In order to purchase the correct books, it is strongly suggested that you have a copy of your class schedule with you when you visit the store for textbook purchases. Bookstore staff members are available to assist you in finding the correct books. Textbooks are usually not on the shelves until two weeks prior to the start of classes.

The FSU Bookstore is committed to have as many good quality “used” books on the shelves as possible. Used books are priced 25%
below the price of the new books and offer a great value. The bookstore buys back textbooks during finals week in each Fall and Spring semester. A complete description of the policy and procedure of the book buy back is below under the heading of “BookBuyBack”.

III. REFUNDS/RETURNS – TEXTBOOK AND NON-TEXTBOOK

Textbooks – Full refunds on returned textbooks are made during the week of the regular semester. Refunds on school terms of shorter durations (Intersession, Summer Sessions, etc.) are made during the first week of class. After that date the sale is final. A cash register receipt is required for all refunds. New textbooks will be accepted for refund only if they are returned in like new condition – no names or markings of any sort. If marked in, the refund will be for 75% of the original purchase price, the book will be resold as "used". Books that were already marked in will not be penalized for additional markings. Books must have the current price sticker or pricing code. Refunds cannot be made for opened sets of shrink-wrapped materials, items marked “non-returnable”. Opened software is non-returnable.

Non-textbooks – Full refunds are made up to 14 days from the date of purchase with a cash register receipt and if the items are in original condition with intact packaging. Any item bought on sale can be exchanged for a similar item. Clearance sale items are non-refundable for neither refund or exchange.

IV. BOOK SECURITY

Protect your books. Do not leave books or backpacks unattended. Report stolen books to the University Police immediately. Stolen books are easily identified if the owner has made a personal notation inside. However, before making your new books with a personal notation, be sure you are not going to return them for a refund.

V. BOOKBUYBACK

Each semester during finals week in December and May, a bookseller visits the campus at the request of the FSU Bookstore to buy used textbooks. Dates are posted in front of the store and at various locations around campus announcing the time and location of the buy back.

The Bookstore’s policy is to have the buyers purchase books for the Bookstore at 50% of the current new selling price. Regardless of whether the book was bought at a new or used book price, buyers are instructed to pay 50% of the new price to the seller. This fifty percent policy pertains only to textbooks that instructors have informed the FSU Bookstore they will be requiring for the forthcoming semester. Also this policy does not pertain to badly damaged books or for books which the bookstore has an overstock.

If textbooks are not being used for the forthcoming semester, or if instructors do not inform the bookstore that they will be used, the buyer may make an offer to purchase the books in order to satisfy his needs. Usually the offer will be at a wholesale price.
Workbooks or study guides which have filled in pages usually cannot be resold, therefore it is our policy not to repurchase them. Books which have broken spines, water damage, torn covers, excessive cribbing/highlighting, etc. make them useless to a potential purchaser and likewise are not repurchased.

Old editions have no value and cannot be resold. The average life of a textbook is three years. The closer a book gets to this point the less the value it has. Therefore it is advisable to sell your books as soon as possible.