



MISSISSIPPI VALLEY STATE  
UNIVERSITY®

2022-2023

# Fiscal Policies and Procedures Manual

**Office of Business and Finance**



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**MISSISSIPPI VALLEY STATE UNIVERSITY**  
**Human Resources Information Update & Tips**  
**2022-2023**

**Article I. SELECTION PROCESS**

1. Job Announcement and Advertising
  - a. The Office of Human Resources utilizes an Applicant Tracking System Platform through PeopleAdmin, a PowerSchool Company. This platform allows Hiring Officials (Area VP's, Department Heads) a unique opportunity to create job postings. Please click on this link <https://mvsu.peopleadmin.com> to log on. You will log in using your MVSU username and password credentials. The Applicant Tracking System will also allow you to do the following:
    - View your job posting summary
    - View the applicants who have applied for the position.
    - Generate Reports
  - b. For external vendor advertisements, upon receipt of a purchase order number, the Office of Human Resources will request a price quote for the requested advertisement. The Office of Human Resources will contact the requesting department regarding advertising cost and upon approval, proceed with posting the advertisement. Advertising expenses are the fiscal responsibility of the requesting department.
2. Recommendation for New Hire PC05 routing process (please see flow chart on following page.)
  - a. After securing the signatures of your supervisor, area vice president, forward the Recommendation for New Hire PC05 to the Office of Human Resources for verification of selection, submission of required appropriate documentation and clear background check.
  - b. The Office of Human Resources will forward the completed package to the Office of Business and Finance for approval. The Office of Business and Finance will forward the documents to the Office of the President for approval.
  - c. Upon approval by the Office of the President, the PC05 will be returned to the Office of Human Resources.
  - d. **The Office of Human Resources will notify the chosen candidate of the approved employment start date and the orientation schedule.**

**Article II. PAYROLL**

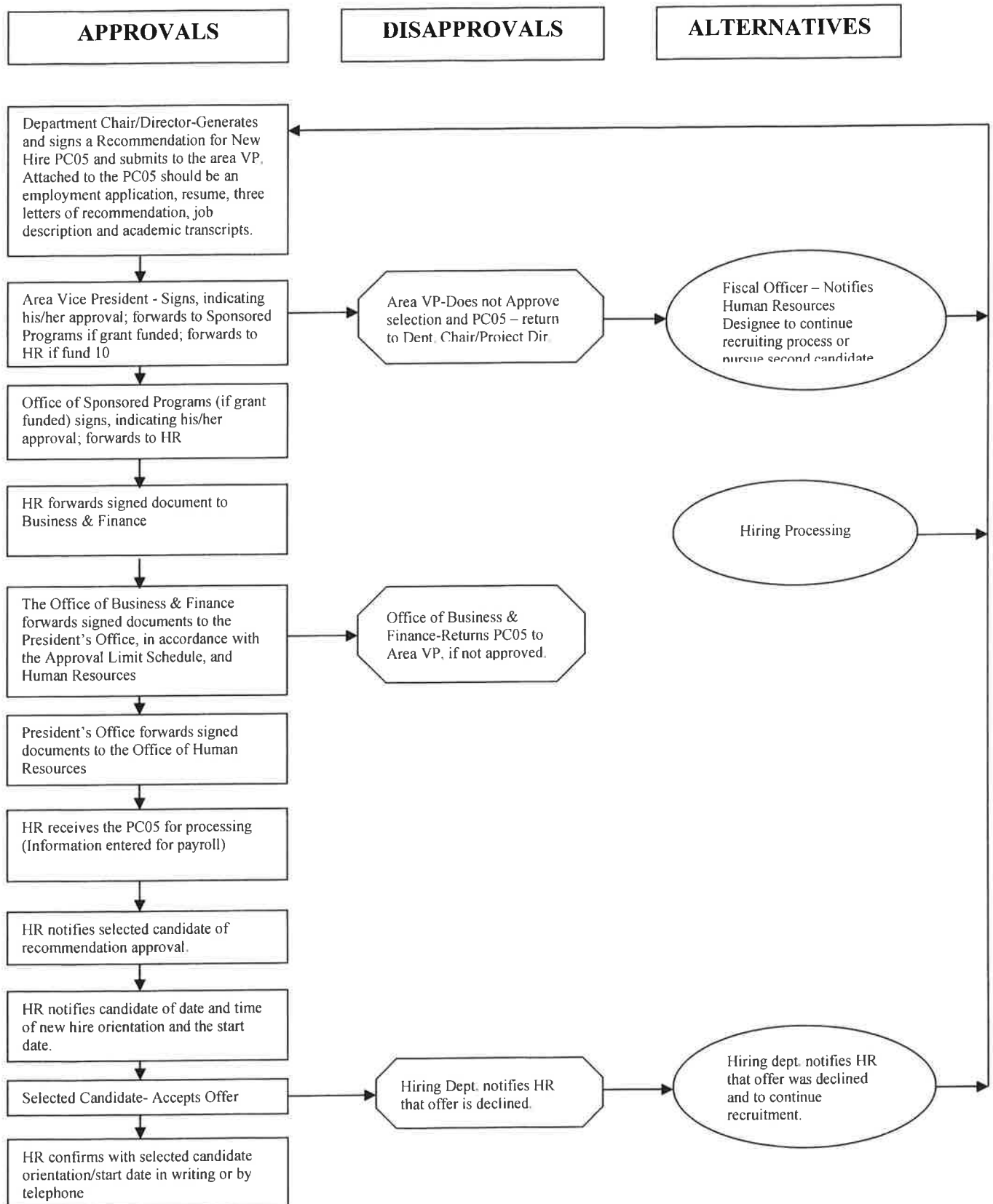
All new part-time and/or contractual/temporary employees must complete the following documents:

- a. W-4 Form (Federal tax form)
- b. Mississippi State tax form
- c. I-9 Form and required identification documentation for verification of eligibility to work in the United States
- d. PERS Non-covered Employment Acknowledgement form (Form 4A)
- e. Direct Deposit Agreement Form
- f. New Employee Data Form

### Article III. FACULTY PRORATION

1. Faculty Request to Prorate Salary Form is included in your orientation package. Any faculty hired after the beginning of the academic year will not be eligible for proration.
2. These forms must be completed by all faculty members who wish to continue or begin having their annual salary prorated over a 12-month period.
3. Please return these forms to the Office of Human Resources no later than the Friday after the faculty orientation.

## Mississippi Valley State University Flowchart for Executing PC05s for New Employees



## **NEW FACULTY & STAFF ORIENTATION 2022-2023**

New hire orientation must be completed by all new and rehired employees. Orientation is scheduled in the Department of Human Resources at least twice monthly, **normally on the 1st and 15th of each month**, at 9:00 a.m. A Human Resources Representative will contact candidates to schedule the orientation session and advise them where, when to report on their first day of employment. The orientation dates should be used as the start date when completing recommendation for hire PCO5s.

**If the 1<sup>st</sup> and 15<sup>th</sup> fall on a weekend or University approved holiday, orientation will occur on the following day after.**

# MISSISSIPPI VALLEY STATE UNIVERSITY

## Direct Deposit Agreement Form

### Authorization Agreement

I hereby authorize **Mississippi Valley State University** to initiate automatic deposits to my account at the financial Institution named below. I also authorize **Mississippi Valley State University** to make withdrawals from this account if a credit entry is made in error.

Further, I agree not to hold **Mississippi Valley State University** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until **Mississippi Valley State University** receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form.

### Account Information

Name of Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_ ☐ Checking ☐ Savings Amount: \$ \_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_ ☐ Checking ☐ Savings Amount: \$ \_\_\_\_\_

**Please provide authorized signature below.**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Identification # \_\_\_\_\_

☐ NEW ACCT ☐ ADD ACCT ☐ CHANGE ACCT ☐ CANCEL ACCT ☐ CHANGE AMT \$ \_\_\_\_\_

**Please provide verification of your account and routing number from your banking institution, attach it to this form and return it to your human resources representative.**

**Mississippi Valley State University  
Department of Human Resources**

**FACULTY REQUEST TO PRORATE  
NON-FEDERAL SALARY**

**2022-2023**

Any non-federal faculty member who wishes to have their annual salary prorated over a 12-month period during the fiscal year must complete this form on a yearly basis.

**Authorization and Acknowledgments**

I, \_\_\_\_\_, (please print name) authorize Mississippi Valley State University to prorate my annual salary over a 12-month period during the 2022-2023 fiscal year. As such, I understand that I will receive my annual salary in 12 monthly installments. I also understand and agree to receive my paycheck or have my payroll funds direct deposited on the last day of each month.

I further understand that I must come by the Department of Human Resources at the beginning of each fiscal year (July/August) to complete this form for the upcoming academic year if I wish to continue having my salary prorated over a 12-month period.

**Employee Signature:** \_\_\_\_\_

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

**Human Resources:** \_\_\_\_\_

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



**Mississippi Valley State University**  
**Salaried Payroll Schedule**  
**2022 - 2023**

<b>Month &amp; Employees to be Paid</b>	<b>*Due Dates to Submit PC05 to HR</b>	<b>Database Update by HR (Thursday)</b>	<b>Calling of Time by Payroll Clerk (Monday)</b>	<b>Pay Dates</b>
July Faculty & Staff (Prorated 12 Months)	7/13/2022	7/14/2022	7/18/2022	7/29/2022
August Faculty & Staff (Prorated 12 Months)	8/17/2022	8/18/2022	8/22/2022	8/31/2022
September Faculty & Staff	9/14/2022	9/15/2022	9/19/2022	9/30/2022
October Faculty & Staff	10/14/2022	10/20/2022	10/24/2022	10/31/2022
November Faculty & Staff	11/15/2022	11/17/2022	11/21/2022	11/30/2022
December Faculty - Prorated (Grades must be reported) & Staff ***Regular 9 month faculty (Grades must be reported)	12/14/2022 11/07/2022	12/15/2022 11/10/2022	12/19/2022 11/21/2022	12/30/2022 11/28/2022
January Faculty & Staff	1/16/2023	1/19/2023	1/23/2023	1/31/2023
February Faculty & Staff	2/15/2023	2/16/2023	2/20/2023	2/28/2023
March Faculty & Staff	3/15/2023	3/16/2023	3/20/2023	3/31/2023
April Faculty & Staff	4/14/2023	4/20/2023	4/24/2023	4/28/2023
May Faculty - Prorated (Grades must be reported) & Staff (10 & 12 months) ***Regular 9 month faculty (Grades must be reported)	05/15/2023 04/14/2023	05/18/2023 04/22/2023	05/22/2023 05/01/2023	05/31/2023 05/08/2023
June Staff (Faculty Prorated)	6/14/2023	6/15/2023	6/19/2023	6/30/2023

**\*PC-05s not fully processed and in the Office of Human Resources by this date will  
be processed and paid with the next monthly payroll.\***

**Alternate Dates for December payroll.**

**Mississippi Valley State University**  
**Bi-Weekly Payroll Schedule Fiscal Year 2022 - 2023**

<b>Bi-Weekly Pay Period</b>	<b>Pay Period Begin</b>	<b>Pay Period End</b>	<b>Direct Deposit Due (Wednesday)</b>	<b>Time Report Issued (Friday)</b>	<b>Reports Due 12:00 Noon (Monday)</b>	<b>Pay Dates</b>
15	7/4/2022	7/17/2022	7/20/2022	7/15/2022	7/18/2022	7/22/2022
16	7/18/2022	7/31/2022	8/3/2022	7/29/2022	8/1/2022	8/5/2022
17	8/1/2022	8/14/2022	8/17/2022	8/12/2022	8/15/2022	8/19/2022
18	8/15/2022	8/28/2022	8/31/2022	8/26/2022	8/29/2022	9/2/2022
19	8/29/2022	9/11/2022	9/14/2022	9/9/2022	9/12/2022	9/16/2022
20	9/12/2022	9/25/2022	9/28/2022	9/23/2022	9/26/2022	9/30/2022
21	9/26/2022	10/9/2022	10/12/2022	10/7/2022	10/10/2022	10/14/2022
22	10/10/2022	10/23/2022	10/26/2022	10/21/2022	10/24/2022	10/28/2022
23	10/24/2022	11/6/2022	11/9/2022	11/4/2022	11/7/2022	11/11/2022
24	11/7/2022	11/20/2022	11/23/2022	11/18/2022	11/21/2022	11/25/2022
25	11/21/2022	12/4/2022	12/7/2022	12/2/2022	12/5/2022	12/9/2022
26	12/5/2022	12/18/2022	12/21/2022	12/16/2022	12/19/2022	12/23/2022
1	12/19/2022	1/1/2023	1/4/2023	12/30/2022	1/2/2023	1/6/2023
2	1/2/2023	1/15/2023	1/18/2023	1/13/2023	1/16/2023	1/20/2023
3	1/16/2023	1/29/2023	2/1/2023	1/27/2023	1/30/2023	2/3/2023
4	1/30/2023	2/12/2023	2/15/2023	2/10/2023	2/13/2023	2/17/2023
5	2/13/2023	2/26/2023	3/1/2023	2/24/2023	2/27/2023	3/3/2023
6	2/27/2023	3/12/2023	3/15/2023	3/10/2023	3/13/2023	3/17/2023
7	3/13/2023	3/26/2023	3/29/2023	3/24/2023	3/27/2023	3/31/2023
8	3/27/2023	4/9/2023	4/12/2023	4/7/2023	4/10/2023	4/14/2023
9	4/10/2023	4/23/2023	4/26/2023	4/21/2023	4/24/2023	4/28/2023
10	4/24/2023	5/7/2023	5/10/2023	5/5/2023	5/8/2023	5/12/2023
11	5/8/2023	5/21/2023	5/24/2023	5/19/2023	5/22/2023	5/26/2023
12	5/22/2023	6/4/2023	6/7/2023	6/2/2023	6/5/2023	6/9/2023
13	6/5/2023	6/18/2023	6/21/2023	6/16/2023	6/19/2023	6/23/2023
14	6/19/2023	7/2/2023	7/5/2023	6/30/2023	7/3/2023	7/7/2023

**Note: Adjustments may be made due to holiday and academic scheduling. PC-05's not received in the Human Resources office by due date, will be processed and paid with the next bi-weekly payroll.**

# MISSISSIPPI VALLEY STATE UNIVERSITY

## DEPARTMENT OF HUMAN RESOURCES EMPLOYEE INFORMATION UPDATE

The information requested below is confidential and used for emergencies only. Please note that if your personal or emergency contact information changes, you should immediately notify the Department of Human Resources. This information must be provided by everyone, even if no changes have occurred recently.

Please print all information.

---

### EMPLOYEE'S CONTACT INFORMATION

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Street Address: \_\_\_\_\_ P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Home Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Alternate Telephone #: (\_\_\_\_\_) \_\_\_\_\_  
area code area code

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### EMERGENCY CONTACT INFORMATION

**(PRIMARY)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street Address: \_\_\_\_\_ P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Home Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Alternate Telephone #: (\_\_\_\_\_) \_\_\_\_\_  
area code area code

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### EMERGENCY CONTACT INFORMATION

**(SECONDARY)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Street Address: \_\_\_\_\_ P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Home Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Alternate Telephone #: (\_\_\_\_\_) \_\_\_\_\_  
area code area code

## Description of Forms and Required Signatures for Processing Documents

DOCUMENT DESCRIPTION	REQUIRED SIGNATURES
<b>Requisition</b>	
A document used to request and authorize the purchase of goods and services that are not available from inventory. No requests should be made prior the issuance of the Purchase Order. If so, the University is not responsible for paying for goods or services, but the employee is.	<ol style="list-style-type: none"> <li>1. Department Head/Project Director</li> <li>2. Area Vice President*</li> <li>3. OSP/Title III/Private Grants (Fund 30 Only)</li> <li>4. Information Technology**</li> <li>5. Business &amp; Finance Budget Officer</li> <li>6. VP for Business and Finance*</li> <li>7. President*</li> </ol>
<b>Purchase Order</b>	
A form used by the institution to issue an order to a vendor for specific goods and services which includes quantity, price, item, vendor info, and ship to info.	<ol style="list-style-type: none"> <li>1. Purchasing Director</li> </ol>
<b>Interdepartmental Invoice</b>	
A form used to transfer funds between departments for goods and services.	<ol style="list-style-type: none"> <li>1. Department Head/Project Director</li> <li>2. Area Vice President*</li> <li>3. OSP/Title III/Private Grants (Fund 30 Only)</li> <li>4. Business &amp; Finance Budget Officer</li> <li>5. VP for Business &amp; Finance*</li> <li>6. President*</li> </ol>
<b>Remittance Voucher</b>	
A form used to send payments to vendors for goods and services.	<ol style="list-style-type: none"> <li>1. Department Head/Project Director (only signature required accompanying the MOA)</li> <li>2. Area Vice President*</li> <li>3. OSP/Title III/Private Grants (Fund 30 Only)</li> <li>4. Business &amp; Finance Budget Officer</li> <li>5. VP for Business and Finance*</li> <li>6. President*</li> </ol>

DOCUMENT DESCRIPTION	REQUIRED SIGNATURES
<b>Time Sheets</b>	
A form used to record time for student performing work.	<ol style="list-style-type: none"> <li>1. Student/Employee Performing Work</li> <li>2. Department Head/Project Director</li> <li>3. Payroll Officer</li> </ol>
<b>Travel Request</b>	
A form used to request permission to travel on official business.	<ol style="list-style-type: none"> <li>1. Employee requesting travel</li> <li>2. Department Head/Project Director</li> <li>3. OSP/Title III/Private Grants (Fund 30 Only)</li> <li>4. Area Vice President*</li> <li>5. Business &amp; Finance Budget Officer</li> <li>6. VP for Business &amp; Finance*</li> <li>7. President*(Outside Continental U. S.)</li> </ol>
<b>Vehicle Utilization</b>	
A form used to request the usage of a University vehicle. All employees must have a valid driver's license issued by the State of Mississippi and have completed a defensive driving course in order to operate a University vehicle. Defensive driving courses are offered thru the Office of Business and Finance.	<ol style="list-style-type: none"> <li>1. Department Head/Project Director</li> <li>2. OSP/Title III/Private Grants (Fund 30 Only)</li> <li>3. Area Vice President*</li> <li>4. Facilities Management</li> <li>5. Business &amp; Finance Budget Officer</li> <li>6. VP for Business &amp; Finance or designee</li> <li>7. President*</li> </ol>
<b>Budget Transfers</b>	
A form used to request a transfer of funds between budget line items within a budget or between departments.	<ol style="list-style-type: none"> <li>1. Department Head/Project Director</li> <li>2. OSP/Title III/Private Grants (Fund 30 Only)</li> <li>3. Area Vice President*</li> <li>4. Business &amp; Finance Budget Officer</li> <li>5. VP for Business &amp; Finance</li> <li>6. President*</li> </ol>
<b>Budget Escalations</b>	
A form used to request an increase in the departmental budgets.	<ol style="list-style-type: none"> <li>1. Department Head/Project Director</li> <li>2. OSP/Title III/Private Grants (Fund 30 Only)</li> <li>3. Area Vice President*</li> <li>4. Business &amp; Finance Budget Officer</li> <li>5. VP for Business &amp; Finance</li> <li>6. President*</li> </ol>

DOCUMENT DESCRIPTION	REQUIRED SIGNATURES
<b>PC05'S &amp; PC06'S</b>	
A PC05 is a form used to begin and terminate an employee on payroll and to pay additional compensation. A PC006 is used to transfer salary monies from one salary line to another within the same department or different departments.	<ol style="list-style-type: none"> <li>1. Department Head/Project Director</li> <li>2. OSP/Title III/Private Grants (Fund 30 Only)</li> <li>3. Area Vice President*</li> <li>4. Position Control Officer</li> <li>5. VP for Business and Finance*</li> <li>6. President*</li> </ol>
<b>Memorandum of Agreement</b>	
A form used as a contractual agreement between the University and outside contractors and consultants. This form is also used for teaching faculty classified as instructional personnel.	<ol style="list-style-type: none"> <li>1. Department Head/Project Director</li> <li>2. OSP/Title III/Private Grants (Fund 30 Only)</li> <li>3. Area Vice President*</li> <li>4. Business &amp; Finance Budget Officer</li> <li>5. VP for Business &amp; Finance*</li> <li>6. President*</li> </ol>
<b>Leave Forms</b>	
This form is used to request leave from the university including personal leave, major medical, official university business, or military or court summons.	<ol style="list-style-type: none"> <li>1. Department Head/Project Director</li> <li>2. Area Vice President (required if leave is greater than two weeks or ten days)</li> </ol>

NOTE: \*See Approval Limit Schedule

\*\*Required for all computer hardware and software purchases.



## POSITION CONTROL 05 LONG AND SHORT FORMS

A. *FORM NO. AND NAME:* PC-05 Appointment and Change of Status Form

B. *NO. OF COPIES:* 1 No longer requires three-part paper

*LAST REVISION DATE:* 7/29/2022

C. *PURPOSE:*

The PC05 form is required for all employees for appointments and/or changes in positions and compensation. These forms must be initiated by the Budget Manager/Department Head. Budget Managers/Department Heads must ensure that funds are available in the budget. If funds for a position are not available, appropriate procedures should be followed to transfer funds from one position to another.

D. *PROCEDURES:*

- (1) Once the Budget Manager/Department Head initiates the PC05, it should be forwarded to the Area Vice President along with a job function and/or job description attached.
- (2) Area Vice President should approve/disapprove action and forward all information to the appropriate office. If approved and appointment/change involves Fund 30, information should be forwarded to the Sponsored Programs or Title III Director.
- (3) Following approval by Sponsored Programs, information should be forwarded to the Office of Business and Finance. If approved, all documents will be forwarded to the President's Office, in accordance with the Approval Limit Schedule, and Human Resources.
- (4) If approved by the President, all documents will be forwarded to Human Resources.
- (5) The Office of Human Resources will keep employment information for permanent record.
- (6) When Budget Manager/Department Head receives approved copy of form, tentative employee should be contacted to complete all required documents relative to employment in Human Resources in order to place employee on data base for payroll purposes.

E. Distribution of Completed forms will be scan to Position Control, Department Head/Project Director, Payroll, and Institutional Research.

\*NOTE: All beginning employment and/or changes in employment related to a current month for a monthly person should be completed, routed, and finalized in the Human Resources no later than the 15th of that month. After the 15th, all transactions regarding payroll will take effect the following month.

**\*\*All budget revisions must be made on the POSITION FUNDING REVISION FORM (PC-06). A copy of the form is attached.**

### **COMPLETING THE APPOINTMENT AND CHANGE OF STATUS FORM**

All applicants and employees:

1.	<i>Full name of applicant</i>
2.	<i>Applicant's Identification Number</i>
3.	<i>Position applicant is seeking</i>
4.	<i>Job Class (Office of Business &amp; Finance will complete)</i>
5.	<i>Race Ethnic/Citizenship (For database information only)</i>
06.	<i>Gender</i>
07.	<i>Exempt Status</i>

Change in Compensation - Check appropriate line and attach narrative/documentation:

1.	<i>Department Name</i>
2.	<i>Banner Organization Number</i>
3.	<i>Fund Number</i>
4.	<i>Page/Line (in accordance with current budget), if any. If not, mark NA</i>
5.	<i>Dates</i>
06.	<i>Whether employment is full-time, part-time, and student</i>
07.	<i>Annual salary &amp; total pay</i>
08.	<i>Budgeted length of position</i>
09.	<i>Monthly salary rate for monthly or wage rate for bi-weekly.</i>

Leave of Absence

1.	<i>Leave of Absence beginning and ending dates</i>
2.	<i>Reason for Leave</i>
3.	<i>Return from leave</i>

Change of Title/Promotion – Check appropriate line and attach narrative:

1.	<i>Current Title of Position</i>
2.	<i>Job Class</i>
3.	<i>New Title of Position</i>
4.	<i>New Job Class</i>

Transfer:

1.	<i>Department Name transferring from</i>
2.	<i>Position transferring from</i>
3.	<i>Prior Job Class number (from initial PC05)</i>

4.	<i>Reason for Transfer</i>
5.	<i>Department Name transferring to</i>
06.	<i>Position transferring to</i>
07.	<i>New Job Class</i>
08.	<i>Reason for Transfer</i>

Separation from the University (PC05 SF Only):

1.	<i>Check one: Resigned, Retired, Discharged</i>
2.	<i>Reason for separation</i>
3.	<i>Number of days' notice given by employer/employee</i>
4.	<i>Date of last day worked</i>

*After all required parts have been completed the form should be signed by Budget Manager/Department Head and forwarded to appropriate offices.*

### Position Control Continuing Employment (PC05CE)

Purpose: The PC05CE form is required for all employees that were employed the previous fiscal year and are listed in the current budget.

### Position Control New Hire (PC05 NH)

Purpose: All prospective employees may be requested for approval by completing the PC05NH. This form should be completed along with an Application for Employment, three letters of recommendation, résumé and any other documents, such as transcripts, etc.

*These forms follow the signature process in accordance with the Approval Limit Schedule.*

### EXAMPLE PC05s

- Example 1: Person that is newly hired to start on October 15<sup>th</sup> in a position budgeted for 12 months. Person that is **full-time and/or permanent part-time only**. (PC05NH)
- Example 2: Person that is employed and changing positions within the fiscal year. Old position budgeted for 9 months and new position budgeted for 12 months. (PC05SF)
- Example 3: Person that is employed and did not have enough time to cover his/her leave. (PC05LF)



PC05-CE

**Department Name:** EDUCATION

**Contract Period: From:** 8/16/2022 **To:** 12/31/2022

Date: 8/2/2022

**Banner Org. Number:** 123456

Fund Number: 10

## CONTINUING EMPLOYMENT

## BUDGETED POSITIONS

[illegible]

\* Codes: 1=Exempt 2=Non Exempt 3=Exempt Tenure 4=Tenure Track 5=Exempt Non Tenure Track

Department Chair / Project Director

Date \_\_\_\_\_

## Human Resources

Date \_\_\_\_\_

OSP / Title III / Private Grants Director

Date \_\_\_\_\_

Position Control Officer

Date \_\_\_\_\_

Executive Staff / Vice President  
(Refer to Approval Limit Schedule)



MISSISSIPPI VALLEY STATE  
UNIVERSITY

## RECOMMENDATION FOR NEW HIRE

PC05-NH

### Required Supporting Documents:

Hourly (Application, Letter of Recommendation)

Salary (Application, Resume, Transcript, Letters of Recommendation)

Name: Joe Brown Identification # 123456789  
Position: Clerk Race/Ethnicity: Asian  
Job Class: \_\_\_\_\_ Citizenship: U.S. Citizen Gender: Male Exempt Status\* 1

Department Name: Guest House  
Banner Org #: 666666 Fund #: 20  
Page: 124 Line: 2  
Pay Period From: 10/17/22 To: 6/30/23  
Full Time ☒ Part Time \_\_\_\_\_% Student \_\_\_\_\_  
Annual Salary: \$ 30,000.00 Total Pay: \$ 21,268.96 per  
☒ 12 mo. \_\_\_\_\_ 10mo. \_\_\_\_\_ 9mo. \_\_\_\_\_ Other \_\_\_\_\_  
Monthly Salary Rate: \$ 2,500.00 Wage Rate: \_\_\_\_\_/hr.

Department Name: \_\_\_\_\_  
Banner Org #: \_\_\_\_\_ Fund #: \_\_\_\_\_  
Page: \_\_\_\_\_ Line: \_\_\_\_\_  
Pay Period From: \_\_\_\_\_ To: \_\_\_\_\_  
Full Time \_\_\_\_\_ Part Time \_\_\_\_\_% Student \_\_\_\_\_  
Annual Salary: \_\_\_\_\_ Total Pay: \_\_\_\_\_ per  
\_\_\_\_\_ 12 mo. \_\_\_\_\_ 10mo. \_\_\_\_\_ 9mo. \_\_\_\_\_ Other \_\_\_\_\_  
Monthly Salary Rate: \_\_\_\_\_ Wage Rate: \_\_\_\_\_/hr.

\* Codes: 1=Exempt 2=Non Exempt 3=Exempt Tenure 4=Tenure Track 5=Exempt Non Tenure Track

### RECOMMENDED BY:

Department Chair / Project Director \_\_\_\_\_ Date \_\_\_\_\_

Human Resources \_\_\_\_\_ Date \_\_\_\_\_

OSP / Title III / Private Grants Director \_\_\_\_\_ Date \_\_\_\_\_

Position Control Officer \_\_\_\_\_ Date \_\_\_\_\_

Executive Staff / Vice President \_\_\_\_\_ Date \_\_\_\_\_  
(Refer to Approval Limit Schedule)

Vice President for Business and Finance \_\_\_\_\_ Date \_\_\_\_\_  
(Refer to Approval Limit Schedule)

President \_\_\_\_\_ Date \_\_\_\_\_  
(Refer to Approval Limit Schedule)

Note: To initiate pay, employees must complete all documents in Human Resources. Department Chairs are responsible for initiating the PC05s.

Revised 6/17





MISSISSIPPI VALLEY STATE  
UNIVERSITY

## APPOINTMENT AND CHANGE OF STATUS

PC05 (SF)

Name: <u>Joe Brown</u>		Identification # <u>123456789</u>	
Position: <u>Chair</u>		Race/Ethnicity: <u>Asian</u>	
Job Class: _____	Citizenship: <u>U.S. Citizen</u>	Gender: <u>Male</u>	Exempt Status <u>1</u>

### CHANGE IN COMPENSATION INCREASE DECREASE (ATTACH NARRATIVE / DOCUMENTATION)

Department Name: <u>EDUCATION</u> Banner Org. #: <u>123456</u> Fund #: <u>10</u> Page: <u>225</u> Line: <u>16</u> From: <u>8/15/22</u> To: <u>12/31/22</u> Full Time <input checked="" type="checkbox"/> Part Time _____ % Student _____ Annual Salary : <u>\$ 40,000.00</u> Total Pay: <u>\$ 19,999.98</u> <u>12 mo.</u> <u>10mo.</u> <input checked="" type="checkbox"/> <u>9mo.</u> One time Pay _____ Monthly Salary Rate: <u>\$ 4,444.44</u> Wage Rate: _____ /hr.	Department Name: <u>EDUCATION</u> Banner Org. #: <u>123456</u> Fund #: <u>10</u> Page: <u>224</u> Line: <u>1</u> From: <u>1/2/23</u> To: <u>6/30/23</u> Full Time <input checked="" type="checkbox"/> Part Time _____ % Student <input checked="" type="checkbox"/> Annual Salary : <u>\$ 50,000.00</u> Total Pay: <u>\$ 25,000.02</u> <input checked="" type="checkbox"/> <u>12 mo.</u> <u>10mo.</u> <u>9mo.</u> One time Pay _____ Monthly Salary Rate: <u>\$ 4,166.67</u> Wage Rate: _____ /hr.
---	--

### LEAVE OF ABSENCE

Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_ Reason: \_\_\_\_\_ Return from Leave: \_\_\_\_\_

### ☒ CHANGE OF TITLE PROMOTION (ATTACH NARRATIVE)

Current Title: <u>Assistant Professor</u> Job Class: _____	New Title: <u>Chair</u> New Job Class: _____
--	--

### TRANSFER

From Department: _____	To Department: _____
Current Title: _____ Job Class: _____	New Title: _____ New Job Class: _____
Reason: _____	Reason: _____

### SEPARATION

Resigned: \_\_\_\_\_ Retired: \_\_\_\_\_ Discharged: \_\_\_\_\_ Reason: \_\_\_\_\_  
 Notice of : \_\_\_\_\_ days given by \_\_\_\_\_ Employer \_\_\_\_\_ Employee \_\_\_\_\_ Last day of service: \_\_\_\_\_ Days of leave of which terminal leave pay authorized: \_\_\_\_\_

<b>* Codes:</b> <b>1=Exempt</b> <b>2=Non Exempt</b> <b>3=Exempt Tenure</b> <b>4=Tenure Track</b> <b>5=Exempt Non Tenure Track</b>	
Department Chair / Project Director _____ Date _____  OSP /Title III / Private Grants Director _____ Date _____  Executive Staff / VP _____ Date _____ (Refer to Approval Limit Schedule)	Position Control Officer _____ Date _____  Vice President for Business and Finance _____ Date _____ (Refer to Approval Limit Schedule)  President _____ Date _____ (Refer to Approval Limit Schedule)



APPOINTMENT AND CHANGE OF STATUS

PC05 (LF)

Name: Joe Brown Identification # 123456789  
Position: Clerk Race/Ethnicity: Asian  
Job Class: \_\_\_\_\_ Citizenship: U.S. Citizen Gender: Male Exempt Status 1

CHANGE IN COMPENSATION \_\_\_\_ INCREASE \_\_\_\_ DECREASE (ATTACH NARRATIVE / DOCUMENTATION)

Department Name: Guest House  
Banner Org. #: 123456 Fund #: 20  
Page: 160 Line: 5 From: 7/1/22 To: 10/31/22  
Full Time ☒ Part Time \_\_\_\_\_ % Student \_\_\_\_\_  
Annual Salary : \$ 30,000.00 Total Pay: \$ 10,000.00  
☒ 12 mo. \_\_\_\_\_ 10mo. \_\_\_\_\_ 9mo. One time Pay \_\_\_\_\_  
Monthly Salary Rate: \$ 2,500.00 Wage Rate: \_\_\_\_\_ /hr.

Department Name: Guest House  
Banner Org. #: 123456 Fund #: 20  
Page: 160 Line: 5 From: 11/1/22 To: 11/30/22  
Full Time ☒ Part Time \_\_\_\_\_ % Student \_\_\_\_\_  
Annual Salary : \$ 30,000.00 Total Pay: \$ 1,153.60  
☒ 12 mo. \_\_\_\_\_ 10mo. \_\_\_\_\_ 9mo. One time Pay \_\_\_\_\_  
Monthly Salary Rate: \_\_\_\_\_ Wage Rate: \_\_\_\_\_ /hr.

Department Name: Guest House  
Banner Org. #: 123456 Fund #: 20  
Page: 160 Line: 5 From: 12/1/2022 To: 6/30/2023  
Full Time ☒ Part Time \_\_\_\_\_ % Student \_\_\_\_\_  
Annual Salary : \$ 30,000.00 Total Pay: \$ 17,500.00  
☒ 12 mo. \_\_\_\_\_ 10mo. \_\_\_\_\_ 9mo. One time Pay \_\_\_\_\_  
Monthly Salary Rate: \$ 2,500.00 Wage Rate: \_\_\_\_\_ /hr.

Department Name: \_\_\_\_\_  
Banner Org. #: \_\_\_\_\_ Fund #: \_\_\_\_\_  
Page: \_\_\_\_\_ Line: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ % Student \_\_\_\_\_  
Annual Salary : \_\_\_\_\_ Total Pay: \_\_\_\_\_  
\_\_\_\_\_ 12 mo. \_\_\_\_\_ 10mo. \_\_\_\_\_ 9mo. One time Pay \_\_\_\_\_  
Monthly Salary Rate: \_\_\_\_\_ Wage Rate: \_\_\_\_\_ /hr.

LEAVE OF ABSENCE

Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_ Reason: \_\_\_\_\_ Return from Leave: \_\_\_\_\_

\_\_\_\_ CHANGE OF TITLE \_\_\_\_ PROMOTION (ATTACH NARRATIVE / DOCUMENTATION)

Current Title: \_\_\_\_\_ Job Class: \_\_\_\_\_ New Title: \_\_\_\_\_ New Job Class: \_\_\_\_\_

TRANSFER

From Department: \_\_\_\_\_ To Department: \_\_\_\_\_  
Current Title: \_\_\_\_\_ Job Class: \_\_\_\_\_ New Title: \_\_\_\_\_ New Job Class: \_\_\_\_\_  
Reason: \_\_\_\_\_

\* Codes: 1=Exempt 2=Non Exempt 3=Exempt Tenure 4=Tenure Track 5=Exempt Non Tenure Track

Department Chair / Project Director Date

OSP /Title III / Private Grants Director Date

Executive Staff / VP  
(Refer to Approval Limit Schedule) Date

Position Control Officer Date

Vice President for Business and Finance  
(Refer to Approval Limit Schedule) Date

President  
(Refer to Approval Limit Schedule) Date



**MISSISSIPPI VALLEY STATE**  
 UNIVERSITY

## Position Funding Revision PC-06

Date: 7/18/2022

Department	Banner Org. Number	Position Number	Increase (+)	Decrease (-)	Current Salary	Revised Salary	Effective Date
Education	222200	2	\$ 10,000		\$ 30,000	\$ 40,000	08/01/22
NCATE	222300	1		\$ 10,000	\$ 50,000	\$ 40,000	08/01/22

**REASON FOR REVISION:**

To place funds on line for Assoc. Professor position.

**RECOMMENDED BY:**

**APPROVED BY:**

\_\_\_\_\_  
 Department Chair / Project Director

\_\_\_\_\_  
 Human Resources Director

\_\_\_\_\_  
 Area Vice President

\_\_\_\_\_  
 Budget Officer/Position Control

\_\_\_\_\_  
 OSP / Title III / Private Grants Director

\_\_\_\_\_  
 Vice President for Business and Finance

\_\_\_\_\_  
 President (See Approval Limit Schedule)

Revised 04/13

### **GENERAL PAYROLL INFORMATION**

<b>FRINGE BENEFIT RATE FY 2022-2023</b>	
<b>FICA</b>	<b>7.65%</b>
<b>Health</b>	<b>12.85%</b>
<b>Worker's Compensation</b>	<b>2.00%</b>
<b>Retirement</b>	<b>17.40%</b>
<b>Life</b>	<b>.20%</b>
<b>Unemployment</b>	<b>.80%</b>
<b>TOTAL</b>	<b>40.90%</b>

#### **Contract Period**

12 Months = 52 weeks @ 40 hrs = 2,080 hrs per year

11 Months = 48 weeks @ 40 hrs = 1,920 hrs per year

10 Months = 44 weeks @ 40 hrs = 1,760 hrs per year

09 Months = 40 weeks @ 40 hrs = 1,600 hrs per year

#### **How To Calculate Contract Amount**

- (1.) Calculate the Hourly Rate

$$\text{Hourly Rate} = \frac{\text{Annual Salary}}{\text{Hours Per Year}}$$

- (2.) Calculate the Daily Rate

$$\text{Daily Rate} = \text{Hourly Rate} \times 08 \text{ Hrs}$$

- (3.) Calculate the partial month salary (If an employee does not start working on the 1st of the month) Partial Month Salary = Daily Rate x Number of days the employee will work.

- (4.) Calculate the Monthly Salary

$$\text{Monthly Salary} = \frac{\text{Annual Salary}}{\text{Contract Period}}$$

- (5.) Calculate the Contract Amount (The amount the employee will earn for the specified contract period)

$$\text{Contract Amount} = (\text{Monthly Salary} \times \text{Number of complete months to work}) + \text{Partial month Salary}$$

## MISSISSIPPI VALLEY STATE UNIVERSITY INSTRUCTIONS FOR BUDGET ESCALATION

### PURPOSE

This form should be submitted to request an escalation in your budget authority. No budget escalation will be approved after April 30 of the fiscal year.

### Explanation of Items

- Fiscal Year: Budget year for which request is submitted
- Department Name: Name of Department submitting the request
- Banner Organization Number: The six digit organization number assigned to the department submitting the request
- Department Head/Project Director: Name of the person responsible for the department submitted for a budget escalation
- Date of Request: Current Date
- Categories: For each category listed, indicate the dollar amount to be increased or escalated. The current budget balance for each category should be shown in the current budget column. Your budget after the increase should be shown in the revised budget column.
- Source of Funds: Source from which funds will be received
- Justification for Escalation: Statement regarding the necessity of the escalation
- Signature: This form should be signed by the Department Head/Project Director and approved by appropriate persons in the order listed

**An example of a completed form is on the next page to assist you in the completion of this form.**

White - Accounting  
 Canary - Department  
 Pink - V/P Business & Finance

# Mississippi Valley State University

## BUDGET ESCALATION

FISCAL YEAR 2022 - 2023

DEPARTMENT NAME GUEST HOUSE BANNER ORG NUMBER 611111  
 DEPARTMENT CHAIR / PROJECT DIRECTOR MARK SMITH DATE OF REQUEST 9/2/2022

CATEGORIES:	CURRENT BUDGET	REQUESTED INCREASE	REVISED BUDGET
TRAVEL	\$ 500.00		\$ 500.00
CONTRACTUAL	\$ 1,000.00	\$ 5,000.00	\$ 6,000.00
COMMODITIES	\$ 700.00		\$ 700.00
OTHER THAN EQUIPMENT			\$ 0.00
EQUIPMENT			\$ 0.00
<b>TOTAL</b>	<b>\$ 2,200.00</b>	<b>\$ 5,000.00</b>	<b>\$ 7,200.00</b>

SOURCE OF FUNDS: \_\_\_\_\_  
 JUSTIFICATION FOR ESCALATION: To place adequate amount of funds to pay contractual services for maintenance of Guest House

Approved ( )	Disapproved ( )	Approved ( )	Disapproved ( )
_____	_____	_____	_____
Department Head/Project Director	Date	Budget Officer	Date
Approved ( )	Disapproved ( )	Approved ( )	Disapproved ( )
_____	_____	_____	_____
Area Vice President	Date	VP for Business & Finance	Date
Approved ( )	Disapproved ( )	Approved ( )	Disapproved ( )
_____	_____	_____	_____
OSP / Title III / Private Grants Director	Date	President (See Approval Limit Schedule)	Date



## MISSISSIPPI VALLEY STATE UNIVERSITY INSTRUCTION FOR BUDGETARY TRANSFER BETWEEN DEPARTMENTS

### PURPOSE

This form should be submitted for transfer of expenditure authority between departments. No budget transfer will be approved after April 30 of the fiscal year. A department can transfer in only once per quarter to department.

### Explanation of Items

- Fiscal Year: Budget year for which request is submitted
- Department Name Transfer From: Name of department submitting the request for which funds are to be transferred
- Banner Organization Number Transfer From: The six digit organization number assigned to the department submitting the request to transfer from
- Department Name Transfer To: Name of department submitting the request for which funds are transferred to
- Banner Organization Number Transfer To: The six digit organization number assigned to the department for which funds will be transferred to
- Department Head/Project Director: Name of the person responsible for the department budget submitted for a budget transfer
- Date of Request: Current Date
- Categories: For each category listed indicate the dollar amount to be transferred. The current budget balance for each category should be shown in the current budget column. Your budget after the transfer should be shown in the revised budget column.
- Justification for Transfer: Statement regarding the necessity of the transfer
- Signature: This form should be signed by the Department Head/Project Director and approved by appropriate persons in the order listed

**An example of a completed form is on the next page to assist you in the completion of this form.**

# Mississippi Valley State University

## BUDGET TRANSFER

FISCAL YEAR 2022-2023 ☒

<b>TRANSFER FROM</b>	Department Name: <u>VP BUSINESS AND FINANCE</u>		Date of Request: <u>7/13/2022</u>		
	Banner Org. Number: <u>123456</u>				
	Department Chair / Project Director: <u>JOE BROWN</u>				
	CATEGORY	CURRENT BUDGET	FROM(-)	TO(+)	REVISED BUDGET
	TRAVEL .....	\$4,123.21	(\$400.00)		\$3,723.21
	CONTRACTUAL .....	\$1,396.84	(\$1,300.00)		\$96.84
	COMMODITIES .....	\$1,000.00	(\$1,000.00)		\$0.00
	EQUIPMENT .....			\$0.00	
	OTHER THAN EQUIPMENT .....			\$0.00	
	<b>TOTAL</b>	<b>\$6,520.05</b>	<b>(\$2,700.00)</b>	<b>\$0.00</b>	<b>\$3,820.05</b>

<b>TRANSFER TO</b>	Department Name: <u>HUMAN RESOURCES</u>		Date of Request: <u>7/13/2022</u>		
	Banner Org. Number: <u>234567</u>				
	Department Chair / Project Director: <u>SALLY SMITH</u>				
	CATEGORY	CURRENT BUDGET	FROM(-)	TO(+)	REVISED BUDGET
	TRAVEL .....				\$0.00
	CONTRACTUAL .....	\$0.19			\$0.19
	COMMODITIES .....	\$27.56		\$2,700.00	\$2,727.56
	EQUIPMENT .....			\$0.00	
	OTHER THAN EQUIPMENT .....			\$0.00	
	<b>TOTAL</b>	<b>\$27.75</b>	<b>\$0.00</b>	<b>\$2,700.00</b>	<b>\$2,727.75</b>

**Justification for Transfer:**

To place funds on line for purchase of plaques for Retirement/Years of Service ceremony.

Approved ☐ Denied ☐

Approved ☐ Denied ☐

\_\_\_\_\_  
Department Head / Project Director Date

\_\_\_\_\_  
Budget Officer Date

Approved ☐ Denied ☐

Approved ☐ Denied ☐

\_\_\_\_\_  
Area Vice President Date

\_\_\_\_\_  
Vice President for Business and Finance Date

Approved ☐ Denied ☐

Approved ☐ Denied ☐

\_\_\_\_\_  
OSP / Title III / Private Grants Director Date

\_\_\_\_\_  
President Date

## MISSISSIPPI VALLEY STATE UNIVERSITY INSTRUCTIONS FOR BUDGET TRANSFER

### PURPOSE

This form should be submitted for transfer of expenditure authority between budget categories. No budget transfer will be approved after April 30 of the fiscal year. Only one transfer allowed per quarter except Ayers Programs. Ayers will be allowed on transfer per semester.

### Explanation of Items

- Fiscal Year: Budget year for which request is submitted
- Department Name: Name of Department submitting the request
- Banner Organization Number: The six digit organization number assigned to the department submitting the request
- Department Head/Project Director: Name of the person responsible for the department submitted for a budget transfer
- Date of Request: Current Date
- Categories: For each category listed indicate the dollar amount to be transferred. The budget for each category should be shown in the current budget column. Your budget after the transfer should be shown in the revised budget column.
- Justification for Transfer: Statement regarding the necessity of the transfer
- Signature: This form should be signed by the Department Head/Project Director and approved by appropriate persons in the order listed.

**An example of a completed form is on the next page to assist you in the completion of this form.**

# Mississippi Valley State University

## BUDGET TRANSFER

FISCAL YEAR 2022-2023

Department Name: PURCHASING Date of Request: 7/8/2022

Banner Org. Number: 123456

Department Chair / Project Director: SALLY JOHNSON

CATEGORY	CURRENT BUDGET	FROM(-)	TO(+)	REVISED BUDGET
TRAVEL .....	\$105.00			\$105.00
CONTRACTUAL .....	\$1,000.00	(\$600.00)		\$400.00
COMMODITIES .....	\$500.00	(\$400.00)		\$100.00
EQUIPMENT .....	\$2,000.00		\$1,000.00	\$3,000.00
OTHER THAN EQUIPMENT .....				\$0.00
<b>TOTAL</b>	<b>\$3,605.00</b>	<b>(\$1,000.00)</b>	<b>\$1,000.00</b>	<b>\$3,605.00</b>

### Justification for Transfer:

To place funds on line to purchase new computers for Purchasing Department.

Approved ☐ Denied ☐

Approved ☐ Denied ☐

\_\_\_\_\_  
Department Chair / Project Director Date

\_\_\_\_\_  
OSP / Title III / Private Grants Director Date

Approved ☐ Denied ☐

Approved ☐ Denied ☐

\_\_\_\_\_  
Area Vice President Date

\_\_\_\_\_  
Vice President for Business and Finance Date

Approved ☐ Denied ☐

Approved ☐ Denied ☐

\_\_\_\_\_  
Budget Officer Date

\_\_\_\_\_  
President Date

### **Roles and Responsibilities of the Budget Committee**

The budget committee assists with the annual preparation and implementation of the operating budget. The budget committee is comprised of the President, the Vice President for Business and Finance/CFO, the Vice President of Academic Affairs, the Vice President for Student Affairs, the Vice President for University Advancement, the Athletic Director, the Chief of Staff, the Assistant Vice President of Institutional Research, the Faculty Senate President, the Staff Council President, the Student Government President, the Director of Accounting and Budget, and the Director of Title III/OSP.

The committee receives general instructions from the President and the Vice President of Business and Finance/CFO. The following is the main objectives of the budget committee:

- Recommend approval of the departmental budgets presented by the Area Vice President during the Budget Hearings to ensure fiscal responsibility for the university. The hearings are coordinated by the Director of Accounting and Budget;
- Recommend suggestions for the budgets based upon the university's goals;
- Review the departments accomplishments or performances to determine if goals were met and recommend the need to continue funding or the need for improvements;
- Suggest departmental name changes;
- Suggest the need to revise budgets;
- Address only below line items to meet the goals of the university. Salaries are only discussed if departments are requesting a new position but not current personnel matters;
- Provide information to the campus community about the budget process;
- Request information such as reports or statistical data as a group if needed to make a sound decision regarding the budget. Requests should not be made by members individually;
- Maintain a level of confidentiality regarding sensitive information shared during the budget hearings.

The President and the Vice President for Business and Finance/CFO makes the final decision of the budget to be submitted to the Mississippi Institutions of Higher learning for approval. The decision is based upon the greatest needs of the university and the state appropriated dollars allocated as well as other anticipated revenue generated on campus.

**Budget Process**

Departments are allowed to amend budgets if unforeseen circumstances arise. However, only two budget transfers are permitted per fiscal year during the 2<sup>nd</sup> and 3<sup>rd</sup> quarters. In other words, the first transfer can be submitted for approval during the months of October through December, and the second budget transfer can be submitted for approval during the months of January through March.

It is extremely important that departments plan and project the needs for the area. Any budget transfers submitted for approval outside of the allotted period has to be approved by the Vice President of Business and Finance. Provide a detail narrative in writing justifying the need for the transfer and attach a copy of the justification to the Budget Transfer Form once approved by the Vice President of Business and Finance for processing. If the transfer is approved prior to the 2<sup>nd</sup> or 3<sup>rd</sup> quarter, it will serve as one of the two transfers allowed for the fiscal year.

Budget transfers are not allowed between funds.

## **Budget**

A budget is an itemized summary of estimated expenditures allocated for a specific period along with a proposal for financing the expenditures. In other words, it is a spending plan used to allocate expenditures to accomplish the departmental goal. A budget helps manage resources and monitors performance.

It is extremely important that directors maintain and reconcile budgets to ensure that funds are available in the various line item categories before paperwork is submitted to the Office of Business and Finance. This would prevent the return of paperwork to the department for insufficient funds. The budget is comprised of the following line item categories:

- Salaries & Fringes
- Travel
- Contractual
- Commodities
- Capital Outlay – Other
- Capital Outlay – Equipment

**Although funds may be available in the budget, employees are not allowed to obligate the University. Everything must be preapproved by the Office of Business and Finance. Otherwise, the employee will be responsible for paying the vendor out-of-pocket.**

Each department or grant has a budget that has been assigned a banner organization number which belongs to a specific fund.

## **Fund Types**

### **Fund 10 (General Funds)**

General funds are appropriated by the state and used to pay the regular operating and administrative expenses of the department.

### **Fund 20 (Auxiliary or Enterprise Funds)**

Auxiliary funds provide goods or services to the public for a fee that makes the unit self-supporting.

### **Fund 25 (Designated Funds)**

Designated funds are similar to an endowment except the donor has designated one or more specific ways to spend the monies.

Designated accounts that operate programs using funds from donations for a specific purpose must abide by the same university policies as Unrestricted and Restricted funding sources. It is imperative that all paperwork be approved before any services are rendered or goods are purchased.

It is recommended that a registration date is set for the last day to pay fees for programs. If this is done prior to the program commencement date, the department will know exactly how much funds will be available to operate the program. For example, the department will know how

many staff members that can be afforded, the rate of pay for each employee, and the availability of funds for services or supplies.

The university is not obligated to pay for any goods or services rendered without prior approval.

**Fund 30 (Restricted Funds)**

Restricted funds are federal or private funds that are limited to specific purposes as per the granting agency.

**Fund 70 (Agency Funds)**

Agency funds are funds held by the University as custodian or fiscal agent for academic and student organizations.



# TRAVEL

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All MVSU Business and Finance forms may be obtained via the University Web Site. The URL is  
[http://www.mvsu.edu/university/office\\_of\\_fiscal\\_affairs.php](http://www.mvsu.edu/university/office_of_fiscal_affairs.php)

## **TRAVEL REQUEST FORM**

Mississippi Valley State University is required to abide by the Fly America Act when applicable and State of Mississippi Travel Policy, Rules, and Regulations (Section 25-3-41, Mississippi Code of 1972). In accordance, Mississippi Valley State University has the responsibility to make sure that approved travel is the most economical to the State.

The Travel Request Form is used to record all expenses a traveler will incur. It should exclude air travel and registration fees if the university pays in advance. This form is used to obtain permission to travel and must be executed prior to the trip being made. In recording expenses, be as accurate as possible in estimating costs, including gratuities, taxis, or any other applicable travel expenses.

A MVSU Waiver Request Form should be submitted with the Travel Request Form for cost comparisons of the mode of transportation and justification for car rental. For instance if it is cheaper to fly to Orlando, FL than to drive, the employee will only be reimbursed for the airfare amount as well as mileage to and from the airport, and airport parking.

This form has also been revised to record travel advances. As usual, travel advances will be issued for **out of state** travel only. The University will continue to advance 70% of the total estimated travel expenses for employees. The travel advance should include 70% travel related costs paid by the traveler, not expenses paid directly by the university. Advances will not be issued less than \$500.00 and during the month of June or for employees that travels more than once per year. Employees are encouraged to apply for American Express.

If an employee traveling with students chooses to get reimbursed rather than request a travel advance, it must be indicated that they are traveling with students on the Travel Request Form prior to the trip. Also, attach a copy of the Official Travel List with all of the appropriate signatures. Actual receipts are required for everything including the employee's meals. Employees will not be reimbursed for individual travel when traveling with a group. A completed Student Group Clearance Form is required along with the Travel Expense Voucher for reimbursement.

All pink copies of the approved Travel Request Forms are mailed by the Office of Business and Finance to the employee. If you do not receive your pink copy, please contact the Accounts Payable Office at extension 3793. If there are any changes in expenses to be made on the Travel Request Form, an addendum (additional) form should be completed and submitted to Business and Finance for approval prior to travel. Changes are not allowed on the Travel Request Form after it has been approved.

## **Donated Vehicles**

Vehicles that are donated to MVSU for employee business travel are to be treated the same as the university's fleet vehicles. All expenses such as vehicle registration, insurance, maintenance, and fuel will be provided by MVSU. The employees will not be reimbursed for mileage.

The Fuelman Card must be used to purchase the fuel for the vehicle while on university business, and the policies and procedures for the card must be followed. The employee will be reimbursed for fuel only when the card is not accepted or rejected for various reasons. If there is an instance when the employee pays out-of-pocket for fuel, the reason must be documented with the request for reimbursement.

**Instructions for completing Travel Request Form (see example on page 37)**

- **Name:** The name of traveler
- **Date:** The date form is completed
- **Date of Departure/Time:** The first official day and time travel begins
- **Date of Return/Time:** The last official day and time travel ends
- **Employee ID Number:** The traveler's employee identification number is used as the vendor number for reimbursement
- **Department Name:** The department name in which the budget is charged for reimbursement
- **Banner Org. Number:** The six-digit organization number assigned to the department charged
- **Complete Name of Conference:** The name of the conference in which the traveler is to attend
- **Place of the Meeting:** The city and state in which the meeting or conference is held
- **Dates of Meeting:** The date the meeting or conference is held
- **Purpose of Travel:** The reason why the traveler is attending the meeting or conference
- **Air Travel, automobile, hotel lodging, board (meals), car rental, registration fees, other:** Record all estimated costs traveler will incur.
- **Travel Advance:** Record travel advance amount due to traveler. The travel advance should include 70% of the travel related costs paid by the traveler, not expenses paid directly by the university. Be as accurate as possible in estimating costs, including gratuities, taxis, or any other applicable travel expenses.

**Automobile:**

State employees traveling in their private vehicle on official state business will be reimbursed at the same rate as federal employees using the most practical route. Currently, the rate is \$0.625 per mile. An employee will not be reimbursed between the regular place of work and home regardless of the commute. Employees will be notified when there are rate changes. See Mileage Chart for most traveled cities on pages 38-42. If the city is not listed on the mileage chart, please visit MapQuest at [www.mapquest.com](http://www.mapquest.com) and type your destination.

If an employee chooses to leave from home, he/she will be reimbursed only if it is cheaper than the regular place of work.

Employees are encouraged to carpool as a cost savings. If more than one employee attends a meeting/workshop, only one will be reimbursed mileage unless it can be justified for more than one vehicle. Otherwise, the cost will be shared. Employees should do cost comparisons to determine mode of transportation (driving versus flying or flying versus driving).

**Reimbursement for Mileage to Greenwood, MS**

As approved by the Southern Association of Colleges and Schools, Greenwood, Mississippi is considered as an extension of Mississippi Valley State University's Campus Community. Travel reimbursements will not be paid for trips made to Greenwood, Mississippi. Groups traveling to this city may complete a Vehicle Utilization Request Form. The form should be processed through the Office of Business and Finance and the Transportation Department before a vehicle can be issued.

# Approval Limit Schedule

FORM	REQUESTOR/ TRAVELER	BUDGET MANAGER/DEPT. CHAIR	AREA VP >\$1,000	VP FOR B&F >\$5,000	PRESIDENT >\$10,000
TRF	X	X	X	X	X
Travel Expense	X	X			
MOA	X	X	X	X	X
PC05	X	X	X	X	X
PC05CE	X	X	X		
PC05NH	X	X	X	X	X
Remittance Voucher	X	X	X	X	X
Requisition	X	X	X	X	X
Interdept. Invoice	X	X	X	X	X

In the event that the requestor/traveler is also the budget manager/department chair/supervisor, then the next level supervisor must countersign the form except for the Remittance Voucher for MOAs.



# MISSISSIPPI VALLEY STATE UNIVERSITY

## TRAVEL REQUEST

Name: Joe Brown Date: 7/1/2022  
 ID#: 123456789  
 Date of Departure: 9/5/22 Time: 8:00a.m. Date of Return: 9/9/22 Time: 4:30p.m.  
 Department Name: Office of Business and Finance Banner Org. Number: 123456

**All requests for travel advances must be made four (4) weeks prior to the departure date.  
 (All exceptions must be approved by the Vice President/CFO.)**

In compliance with section 25-3035 Mississippi Code 1942, request is made for authorization to attend the following conference, convention or professional meeting:

<u>2022 NACUBO Conference</u>	<u>Phoenix, AZ</u>	<u>9/5/22</u>	<u>9/9/22</u>
<b>Complete Name of Conference</b> (DO NOT ABBREVIATE)	<b>City/State</b>	<b>Beginning Date of Meeting</b>	<b>Ending Date of Meeting</b>

**Purpose of Travel** (If an advance is needed, but cost of trip will be reimbursed by an outside organization, please explain):

To attend the 2022 annual NACUBO conference

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AMOUNT		APPROVALS	
TRAVEL AND SUBSISTENCE NECESSARY FOR TRIP (a receipt is required for expenditures except for automobile and board (meals)):		Sign and Date	
Air Travel	<u>400.00</u>	Dept. Head/Director	Date
Automobile	<u>141.25</u>		
Hotel Lodging	<u>900.00</u>	Area Vice President	Date
Board (Meals)	<u>300.00</u>	(refer to Approval Limit Schedule)	
Car Rental		OSP/T3/Private Grants Dir.	Date
Registration Fees	<u>750.00</u>		
Other (Parking, taxi, etc.)	<u>200.00</u>		
<b>Estimated Cost</b>	<b>\$ <u>2,691.25</u></b>	*The travel advance should include 70% travel related costs paid by the traveler, not expenses paid directly by the university.	
<b>*Travel Advance</b>	<b>\$ <u>1,875.97</u></b>	Be as accurate as possible in estimating costs, including gratuities, taxis, or any other applicable travel expenses.	

### STATEMENT OF MILEAGE

STARTING POINT	INTERMEDIATE POINT	ENDING POINT	MILES	RATE/MILE	TOTAL
Itta Bena, MS	Jackson, MS	Itta Bena, MS	226	0.625	\$ 141.25
				0.625	\$ 0.00

### ACCOUNTING USE

FUND	BANNER ORG	OBJECT CODE	AMOUNT

# MISSISSIPPI VALLEY STATE UNIVERSTIY MILEAGE CHART

POINT OF ORIGIN	DESTINATION	ONE-WAY	ROUNDTRIP	RATE	AMOUNT
MVSU	ABERDEEN, MS	128	256	0.625	160.00
MVSU	ALBANY, GA	437	874	0.625	546.25
MVSU	ALEXANDRIA, LA	150	300	0.625	187.50
MVSU	AMORY, MS	141	282	0.625	176.25
MVSU	ANGUILLA, MS	66	132	0.625	82.50
MVSU	ANNISTON, AL	282	564	0.625	352.50
MVSU	ARCOLA, MS	48	96	0.625	60.00
MVSU	ARKADELPHIA, AR	210	420	0.625	262.50
MVSU	ASHEVILLE, NC	628	1256	0.625	785.00
MVSU	ATLANTA, GA	400	800	0.625	500.00
MVSU	AVON, MS	70	140	0.625	87.50
MVSU	BALTIMORE, MD	1137	2274	0.625	1,421.25
MVSU	BATESVILLE, MS	80	160	0.625	100.00
MVSU	BATON ROUGE, LA	290	580	0.625	362.50
MVSU	BAY SPRINGS, MS	176	352	0.625	220.00
MVSU	BEAUMONT, TX	491	982	0.625	613.75
MVSU	BELZONI, MS	29	58	0.625	36.25
MVSU	BENOIT, MS	83	166	0.625	103.75
MVSU	BENTON, MS	61	122	0.625	76.25
MVSU	BILOXI, MS	258	516	0.625	322.50
MVSU	BIRMINGHAM, AL	235	470	0.625	293.75
MVSU	BOONEVILLE, MS	185	370	0.625	231.25
MVSU	BOSTON, MA	1568	3136	0.625	1,960.00
MVSU	BROOKHAVEN, MS	179	358	0.625	223.75
MVSU	BROOKLYN, MS	210	420	0.625	262.50
MVSU	BRUCE, MS	94	188	0.625	117.50
MVSU	CALHOUN CITY, MS	77	154	0.625	96.25
MVSU	CANTON, MS	100	200	0.625	125.00
MVSU	CAPE GIRARDEAU, MO	331	662	0.625	413.75
MVSU	CARBONDALE, IL	357	714	0.625	446.25
MVSU	CARRIERE, MS	258	516	0.625	322.50
MVSU	CARROLLTON, MS	38	76	0.625	47.50
MVSU	CARTHAGE, MS	94	188	0.625	117.50
MVSU	CHARLESTON, MS	66	132	0.625	82.50
MVSU	CHARLESTON, SC	675	1350	0.625	843.75
MVSU	CHATTANOOGA, TN	457	914	0.625	571.25
MVSU	CHICAGO, IL	706	1412	0.625	882.50
MVSU	CLARKSDALE, MS	60	120	0.625	75.00
MVSU	CLEMSON, SC	566	932	0.625	582.50
MVSU	CLEVELAND, MS	53	106	0.625	66.25
MVSU	CLEVELAND, OH	908	1816	0.625	1,135.00
MVSU	CLINTON, MS	120	240	0.625	150.00
MVSU	COLDWATER, MS	98	196	0.625	122.50
MVSU	COLLINS, MS	182	364	0.625	227.50
MVSU	COLUMBUS, MS	118	236	0.625	147.50
MVSU	COLUMBUS, OH	712	1424	0.625	890.00
MVSU	CONWAY, AR	213	426	0.625	266.25
MVSU	CORINTH, MS	190	380	0.625	237.50
MVSU	CORPUS CRISTI, TX	771	1542	0.625	963.75

# MISSISSIPPI VALLEY STATE UNIVERSITY MILEAGE CHART

POINT OF ORIGIN	DESTINATION	ONE-WAY	ROUNDTRIP	RATE	AMOUNT
MVSU	CRAWFORD, MS	125	250	0.625	156.25
MVSU	CROWLEY, LA	296	592	0.625	370.00
MVSU	CRYSTAL SPRINGS, MS	139	278	0.625	173.75
MVSU	CULLOWHEE, NC	550	1100	0.625	687.50
MVSU	DALLAS, TX	434	868	0.625	542.50
MVSU	DECATUR, MS	165	330	0.625	206.25
MVSU	DEKALB, MS	143	286	0.625	178.75
MVSU	DENVER, CO	1185	2370	0.625	1,481.25
MVSU	DETROIT, MI	967	1934	0.625	1,208.75
MVSU	DREW, MS	54	108	0.625	67.50
MVSU	DUCKHILL, MS	53	106	0.625	66.25
MVSU	DURANT, MS	60	120	0.625	75.00
MVSU	ENTERPRISE, MS	200	400	0.625	250.00
MVSU	EUPORA, MS	76	142	0.625	88.75
MVSU	FALCON, MS	90	180	0.625	112.50
MVSU	FAYETTE, MS	164	328	0.625	205.00
MVSU	FAYETTVILLE, AR	353	755	0.625	471.88
MVSU	FAYETTVILLE, NC	708	1416	0.625	885.00
MVSU	FERRIDAY, LA	472	944	0.625	590.00
MVSU	FLINT, MI	929	1858	0.625	1,161.25
MVSU	FLORENCE, AL	266	532	0.625	332.50
MVSU	FOREST, MS	160	320	0.625	200.00
MVSU	FORT WALTON BEACH, FL	389	778	0.625	486.25
MVSU	FORTH WORTH, TX	425	850	0.625	531.25
MVSU	FRANKFORT, KY	569	1138	0.625	711.25
MVSU	FULTON, MS	149	298	0.625	186.25
MVSU	GARY, IN	756	1512	0.625	945.00
MVSU	GOODMAN, MS	66	132	0.625	82.50
MVSU	GRAMBLING, LA	200	400	0.625	250.00
MVSU	GREENSBORO, NC	712	1424	0.625	890.00
MVSU	GREENVILLE, MS	50	100	0.625	62.50
MVSU	GREENWOOD, MS	13	26	0.625	16.25
MVSU	GRENADA, MS	43	86	0.625	53.75
MVSU	GULFPORT, MS	263	526	0.625	328.75
MVSU	GUNNISON, MS	81	162	0.625	101.25
MVSU	HAMMOND, LA	289	498	0.625	311.25
MVSU	HATTIESBURG, MS	194	388	0.625	242.50
MVSU	HEIDELBURG, MS	213	426	0.625	266.25
MVSU	HOLLANDALE, MS	50	100	0.625	62.50
MVSU	HOLLY BLUFF, MS	60	120	0.625	75.00
MVSU	HOLLY RIDGE, MS	36	72	0.625	45.00
MVSU	HOLLY SPRINGS, MS	118	236	0.625	147.50
MVSU	HOUSTON, TX	560	1120	0.625	700.00
MVSU	HUNTSVILLE, AL	334	668	0.625	417.50
MVSU	INDEPENDENCE, MS	113	226	0.625	141.25
MVSU	INDIANAPOLIS, IN	632	1264	0.625	790.00
MVSU	INDIANOLA, MS	23	46	0.625	28.75
MVSU	INVERNESS, MS	30	60	0.625	37.50
MVSU	ITTA BENA, MS	3	6	0.625	3.75

# MISSISSIPPI VALLEY STATE UNIVERSTIY MILEAGE CHART

POINT OF ORIGIN	DESTINATION	ONE-WAY	ROUNDTRIP	RATE	AMOUNT
MVSU	JACKSON, MS	113	226	0.625	141.25
MVSU	JACKSON, TN	221	442	0.625	276.25
MVSU	JONESBURG, AR	200	400	0.625	250.00
MVSU	JUMPERTOWN, MS	200	400	0.625	250.00
MVSU	KANSA CITY, MO	560	1120	0.625	700.00
MVSU	KILMICHEAL, MS	52	164	0.625	102.50
MVSU	KNOXVILLE, TN	506	1012	0.625	632.50
MVSU	KOSCIUSKO, MS	82	164	0.625	102.50
MVSU	LAKE CHARLES, LA	372	774	0.625	483.75
MVSU	LAKE PROVIDNECE, LA	74	147	0.625	91.88
MVSU	LAUREL, MS	217	434	0.625	271.25
MVSU	LELAND, MS	43	86	0.625	53.75
MVSU	LEXINGTON, KY	615	1230	0.625	768.75
MVSU	LEXINGTON, MS	47	94	0.625	58.75
MVSU	LITTLE ROCK, ARK	183	366	0.625	228.75
MVSU	LONG BEACH, MS	265	530	0.625	331.25
MVSU	LORMAN, MS	156	312	0.625	195.00
MVSU	LOUISVILLE, KY	515	1030	0.625	643.75
MVSU	LOUISVILLE, MS	111	222	0.625	138.75
MVSU	MACON, GA	482	964	0.625	602.50
MVSU	MACON, MS	129	258	0.625	161.25
MVSU	MADISON,MS	110	220	0.625	137.50
MVSU	MAGEE, MS	148	296	0.625	185.00
MVSU	MAGNOLIA, MS	208	416	0.625	260.00
MVSU	MARKS, MS	67	134	0.625	83.75
MVSU	MARTIN, TN	265	530	0.625	331.25
MVSU	MAYERSVILLE, MS	120	240	0.625	150.00
MVSU	MCADAM, MS	70	140	0.625	87.50
MVSU	MEMPHIS, TN	135	270	0.625	168.75
MVSU	MERIDIAN, MS	185	370	0.625	231.25
MVSU	MIAMI, FL	1025	2050	0.625	1,281.25
MVSU	MILWAUKEE, WI	807	1614	0.625	1,008.75
MVSU	MINERAL WELLS, TX	534	1068	0.625	667.50
MVSU	MINNEAPOLIS/ST PAUL	1061	2122	0.625	1,326.25
MVSU	MOBILE, AL	278	556	0.625	347.50
MVSU	MONEY, MS	26	52	0.625	32.50
MVSU	MONROE, LA	130	260	0.625	162.50
MVSU	MONTEVALLE, AL	340	680	0.625	425.00
MVSU	MONTGOMERY, AL	300	600	0.625	375.00
MVSU	MONTICELLO, AR	144	288	0.625	180.00
MVSU	MOORHEAD, MS	13	26	0.625	16.25
MVSU	MOORVILLE, MS	155	310	0.625	193.75
MVSU	MORTON, MS	166	332	0.625	207.50
MVSU	MOSS POINT, MS	278	556	0.625	347.50
MVSU	MOUND BAYOU, MS	63	126	0.625	78.75
MVSU	MURFREEBORO, TN	314	628	0.625	392.50
MVSU	NACQDOCHES, TX	300	600	0.625	375.00
MVSU	NASHVILLE, TN	344	688	0.625	430.00
MVSU	NATCHEZ, MS	225	450	0.625	281.25



# MISSISSIPPI VALLEY STATE UNIVERSTIY MILEAGE CHART

POINT OF ORIGIN	DESTINATION	ONE-WAY	ROUNDRIP	RATE	AMOUNT
MVSU	NETTLETON, MS	140	280	0.625	175.00
MVSU	NEW ALBANY, MS	150	300	0.625	187.50
MVSU	NEW ORLEANS, LA	296	592	0.625	370.00
MVSU	NEWTON, MS	132	264	0.625	165.00
MVSU	OAKLAND, CA	2141	4282	0.625	2,676.25
MVSU	OCEAN SPRINGS	268	536	0.625	335.00
MVSU	OKLAHOMA CITY, OK	554	1108	0.625	692.50
MVSU	OLIVE BRANCH	146	292	0.625	182.50
MVSU	ORLANDO, FL	913	1826	0.625	1,141.25
MVSU	OXFORD, MS	120	240	0.625	150.00
MVSU	PACE, MS	65	130	0.625	81.25
MVSU	PANAMA CITY, FL	456	912	0.625	570.00
MVSU	PARCHMAN, MS	68	136	0.625	85.00
MVSU	PASCAGOULA, MS	313	626	0.625	391.25
MVSU	PEARL, MS	122	244	0.625	152.50
MVSU	PENSACOLA, FL	339	678	0.625	423.75
MVSU	PEORIA, IL	607	1214	0.625	758.75
MVSU	PHEBA, MS	123	246	0.625	153.75
MVSU	PHILADELPHIA, MS	126	252	0.625	157.50
MVSU	PHILADELPHIA, PA	1000	2000	0.625	1,250.00
MVSU	PICAYUNE, MS	250	500	0.625	312.50
MVSU	PINE BLUFF, AR	140	280	0.625	175.00
MVSU	PONTOTOC, MS	150	300	0.625	187.50
MVSU	POPLARVILLE, MS	225	455	0.625	284.38
MVSU	PRARIE VIEW, TX	540	1080	0.625	675.00
MVSU	PRENTISS, MS	145	290	0.625	181.25
MVSU	PUCKETT, MS	140	280	0.625	175.00
MVSU	RALEIGH, MS	163	326	0.625	203.75
MVSU	RAYMOND, MS	124	248	0.625	0.63
MVSU	RICHMOND, VA	880	1760	0.625	1,100.00
MVSU	ROLLING FORK, MS	71	142	0.625	88.75
MVSU	ROSEDALE, MS	73	146	0.625	91.25
MVSU	RULEVILLE, MS	42	84	0.625	52.50
MVSU	RUSTON, LA	180	360	0.625	225.00
MVSU	SAN ANTONIO, TX	790	1580	0.625	987.50
MVSU	SAN FRANCISCO, CA	2150	4300	0.625	2,687.50
MVSU	SENATOBIA, MS	93	186	0.625	116.25
MVSU	SHAW, MS	49	98	0.625	61.25
MVSU	SHELBY, MS	68	136	0.625	85.00
MVSU	SHREVEPORT, LA	250	500	0.625	312.50
MVSU	SPRINGFIELD, MO	408	816	0.625	510.00
MVSU	ST. LOUIS, MO	418	836	0.625	522.50
MVSU	STARKVILLE, MS	106	212	0.625	132.50
MVSU	STONE MOUNTAIN, GA	430	860	0.625	537.50
MVSU	STONEVILLE, MS	46	92	0.625	57.50
MVSU	SUMNER	44	88	0.625	55.00
MVSU	TALLAHASSEE, FL	530	1060	0.625	662.50
MVSU	TALLAHATCHIE, MS	55	110	0.625	68.75
MVSU	TAMPA, FL	788	1576	0.625	985.00

# MISSISSIPPI VALLEY STATE UNIVERSTIY MILEAGE CHART

POINT OF ORIGIN	DESTINATION	ONE-WAY	ROUNDRIP	RATE	AMOUNT
MVSU	TCHULA, MS	41	82	0.625	51.25
MVSU	TOLEDO, OH	989	1978	0.625	1,236.25
MVSU	TULSA, OK	463	926	0.625	578.75
MVSU	TUNICA, MS	96	192	0.625	120.00
MVSU	TUPELO, MS	135	270	0.625	168.75
MVSU	TUSCALOOSA, AL	210	420	0.625	262.50
MVSU	TUSKEGEE, AL	344	688	0.625	430.00
MVSU	TYLER, TX	419	838	0.625	523.75
MVSU	UNION, MS	125	250	0.625	156.25
MVSU	UTICA, MS	170	340	0.625	212.50
MVSU	VAIDEN, MS	54	108	0.625	67.50
MVSU	VARDMAN, MS	82	164	0.625	102.50
MVSU	VICKSBURG, MS	129	258	0.625	161.25
MVSU	WALNUT, MS	107	214	0.625	133.75
MVSU	WASHINGTON, DC	970	1940	0.625	1,212.50
MVSU	WATER VALLEY, MS	75	150	0.625	93.75
MVSU	WAYNESBORO, MS	235	470	0.625	293.75
MVSU	WEBB, MS	44	88	0.625	55.00
MVSU	WEIR, MS	101	202	0.625	126.25
MVSU	WESSON, MS	155	310	0.625	193.75
MVSU	WEST HELENA,ARK	98	196	0.625	122.50
MVSU	WEST POINT, MS	113	226	0.625	141.25
MVSU	WEST TALLAHATCHIE, MS	55	110	0.625	68.75
MVSU	WILBERFORCE, OH	742	1484	0.625	927.50
MVSU	WINONA, MS	47	94	0.625	58.75
MVSU	WOODVILLE, MS	258	516	0.625	322.50
MVSU	YAZOO CITY, MS	61	122	0.625	76.25

### **Hotel Lodging:**

"Government rates" must always be requested by all travelers and the rate confirmed both at the time reservations are made and at check-in. If lodging is within the state of Mississippi, "state rates" should be asked for rather than "government rates."

If employees share a hotel/motel room, each employee should report his pro-rata share of the cost on his travel reimbursement request. Separate invoices should be requested when registering. If the employee does not have an original receipt, he or she should submit a copy of the receipt and refer to the name and employee identification number of the employee where the original receipt may be located. **All employees MUST provide an itemized hotel bill for reimbursement. The hotel bill MUST reflect a zero balance.**

If a hotel/motel room reservation is secured and paid through a web site (i.e. travelocity.com, expedia.com or orbitz.com, etc.), an invoice reflecting room rate, taxes, and payment method must be printed from the web site. If you get a higher rate at the hotel/motel than what you have originally purchased through the web site, you must submit a State Waiver Request Form to the Office of Purchasing, Travel, and Fleet Management. A copy of the approved State Waiver Request Form must be attached to the Travel Expense Voucher.

### **In-State Lodging**

The State Travel Office maintains an updated agreement with various Mississippi hotels for state employee rates for official business travel. A business card or employee identification badge should be adequate if proof of employment is requested at time of check-in.

**IF STATE RATES CANNOT BE SECURED, EMPLOYEE SHOULDN'T PAY NO MORE THAN \$129.00 PER NIGHT FOR A ROOM IN THE STATE OF MS.**

**Most hotels require cancellation of room reservations be made at least 72 hours prior to scheduled check-in. Otherwise, your credit card will be charged for the first night. Only if the reason for cancellation is business related can this charge be reimbursed. Employee is responsible for cancellation of room. Explanation must be provided for reimbursement.**

If you have problems getting the state contract rate, the hotel manager should be notified and a reason should be listed on or accompanying your travel expense voucher as to why the state rate was not honored so that proper reimbursement will be given. Advise clerk of the published state contract rate. If you are still unsuccessful, ask to speak with the Manager and advise him/her of the published rate. If you are still unsuccessful, pay the amount charged and send a copy of the hotel receipt and vendor incident form outlining the issue specifically (<http://www.dfa.ms.gov/Purchasing/Travel/VendorIncident.pdf>) to the State Travel Office via e-mail at [travel@dfa.ms.gov](mailto:travel@dfa.ms.gov) or via regular mail to the Office of Purchasing, Travel and Fleet Management, ATTN: Travel Office, 501 North West Street, Suite 701-A, Jackson, MS 39201.

### **Out-of-State Lodging**

Interstate discounted lodging is often available through government rate programs and honored by participating properties of most major chains (e.g., Holiday Inns, Hyatt Inns,

Marriott, Hilton, Sheraton, Ramada, and others). **ALWAYS check for the government rate or the lowest rate available.**

**Board (Meals):**

Mississippi Valley State University will continue to follow the State travel meal reimbursement policy. Meals will not be reimbursed on the Travel Expense Voucher when included in the conference registration fee or a hotel provides a full complimentary breakfast. For an example, Embassy Suites serves a full breakfast. Alcoholic beverages are not reimbursable. No meals will be reimbursed for trips that are not overnight. **Overnight stays must be supported by an itemized hotel/motel receipt showing a "0" balance.**

Reimbursement of meals for an overnight stay has been established by the Department of Finance and Administration for employees of State and local government while on official travel. The amount for individual meals for an overnight stay after the first night is as follows:

<b>In-State</b>	<b>46.00</b>
<b>Out-of-State</b>	<b>46.00</b>
<b>Out-of-State High Cost Areas</b>	<b>51.00/56.00</b>

Reimbursement for the first day of an overnight trip will be based as follows:

**In-State Trip/Out-of-State – Trip** (As indicated by the Federal Register)

Departing before	7:30 A.M.	46.00
Departing @	7:30 A.M. & Before 12 Noon	38.00
Departing after	12 Noon	25.00

**Out -of- State Trip-High Cost Areas** (As indicated by the Federal Register)

Departing before	7:30 A.M.	51.00
Departing @	7:30 A.M. & Before 12 Noon	41.00
Departing after	12:00 Noon	26.00

**Out-of-State Trip-High-Cost Areas** (As indicated by the Federal Register)

Departing before	7:30 A.M.	56.00
Departing @	7:30 A.M. & Before 12:00 Noon	46.00
Departing after	12:00 Noon	31.00

Reimbursement for the last day of an overnight trip will be based as follows:

**In-State Trip/Out-of-State Trip** (As indicated by the Federal Register)

Arriving before	12:00 Noon	8.00
Arriving @	12:00 Noon & Before 6:00 P.M.	21.00
Arriving after	6:00 P.M.	46.00

**Out-of-State Trip-High Cost Areas** (As indicated by the Federal Register)

Arriving before	12:00 Noon	10.00
Arriving @	12:00 Noon & Before 6:00 P.M.	25.00
Arriving after	6:00 P.M.	51.00

**Out-of-State Trip-High Cost Areas** (As indicated by the Federal Register)

Arriving before	12:00 Noon	10.00
Arriving @	12:00 Noon & Before 6:00 P.M.	25.00
Arriving after	6:00 P.M.	56.00

MISSISSIPPI VALLEY STATE UNIVERSITY			
AMOUNT ALLOWED PER MEAL			
Daily Meal Allowance	Breakfast	Lunch	Dinner
46.00	8.00	13.00	25.00
51.00	10.00	15.00	26.00
56.00	10.00	15.00	31.00

In-state and out-of-state high cost areas are those cities designated in the Federal Register as having a prescribed maximum per diem daily rate of \$149.00 or higher. The University will reimburse meal cost in those cities on a sliding scale not to exceed the following rates:

**Federal Register  
Max. Per Diem Rate**

\$ 1 - \$149  
 \$150 - \$164  
 \$165 - \$179  
 \$180 and up

**State  
Reimbursement**

\$46.00  
 \$46.00  
 \$51.00  
 \$56.00

A list of the maximum state reimbursement rates for meals in high cost areas have been pre-calculated for your convenience. Please note that in order to determine the Federal Register maximum per diem daily rate; you should follow all figures from the designated city to the final total given at the right side of the page. You may locate the Federal Register's website at <http://www.dfa.state.ms.us/Purchasing/Travel/Travel.html> If the city is not listed, but the county is listed, reimbursement will be based on the amount listed for the county. However, if neither the city nor county is listed, the reimbursement rate will be \$46.00.

**Car Rental:**

**Charges for rental cars will be allowed only when there is a demonstrated cost savings,** including compensated employee time, over other modes of transportation, such as buses, subway, and taxis, and not for the convenience of the employee. Mississippi Valley State University **WILL NOT** reimburse rental cars obtained for personal use, such as sightseeing or **optional** travel to/from restaurants, while on official business travel. A MVSU Waiver Request Form must be submitted with the Travel Request Form to justify use of rental car. Section C of the MVSU Waiver Request Form must be completed.

**An intermediate rental car is the largest rental that will be reimbursed.** Naturally, there will be occasions for which a larger car will be required in order to carry out the state's business. A MVSU Waiver Request must be submitted and approved by the Office Business and Finance if a larger vehicle is needed to carry out the state's business. A copy of the approved MVSU Waiver Request Form must be attached to the Travel Expense Voucher.

**The following companies are under contract for Vehicle Rental:**

**In-State**

Hertz Rental Car Systems, Inc.  
Corporate ID# T243900  
504-913-7694  
<http://www.hertz.com>  
Contact: Sam Crawley  
[scrawley@hertz.com](mailto:scrawley@hertz.com)

**Out-of-State**

Enterprise Holdings, Inc. (Primary)  
Corporate ID# XZ55012  
601-825-1281 ext. 209  
<http://www.ehi.com>  
Contact: Cynthia Bailey  
[cynthia.n.bailey@ehi.com](mailto:cynthia.n.bailey@ehi.com)

Enterprise Holdings, Inc.  
Corporate ID# XZ55012  
877-881-5500  
<http://www.ehi.com>  
Contact: Cynthia Bailey  
[cynthia.n.bailey@ehi.com](mailto:cynthia.n.bailey@ehi.com)

Hertz Rental Car Systems, Inc.  
Corporate ID# T243900  
504-418-6336  
<http://www.hertz.com>  
Contact: Sam Crawley  
[scrawley@hertz.com](mailto:scrawley@hertz.com)

The corporate rate should be checked every time a rental car will be used. The Corporate ID number **MUST** be used in order to obtain the free Collision Damage Waiver/Loss Damage Waiver insurance coverage offered under the State contract. MVSU Corporate ID is XZ55012.

The rental car contracts include unlimited mileage and free collision insurance. The option to purchase insurance should always be declined and will not be reimbursed. Be prepared to show proper identification when picking up a rental vehicle. In addition, GPS will not be reimbursed if purchased.

**Please fill the car with gasoline prior to returning it to the car rental agency.** Otherwise, you will be charged up to \$5.00 per gallon for a full tank of gasoline even if the tank is 3/4 full when returned.

If you rent a car through an agency other than the contracted agencies, a MVSU Waiver Request must be submitted and approved by the department supervisor and Vice President for Business and Finance. A copy of the approved MVSU Waiver Request Form must be attached to the Travel Expense Voucher. A copy of the MVSU Waiver Request is on page 51.

**REMEMBER ALL CAR RENTALS MUST BE INDICATED ON THE TRAVEL REQUEST FORM PRIOR TO MAKING THE TRIP!!!!!!!!!!**

**Registration Fees:**

The registration fee should be included on the Travel Request Form if the traveler chooses to pay out-of-pocket and get reimbursed later. If the traveler chooses to pay out of pocket, the traveler must attach a receipt or a canceled check to the Travel Expense Voucher in order to get reimbursed.

However, the University can pay for registration fees in advance for conferences. The traveler should submit a Remittance Voucher and attach 2 copies of the completed registration form in order to prepay registration fees. See example on page 52.

**Other:**

**Telephone Calls/Internet**

Employees are allowed **ONE BUSINESS CALL** per day of travel. In order to obtain reimbursement for business calls and/or internet usage, employees must submit the Telephone/Internet Log Certification Form with the Travel Expense. The Telephone/Internet Log Certification Form can be found on the Business and Finance webpage at [http://www.mvsu.edu/images/admin/spotedit/attach/392/Telephone Calls Internet Certification.pdf](http://www.mvsu.edu/images/admin/spotedit/attach/392/Telephone%20Calls%20Internet%20Certification.pdf)

**Taxi Fares:**

Fares for taxis or limos (airport transportation services) in excess of \$10.00 require a receipt which must be attached to the Travel Expense Voucher to receive reimbursement for that expense. Employees will not be reimbursed taxi fares for site seeing or for visiting restaurants for meals.

**Meal Tips:**

Employees may claim the actual amount that was expended for meal tips up to 20% of the maximum daily meal reimbursement. Attach actual receipts for meals when requesting reimbursement for meals tips.

**Valet Parking Tips:**

The maximum amount an employee can claim for valet parking is \$5.00 per hotel stay.

**Shuttle/Taxi Tips:**

Shuttle/taxi tips may be reimbursed up to \$5.00 per ride. A receipt is required.

**Entertainment Expenses:**

The University does not pay or reimburse entertainment expenses when employees are on official travel for the university. The only exception is when the entertainment expense is included in the registration fee and there isn't an option not to pay.

**Hotel/Airport Parking:**

For charges in excess of \$10.00, receipts must be attached to the Travel Expense Voucher. Always choose the lowest rate available for on-site airport parking. In instances when it is published a lower rate is available, employees will be reimbursed at the lower rate even if he/she chooses to park at a higher rate. For instance, if Economy Parking at the Memphis Airport is \$6 per day and Long Term Parking is \$15 per day, employees will be reimbursed at a rate of \$6 per day since it is the most economical.

**Airline Baggage Handling:**

The University will not reimburse employees for overweight/oversized baggage charges. The University will not reimburse employees for more than one (1) bag if the employee is traveling up to five (5) days, depending on the airline. The University will reimburse employees for two (2) bags if the employee is traveling five (5) or more days, depending on the airline.

**TRAVEL OUT-OF-COUNTRY (FLY AMERICA ACT—see next page)**

Travel out-of-country must be approved by the President before finalizing any travel arrangements such as air, hotel, registration fees, etc. The President's Office will forward the information to the prospective travelers after final approval. **Please attach a copy of the approval for international travel to all travel documents such as Remittance Vouchers for airline, registration fee, and Travel Request Form. The form must be completed and approved by the President for international travel.**

All travel outside of the continental limits of the U.S. is considered international travel. Canada, Hawaii, Puerto Rico, and Mexico are considered outside of the U.S.

**Public Carrier (Airplane) and Meal Allowances**

Business of first class service may be authorized if at least one of the flight segments exceeds six (6) hours. A flight segment is defined as time in the air between stopovers, changing aircraft, or change of an airline. Business of first-class travel is not reimbursable unless approved in advanced. A waiver signed on the agency head (of his designee) must be submitted and approved by the Office of Business and Finance prior to the trip.

Expenses incurred for meals during international travel are reimbursed on actual expenditures up to \$70.00 per day or at the high cost per diem rate. Employees must have official receipts if they are claiming actual meal cost.



## FLY AMERICA ACT IT'S THE LAW

The Fly America Act requires that foreign air travel funded with federal dollars be performed on U.S. flag air carriers, unless one has a good reason not to. The acceptable reasons for not using a U.S. flagged air carrier are listed in the regulations implementing the Fly America Act and will be explained below:

- **A matter of necessity.** It is determined that use of a foreign air carrier is a matter of necessity. How does one make the determination? 41 CFR 301-10.138 gives some guidance. Using a foreign air carrier is deemed a necessity when service by a U.S. air-carrier is available, but cannot provide the air transportation needed or use of the U.S. air carrier will not accomplish the agency's mission. Some circumstances dictating a necessity are when an agency determines that use of a foreign air carrier is necessary for medical reasons, or if use is required to avoid an unreasonable risk to a traveler's safety (requires written approval by an agency on a case-by-case basis), or when a traveler can't purchase a ticket in his/her authorized class of service on a U.S. air carrier, but can purchase one in his/her authorized class on a foreign air carrier.
- **Involuntary Re-routing.** You can use a foreign air-carrier if a U.S. air carrier involuntarily re-routes your travel and puts you on a foreign air carrier.
- **Saving a Substantial Amount of Time.** You can use a foreign air carrier if service on the foreign air carrier would be three hours of less, AND use of a U.S. air carrier would at least double your en route travel time.
- **Cost of Transportation Reimbursed by a Third Party.** You may use a foreign air carrier when the costs of your transportation are reimbursed in fully by a third party, such as a foreign government or international agency.

### FLY AMERICA ACT WAIVER CHECKLIST

*(To assist in determining qualification for a waiver of the restrictions of the Fly America Act under 41 CFR Part 301-10, check the applicable statement(s) below. Use this checklist after January 1, 1999)*

\_\_\_\_\_ Foreign air travel on a non-U.S. air carrier is financed by U.S. Government, or will be claimed as costs under an award *(If you do not check this block, the restrictions of the Fly America Act do not apply. Check at least one of the statements below to qualify for a waiver of the restrictions of the Fly America)*

---

\_\_\_\_\_ Use of foreign air carrier is a matter of necessity because of: (Must check one below)

\_\_\_\_\_ U.S. flag air carrier cannot provide the air transportation needed, e.g.

\_\_\_\_\_ Use of foreign air carrier is necessary for medical reasons.

\_\_\_\_\_ Use of foreign air carrier is required to avoid unreasonable risk to traveler's safety. *(see 41 CFR 301-10.138(b)(2) for supporting evidence needed)*

\_\_\_\_\_ Seat on U.S. air carrier in authorized class of service is unavailable, seat on foreign air carrier in authorized class of service is available.

\_\_\_\_\_ Other (Provide detailed explanation.)

\_\_\_\_\_ Use of U.S. flag air carrier will not accomplish the Department's mission. (Provide detailed justification)

\_\_\_\_\_ Bilateral or multilateral air transportation agreement. U.S. is a party and Department of Transportation determines agreement meets requirements of Fly America Act.

\_\_\_\_\_ No U.S. flag air carrier provides service on a particular leg of your route *(can only use foreign air carrier to or from the nearest interchange point to connect with a U.S. carrier)*

\_\_\_\_\_ A U.S. flag air carrier involuntarily re-routes traveler on a foreign air carrier.

\_\_\_\_\_ Service on a foreign air carrier is three hours or less, and use of U.S. flag air carrier doubles en route travel time.

\_\_\_\_\_ Air travel is between the U.S. and another country and use of a U.S. carrier on a nonstop flight extends travel time by 24 hours or more.

\_\_\_\_\_ Any other air travel. *(You must check at least one of the following statements to qualify for a waiver of the Fly America Act restrictions in this section.)*

\_\_\_\_\_ Use of a U.S. carrier increases the number of aircraft changes outside the U.S. by 2 or more.

\_\_\_\_\_ Use of a U.S. carrier extends travel time by 6 hours or more.

\_\_\_\_\_ Use of a U.S. carrier requires a connecting time of 4 hours or more at an overseas interchange point.

Remember, you **must use a U.S. flag air carrier on every portion of the route where it provides service** unless you qualify for a waiver.



# MISSISSIPPI VALLEY STATE UNIVERSITY

## Waiver Request Form Submit with Travel Request Form

- SECTION A: To justify the purchase of a non-contract airline ticket. Fill out all sections. Comparison between a non-contract airline ticket, a contract airline ticket and a ticket for same destination at cheapest rate possible must be made. Please attach documentation
- SECTION B: To justify choice of mode of travel. Complete all sections to determine cheapest mode of travel. Please attach documentation.
- SECTION C: To justify use of rental car. Charges for rental cars will be allowed only when there is a demonstrated cost savings.

Employee Name: \_\_\_\_\_ Date(s) of Travel: \_\_\_\_\_  
Note: Comparison documentation for airfare should be done at least 14 days prior to trip.

A. AIRLINE TICKET COMPARISON		
CONTRACT AIRLINE TICKET	CONTRACT AIRLINE TICKET	LOWEST CONTRACT OR NON-CONTRACT AIRLINE TICKET AVAILABLE FROM AGENCY
Air Fare _____	Air Fare _____	Air Fare _____
Name of Agency _____	Name of Agency _____	Name of Agency _____
Departing From _____	Departing From _____	Departing From _____
Destination _____	Destination _____	Destination _____
B. AIRPLANE, PERSONAL VEHICLE, BUS/TRAIN COMPARISON		
AIRPLANE	PERSONAL VEHICLE	BUS/TRAIN
Final Destination _____	City Destination _____	City Destination _____
Round trip _____	Round trip _____	Round trip _____
Mileage to Airport _____	Mileage _____	Mileage Bus/Train _____
Airfare _____	Parking _____	Bus/Train Fee _____
Airport Parking _____	Other/Tolls _____	Parking _____
Taxi/Shuttle _____		Taxi/Shuttle _____
Car Rental/Fuel _____		Car Rental/Fuel _____
Other/Baggage _____		Other _____
Total _____	Total _____	Total _____
C. JUSTIFICATION FOR CAR RENTAL		
AIRPORT TO HOTEL TRAVEL Distances _____  HOTEL TO CONFERENCE TRAVEL Distance _____ Standard Car Rental Fee _____ Gas Fee _____		Please explain, in space provided, any other circumstances that warrant car rental.   
APPROVALS		
SECTION	TO BE COMPLETED BY TRAVELER	TO BE COMPLETED BY BUSINESS AND FINANCE
A	Airline Choice (Check One) <input type="checkbox"/> Contract Ticket <input type="checkbox"/> Non-Contract Ticket	___ Approved      ___ Disapproved
B	Mode of Transportation (Check One) <input type="checkbox"/> Airline <input type="checkbox"/> Vehicle <input type="checkbox"/> Bus/Train	_____ VP for Business and Finance      Date
C	Car Rental	

White  
Canary  
Pink

Purchasing Agent  
Accounting Officer  
Department



# MISSISSIPPI VALLEY STATE UNIVERSITY™

## REMITTANCE VOUCHER

VOUCHER NO.				
V NACUBO E 1110 Vermont Ave NW N Suite 800 D Washington, DC 20005 O R			VENDOR CODE	
			DEPT NAME	
			BANNER ORG NUMBER	
			DEPT PHONE NO.	
			Business and Finance	330000
			3302	
QUANTITY	DESCRIPTION			AMOUNT
	Registration fees for Janice Williams to attend the 2022 National Association of Colleges and Universities Business Officers Conference in New Orleans, LA August 15-17, 2022.			\$ 400.00
LINE ITEM TOTALS				
0				\$ 400.00
BUDGET MANAGER OR BUDGET MANAGER DIRECT SUPERV		AREA VICE PRESIDENT (See Approval Limit Schedule)		OSP/TITLE III PRIVATE GRANTS
				BUDGET OFFICER
FUND	BANNER ORG.		OBJECT	AMOUNT
VP BUSINESS AND FINANCE (See Approval Limit Schedule)	PRESIDENT (See Approval Limit Schedule)		PROCESSED BY	CHECK NO.
				DATE PAID



# MISSISSIPPI VALLEY STATE UNIVERSITY™

## REQUEST FOR APPROVAL OF INTERNATIONAL TRAVEL

To be eligible for reimbursement of expenses incurred in travel outside the continental United States as provided, this request for approval of international travel must be submitted to the Office of the President prior to travel and at least one (1) month before the trip. There must be a separate form for each person seeking such approval. If approved, a copy of this form will be returned to the requestor. After the approval of the trip, the requestor must complete the following:

- Travel Request Form with a copy of agenda
- Remittance Voucher with Registration Form attached, if necessary
- Requisition for Airline ticket with air flight itinerary attached

**International travel cannot be funded with state dollars. After the trip, the requestor must follow university procedures for travel reimbursement. Note: Any funds spent in excess of the estimate of cost for which approval is herein sought will not be reimbursed until supplemental approval granted by the President's Office.**

Name \_\_\_\_\_ Title \_\_\_\_\_

Destination(s) \_\_\_\_\_

Dates of Meetings \_\_\_\_\_ to \_\_\_\_\_ Dates of Travel \_\_\_\_\_ to \_\_\_\_\_

Expenses will be reimbursed from Fund \_\_\_\_\_ Banner Org # \_\_\_\_\_

Purpose of Travel: (Include title and sponsor of meeting)

\_\_\_\_\_

Statement of Specific Benefits to the university from this travel:

\_\_\_\_\_

Estimate the entire cost of this travel and be as accurate as possible.

	Estimated Cost	Actual Cost
Airfare	\$	\$
Meals ( ____ Days @ \$ ____/Day)	\$	\$
Lodging ( ____ Days @ \$ ____/Day)	\$	\$
Registration Fee	\$	\$
Car Rental ( ____ Days @ \$ ____/Day)	\$	\$
Other:	\$	\$
	\$	\$
	\$	\$
Total	\$	\$

Amount Requested \$ \_\_\_\_\_

A copy of this form indicating approval must be attached to your Travel Request and Travel Expense Voucher to receive reimbursement.

Signatures required for approval of International Travel and Cost Estimate	Signatures required only for submission and approval of excess expenses over estimate
_____ Employee Date	_____ Employee Date
_____ Department Head Date	_____ Department Head Date
_____ Area Vice President Date	_____ Area Vice President Date
_____ OSP/Title III/Private Grants (if required) Date	_____ OSP/Title III/Private Grants (if required) Date
_____ VP Business & Finance Date	_____ VP Business & Finance Date
_____ President Date	_____ President Date

### **TRAVEL EXPENSE VOUCHER**

The Travel Expense Voucher is used to report actual travel expenses, request reimbursement or indicate amounts refundable/owed from travel advance. Submit a Travel Expense Voucher for reimbursement. Original receipts must be attached for everything except meals and mileage. Receipts are required for students and other non-employees.

All travel and employees traveling with student groups to conferences, meetings, and seminars must be supported with documentation/agenda. The agenda should be submitted with the Travel Expense Voucher for reimbursement. **The University will not reimburse meals that are provided for you by the conference. Employees may receive reimbursement for the breakfast per diem if the conference provides a continental breakfast. Printed copies of internet agendas are not acceptable. However, they are acceptable if it is documented by the conference if they are going green.**

In addition, attach a copy of the airline itinerary to the Travel Expense Voucher, if applicable.

**Remember to sign your completed Travel Expense Voucher before submitting it for reimbursement!!!**

#### **Instructions for completing Travel Expense Voucher:**

- Name of traveler as listed on Travel Request Form
- Department as listed on Travel Request Form
- Banner Org. Number as listed on Travel Request Form
- Purpose and Place of Travel as listed on Travel Request Form
- Meals and Lodging: Itemized each day's per diem based on the Federal Register for breakfast, lunch, and dinner. Receipts are not needed for meals. However, receipts are needed for students, non-employees and employees traveling with a group. Remember that the University does not reimburse for meals paid by the conference, and your first and last meal is determined by the departure and return times of official University business. Lodging is the actual cost per night including the taxes. Receipt is needed if requesting reimbursement for lodging. In the event that the conference paid for lodging a copy of the receipt is needed or documentation stating that the conference paid.
- Travel by Personal Vehicle as listed on Travel Request Form
- Travel by Public Carrier as listed on Travel Request Form. Receipt is needed if requesting reimbursement.
- Other Expenses as listed on Travel Request Form. Attach receipts for reimbursement.
- Check category of Travel

Example of a completed Travel Expense Voucher for travel reimbursement is on page 59.

## **TRAVEL REIMBURSEMENT POLICY**

Travel is reimbursed within one week in the Office of Business and Finance provided that all information is correct, the necessary receipts are attached, and the paperwork has all the necessary signatures.

In order to ensure reimbursement in a timely manner, please make sure all forms are completed correctly and the proper documentation is attached. **Any deviation from the original Travel Request Form should be justified in writing to request approval for changes.** All justifications must be signed by the area vice president. Accounts Payable will deposit travel reimbursements directly in your bank account provided that a MVSU Direct Deposit Enrollment Form has been completed and submitted to the Accounts Payable Supervisor. (See form on page 60).

### **Airline and Amtrak**

Mississippi Valley State University is required to abide by the State of Mississippi Travel Policy, Rules, and Regulations (Section 25-3-41, Mississippi Code of 1972). In accordance, Mississippi Valley State University has the responsibility to make sure that approved travel is the most economical to the State. Mississippi Valley State University has been granted three local sites for airline travel, which are Jackson, Mississippi, Memphis, Tennessee, and Greenville, Mississippi. If an alternate site is selected because an employee will be at another location, then the mileage begins from that point of the alternate location.

The following procedures should be followed when making travel arrangements:

1. Contact one of the State Contract Travel Agencies. See pages 61-62 for state travel agencies that MVSU uses.
2. Identify yourself as a State of Mississippi Employee desiring to travel on official business.
3. Provide the agent with applicable information such as the dates of travel, destination, etc.
4. Ask the agent to provide you with the following:
  - a. The availability of capacity controlled seats and the price and the applicable flight schedules.
  - b. The contract fare and the applicable flight schedules.
  - c. The lowest possible rate with an explanation of any restrictions (over Saturday night, non-refundable, etc.) and the applicable flight schedules.
5. Determine which option is most advantageous to the State, taking into consideration all applicable costs (additional hotel, meals, possible cancellation of the trip, possible change of schedules, etc.) If purchasing less than the lowest cost option, the agency should have, in the travel authorization file, a justification which would explain why the option chosen is in the best interest of the State.
6. Book the fare with the Agent. The Agent will fax a copy of the schedule to the traveler. The traveler should approve the schedule by signing it and returning it



- the Agent. The Agent will not book the ticket until this is completed.
7. Complete a requisition to the vendor you have obtained your fare.

After the requisition has been signed by the Accountant, it should be carried to Purchasing to be issued a purchase order number. Once a purchase order number has been issued, Purchasing Department will confirm the purchase order with the University Travel Card. Purchasing must receive all requisition before 4:00pm in order to confirm reservations with the agency.

**OR**

The traveler may purchase the ticket with his/her credit card and get reimbursed after the trip has been taken if it has been approved on the Travel Request Form. An itemized receipt is required for reimbursement.

The travel agency will either deliver or mail the tickets or an e-ticket may be arranged whereby the traveler needs only to present identification at the airport to obtain the proper boarding passes.

**If the traveler finds a cheaper air fare via the internet using Orbitz.com, Travelocity.com, etc., the traveler may purchase the ticket with his/her credit card and get reimbursed after the trip has been taken.** The traveler must submit a MVSU Waiver Request Form with the Travel Expense Voucher. Documentation showing comparisons of ticket prices between the lowest contract or non-contract airline ticket available from agency and the purchased airline ticket must be submitted with MVSU Waiver Request Form.

If, for some reason, a fare in excess of the state contract fare must be used, a State Waiver Request must be submitted and approved by the Office of Business and Finance. A copy of the State Waiver Request, MVSU Waiver Request, and documentation showing comparisons of ticket prices between the lowest contract or non-contract airline ticket available from agency and the purchased airline ticket must be attached to the Travel Expense Voucher.

The contract fare is a good fare if advance planning is not available and/or there is a possibility of the need to cancel or change a schedule. It is almost always possible to obtain better rates if the traveler is willing to plan ahead and perhaps make some alterations in plans. It is the responsibility of the traveler to work with the applicable travel agency to obtain the most advantageous prices given the particular circumstances.

**In the event that a traveler chooses not to fly, he or she must complete a MVSU Waiver Request Form prior to the trip showing the comparison of driving versus flying or flying vs driving. The traveler will be reimbursed for the cost of flying if it is the most cost effective mode of transportation unless the traveler's supervisor can provide a complete written justification that it is in the best interest of the institution that the employee drive.**

An example of a request for airline requisitions is on page 76.

**CHANGE IN AIRLINE TICKET PRICE AFTER PURCHASE ORDER HAS BEEN ISSUED**

Once the requisition has been processed and a purchase order has been issued, the traveler must complete another requisition for the amount of any increase in airline ticket price. A letter documenting the reason for the increase in ticket price must be attached to the requisition before it is processed. If the change is for personal reasons, the requisition will not be approved or the employee will not be reimbursed if already in travel mode unless there will be cost savings for the University.

White: Accounts Payable  
 Canary: Department  
 Pink: Employee



# MISSISSIPPI VALLEY STATE UNIVERSITY

## TRAVEL EXPENSE VOUCHER

NAME: Joe Brown  
 Department: Office of Business and Finance  
 Banner Org. Number: 123456

Processed By: \_\_\_\_\_  
 Date Paid: \_\_\_\_\_  
 Check#: \_\_\_\_\_  
 Voucher#: \_\_\_\_\_

PURPOSE AND PLACE OF TRAVEL: <b>To attend the 2022 annual NACUBO conference in Phoenix, AZ</b>									
<b>MEALS AND LODGING (ATTACH RECEIPTS)</b>									
DATE	9/5/22	9/6/22	9/7/22	9/8/22	9/9/22				TOTAL
DEPARTURE TIME									
ARRIVAL TIME									
BREAKFAST	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00				\$ 50.00
LUNCH	\$ 15.00		\$ 15.00	\$ 15.00	\$ 15.00				\$ 60.00
DINNER	\$ 31.00	\$ 31.00	\$ 31.00	\$ 31.00					\$ 124.00
LODGING	\$ 218.88	\$ 218.88	\$ 218.88	\$ 218.88					\$ 875.52
TOTAL MEALS AND LODGING									\$ 1,109.52

<b>TRAVEL BY PERSONAL VEHICLE</b>			
DATE	FROM	TO	MILES
9/5/22	Itta Bena, MS	Jackson, MS	113
9/9/22	Jackson, MS	Itta Bena, MS	113
TOTAL MILES			226
			X RATE 0.625
			\$ 141.25

<b>TRAVEL BY PUBLIC CARRIER (ATTACH RECEIPTS)</b>				
DATE	FROM	TO	MODE	TICKET AMOUNT
9/5/22	Jackson-Evers International Airport	Phoenix Sky Harbor Intl Airport	113	\$ 141.25
9/9/22	Phoenix Sky Harbor Intl Airport	Jackson-Evers International Airport	113	\$ 141.25
TOTAL TRAVEL BY PUBLIC CARRIER				\$ 282.50

<b>OTHER EXPENSES (ATTACH RECEIPTS)</b>			
ITEM	DATE	PLACE WHERE EXPENSES OCCURRED	AMOUNT
REGISTRATION FEES	9/5/22	2021 NACUBO Conference	\$ 750.00
TELEPHONE			
TAXI/LIMOUSINE	9/5/22	Travel To/From Airport/Hotel (Phoenix, AZ)	\$ 20.00
PARKING/TOLLS	9/5/22	4-day Airport Parking (Jackson, MS)	\$ 60.00
CAR RENTAL			
OTHER	9/5/22	Baggage Check To/From Phoenix, AZ)	\$ 50.00
TOTAL OTHER EXPENSES			\$ 880.00

<b>TOTAL ADVANCE FOR THIS TRIP</b>			
AMOUNT	\$ 1,875.97	DATE	09/05/2022
CHECK NUMBER	0012345	REMITTANCE VOUCHER NO.	TR007208A

<b>CHECK CATEGORY OF TRAVEL</b> <input type="checkbox"/> IN STATE OFFICIAL <input type="checkbox"/> OUT OF STATE <input type="checkbox"/> GROUP TRAVEL <input checked="" type="checkbox"/> CONFERENCE CONVENTIONS, MEETINGS	EMPLOYEE SIGNATURE	<b>TOTAL EXPENSES</b> \$ 2,413.27  <b>SUBTRACT ADVANCE</b> -\$ 1,875.97  <b>REIMBURSEMENT (REFUND)</b> \$ 537.30
	IDENTIFICATION # 123456789	
	DATE COMPLETED 09/11/2022	

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_ Dept. Head Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (If Different than Supv.)  
 OSP/Title III/Private Grants \_\_\_\_\_ Date \_\_\_\_\_ Budget Officer \_\_\_\_\_ Date \_\_\_\_\_



# MISSISSIPPI VALLEY STATE UNIVERSITY

## DIRECT DEPOSIT ENROLLMENT FORM

☐

START

☐

CANCEL

☐

CHANGE

### SECTION I (Payee Information)

SSN: \_\_\_\_\_ Vendor ID \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

\_\_\_\_\_ Other Phone: \_\_\_\_\_

\_\_\_\_\_

### SECTION II (Payment Information)

Type of Payment (check only one)

☐

Travel/Reimbursement

☐

Account Payment

Type if Depositor Account

☐

Checking

☐

Savings

NOTE: Only one account can be used for Direct Deposit for Travel Reimbursement.

### SECTION III (Account Information)

Financial Institution Name: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Account Title (Account Holder's Name): \_\_\_\_\_

Ownership of Account:

☐

Self

☐

Joint

☐

Other

Account Number: \_\_\_\_\_

Routing Number \_\_\_\_\_ Check Digit \_\_\_\_\_

Financial Institution Certification (To be completed by Financial Institution)

I confirm the identity of the above named payee(s), the account number, routing number and account title. As representative of the above named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above.

Print or Type Representative's Name: \_\_\_\_\_

Telephone Number \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Date \_\_\_\_\_

OR Attach a voided check or pre-printed deposit slip here

I certify that I have read and understand the terms and conditions of enrolling in direct deposit. By signing this agreement, I authorize MVSU to initiate credit entries to the account indicated above for the purpose of reimbursement or account payments. I also authorize MVSU to initiate, if necessary, debit entries and adjustments for any credit entries made in error.

Signature \_\_\_\_\_ Date \_\_\_\_\_

If the account is a joint account, that individual must also agree to the terms stated above by signing below.

**STATE OF MISSISSIPPI**  
**Travel Agency Services**  
**Fee Schedules**

**NOTE: ALL FEES ARE PER TRANSCATION/TICKET**

The Travel Company of MS Patty Stewart 419 Fairfield Drive Madison, MS 39110 601.519.0416 – phone 800.844.1133 – toll free 815.461.8025 – fax <a href="mailto:pattytravelco@yahoo.com">pattytravelco@yahoo.com</a> <a href="mailto:kim@thetravelcompanyinc.com">kim@thetravelcompanyinc.com</a>	
Domestic Tickets \$35.00	International Ticket \$50.00
Exchanges (Domestic) \$30.00	Exchanges (International) \$30.00
Will you honor the proposed fees/rates for city/county employees on business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Will you honor the proposed fees/rate for spouses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

**STATE OF MISSISSIPPI  
Travel Agency Services  
Fee Schedules**

**NOTE: ALL FEES ARE PER TRANSACTION/TICKET**

<b>Avanti Travel, Inc.</b> 3 Lakeland Circle Jackson, MS 39216 601.953.6443 – phone 601.982.3945 – fax <a href="mailto:avantiverlon@yahoo.com">avantiverlon@yahoo.com</a>	
Domestic Ticket \$35.00	International Ticket \$50.00
Exchanges (Domestic) \$25.00	Exchanges (International) \$50.00
Will you honor the proposed fees/rates for city/county employees on business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Will you honor the proposed fees/rate for spouses? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

## **TRAVEL ADVANCES**

Travel advances **WILL NOT be issued for in-state travel for employees**. All travel advances must be cleared within 10 days of travel. Otherwise, any employee with an outstanding travel advance will not be eligible to receive another advance. **If advances are not cleared within 10 days, the amount of the advance will be PAYROLL DEDUCTED.**

**The University will only advance 70 PERCENT of the total estimated travel expense.** Travel advances are available for pickup no more than two days prior to scheduled travel date. To request an advance for travel, you may indicate it on the Travel Request Form. The following items must be attached to the Travel Request Form:

- Remittance Voucher
- Cash Advance Memorandum Form
- Hotel confirmation indicating the total cost of stay
- Conference Agenda or Registration
- Airline Itinerary (only if applicable)
- Documentation for parking, shuttle service, etc.

The employee should not request an advance for any expenses prepaid by the University. For an example, airline tickets, bus tickets, train tickets, and registration fees. After the trip, you should submit a Travel Expense Voucher along with the necessary receipts to clear the advance. See page 66 for form.

## **Student Group Travel Advances**

All employees traveling with student groups must submit requisitions for hotels, meals and admission tickets to attractions. The employee must submit a Prepayment Authorization Form along with a pro forma invoice for prepayments of requisitions. An Official Travel List is required also. In the event that the names or quantity may change after a check is issued, a revised list should be provided to Accounts Payable after the trip in order to clear the prepayment.

However, the Vice President for Business and Finance can provide a reasonable advance amount for meals **outside** the State of Mississippi **up to \$2,000.00** per trip depending on the number in the group. The Office of Business and Finance will issue **advances for group meals only as a last resort to full-time permanent employees**. Any other items such as sodas, fruits, golf balls, etc. purchased during travel will be on a reimbursement basis only. It is mandatory that all employees traveling with student groups make preparations for travel in a timely manner. The following daily per diem amounts will be allowed per person for groups:

Breakfast	\$8.00
Lunch	\$13.00
Dinner	\$20.00

The maximum gratuity allowed for the actual meal cost is 20%.

### **Requesting Student Group Travel Advances**

The Vice President for Business and Finance must receive the request in writing from the person in charge of the group prior to travel. Requests for advances should be for “meals” only. The person requesting the advance is responsible for making sure the advance is reasonable and that actual expenditures do not exceed the estimated request. It is the employee’s responsibility to obtain the best possible rate for the group meals. The following is needed when requesting an advance:

- Travel Request Form
- Remittance Voucher (made payable to employee responsible for the advance; include the dates of travel, city and state, number of students traveling, purpose of advance, and total estimated amount)
- Official Travel List (page 68)
- Travel Itinerary
- Cash Advance Memo

However, the person in charge can have only two advances outstanding at a time, and the advance will not be issued prior to 5 days before the trip begins.

If an employee traveling with students chooses to get reimbursed rather than request a travel advance, it must be indicated that they are traveling with students on the Travel Request Form prior to the trip. Also, attach a copy of the Official Travel List with all of the appropriate signatures. **Actual receipts are required for everything including the employee’s meals.** A complete Student Group Clearance Form is required along with the Travel Expense Voucher for reimbursement.

### **Clearing Student Group Travel Advances**

Approved advances are charged to the receivable account of the employee and will remain the employee’s personal obligation to the University until it is cleared by the Office of Business and Finance. Advances must be cleared within 10 business days after travel is completed or immediately upon cancellation of trip.

The person in charge of the student group shall be responsible for clearing the travel advance. In order for an advance to be cleared by the Office of Business and Finance, the following is needed.

- Travel Expense Voucher (attach original receipts)
- Student Group Travel Clearance Form completed with signatures (pages 66-67).  
Signatures are also required for program participants.
- Remittance Voucher (only if actual expenditures are more than estimated expenditures)
- Cash Receipt (only if actual expenditures are less than estimated expenditures) - Provide the Cashier with a copy of the Remittance Voucher in which the funds were expensed.
- Other (if applicable – agendas, airline itinerary, telephone calls certification)

**Note: Please remember that actual expenditures and number of students should not exceed the estimated request. You must provide written documentation for extenuating circumstances such as increment weather, vehicle problems, etc.**



### **Past due Student Group Advances**

If an advance is **not cleared within 10 business days** after the last day of travel is completed, it is considered past due. The **Office of Business and Finance is authorized, with the understanding of the employee to withhold from the employee's payroll check the amount of the past due advance(s)**. The Office of Business and Finance must be notified in writing if there are circumstances that will prevent an employee on clearing an advance in a timely manner.

### **Penalty for not Clearing Student Group Travel Advance Timely**

If an advance is not cleared within the guidelines, the employee will be allowed one grace for the past due advance. **However, if the employee is past due a second time within a fiscal year, he or she will be notified that he or she is ineligible for future travel advance privileges for the remaining of the fiscal year.** Any future travel for the remaining year will be on a "reimbursement only" basis or university purchase orders. After reinstatement of privileges, the employee will again be subject to suspension without grace.

I. Purpose of Travel Advance	
------------------------------	--

[illegible]

66

III. Names of the Group			
	Printed/Typed Names	Social Security Number	Original Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

Note: A continuation sheet may be used if necessary.

IV. Group Travel Certification
--------------------------------

I certify that the above amounts claimed by the group for travel expenses for the period indicated is true and just in all aspects.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**MISSISSIPPI VALLEY STATE UNIVERSITY**  
**Official Travel List**  
**ITTA BENA, MISSISSIPPI 38941-1400**

THE MISSISSIPPI VALLEY STATE UNIVERSITY \_\_\_\_\_

TRAVEL ON \_\_\_\_\_ TO \_\_\_\_\_  
Month Date Year Place

THEY WILL LEAVE AT \_\_\_\_\_ AND RETURN ON \_\_\_\_\_  
Time Month Date Year

Purpose of Travel: \_\_\_\_\_  
\_\_\_\_\_

THE STUDENT ROSTER WILL INCLUDE THE FOLLOWING PERSONS:

- |           |           |
|-----------|-----------|
| 1. _____  | 11. _____ |
| 2. _____  | 12. _____ |
| 3. _____  | 13. _____ |
| 4. _____  | 14. _____ |
| 5. _____  | 15. _____ |
| 6. _____  | 16. _____ |
| 7. _____  | 17. _____ |
| 8. _____  | 18. _____ |
| 9. _____  | 19. _____ |
| 10. _____ | 20. _____ |

Method of Travel \_\_\_\_\_ Operated by \_\_\_\_\_

Chairperson(s) are \_\_\_\_\_  
Male Female

Group Director \_\_\_\_\_

Traveled Approved:

Special Services Required Foods:

\_\_\_\_\_  
Vice President of Academic Affairs

(Circle) Yes / No

\_\_\_\_\_  
Vice President of Student Affairs

\_\_\_\_\_  
Residential Life Director

(Upon completion please forward to the  
Vice President of Student Affairs Office)



# MISSISSIPPI VALLEY STATE UNIVERSITY™

## MEMORANDUM

TO: Joyce A. Dixon  
Vice President for Business  
and Finance/CFO

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

DATE: \_\_\_\_\_

RE: Cash Advance

I, \_\_\_\_\_, understand that this advance must be cleared within 10 business days after the last day of travel and that the following documents listed below must be submitted to clear this advance.

- Travel Expense Voucher (attach original receipts)
- Remittance Voucher (only if actual expenditures are 10% more than estimate expenditures)
- Cash **Itemized** Receipt (only if actual expenditures are less than estimated expenditures)
- Student Group Travel Advance Clearance Form (if applicable)
- Other (if applicable – agendas, airline itinerary, telephone calls certification)

I, \_\_\_\_\_, acknowledge that I do understand the policy and procedures stated above. I agree if the advance is not cleared within 10 business days, my next payroll check or travel reimbursement will be reduced by the amount of the advance(s) in order to satisfy any monetary obligations regarding this advance.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*Attach a copy to request for advance.*

## **Memorandum of Agreement (MOA)**

The MOA has been modified to reflect MVSU as being the first party and vendor being the second party. Before entering into an agreement, the first party must sign before the second party. Therefore, all pertinent signatures, including the President or his designee, must be present on the MOA **before** second party signs.

In keeping in line of internal control and efficiency, the appropriate Area Vice President will sign as the President's designee in accordance with the Approval Limit Schedule. For example, the Provost will sign all academic related MOAs as the President's designee for amounts less than \$5,000. For amounts between \$5,000 and less than \$10,000, the Vice President for Business and Finance will sign as the President's designee. Amounts \$10,000 and greater, the President will sign.

The MOA is required only for outside contractors, consultants, and teaching faculty classified as instructional personnel. Once the MOA has been approved, for outside contractors and consultants, a copy of the fully executed copy of the MOA, a Remittance Voucher, Form W-9, and an invoice should be submitted. The only signatures needed for the Remittance Voucher is the requesting department and the supervisor, since the MOA has all approved signatures. Once the requesting department signs, the Remittance Voucher should be forwarded to Accounts Payable. For teaching faculty classified as instructional personnel, a PC05 and a copy of the fully executed MOA should be submitted.

## **Requisition**

Paper requisitions will continue to follow the same procedures and follow the same parameters set in the Approval Limit Schedule.

## **Remittance Voucher**

Remittance vouchers will continue to follow the same procedures and follow the same parameters set in the Approval Limit Schedule.

## **Interdepartmental Invoice**

Interdepartmental invoice will continue to follow the same procedures and follow the same parameters set in the Approval Limit Schedule.



# Employee or Independent Contractor?

## Know the Rules

---

IRS Small Business Week Tax Tip 2017-02, May 1, 2017

The IRS encourages all businesses and business owners to know the rules when it comes to classifying a worker as an employee or an independent contractor.

An employer must withhold income taxes and pay Social Security, Medicare taxes and unemployment tax on wages paid to an employee. Employers normally do not have to withhold or pay any taxes on payments to independent contractors.

Here are two key points for small business owners to keep in mind when it comes to classifying workers:

**1. Control.** The relationship between a worker and a business is important. If the business controls what work is accomplished and directs how it is done, it exerts behavioral control. If the business directs or controls financial and certain relevant aspects of a worker's job, it exercises financial control. This includes:

- The extent of the worker's investment in the facilities or tools used in performing services
- The extent to which the worker makes his or her services available to the relevant market
- How the business pays the worker, and
- The extent to which the worker can realize a profit or incur a loss

**2. Relationship.** How the employer and worker perceive their relationship is also important for determining worker status. Key topics to think about include:

- Written contracts describing the relationship the parties intended to create
- Whether the business provides the worker with employee-type benefits, such as insurance, a pension plan, vacation or sick pay
- The permanency of the relationship, and
- The extent to which services performed by the worker are a key aspect of the regular business of the company
- The extent to which the worker has unreimbursed business expenses

The IRS can help employers determine the status of their workers by using form Form SS-8, Determination of Worker Status for Purposes of Federal Employment Taxes and Income Tax Withholding. IRS Publication 15-A, Employer's Supplemental Tax Guide, is also an excellent resource.

## **Checklist for Travel Reimbursements**

### **Travel Request Form (submitted prior to the trip)**

- Correct banner org number, department name, dates, destination, employee ID number, and estimated expenditures
- Authorized signatures
- Office of Purchasing and Travel Waiver Request Form (if purchasing a non-contract airline ticket, non-contract rental car, or using a non-conference hotel)
- MVSU Waiver Request Form (for cost comparison of airline tickets, comparison of mode of transportation, or justification of rental car)
- MVSU Request for Approval of International Travel Form (needed only if traveling outside of the continental U.S.)

### **Travel Expense Voucher (submitted after the trip)**

- Correct banner org number, department name, dates, destination, per diem, and mileage rate—must agree with approved travel request form
- Original itemized hotel receipt showing zero balance
- Other receipts such as taxi, parking, registration fees, car rental, fuel, etc.
- Airline itinerary
- Agenda (when attending conferences, meetings, and seminars)
- Telephone/Internet log verification (one business call per day of travel)
- Authorized signatures

## **Checklist for Employee Travel Advances**

### **To Request:**

#### **Travel Request Form and Remittance Voucher (prior to trip)**

- Correct banner org number, department name, dates, destination, employee ID number, and estimated expenditures
- Authorized signatures
- Office of Purchasing and Travel Waiver Request Form (if purchasing a non-contract airline ticket, non-contract rental car, or using a non-conference hotel)
- MVSU Waiver Request Form (for cost comparison of airline tickets, comparison of mode of transportation, or justification of rental car)
- MVSU Request for Approval of International Travel Form (needed only if traveling outside of the continental U.S.)
- Cash Advance Memo
- Hotel confirmation indicating the total cost of stay
- Conference Agenda or Registration
- Airline Itinerary (only if applicable)
- Documentation for parking, shuttle service, etc

### **To Clear**

#### **Travel Expense Voucher and Remittance Voucher\*\***

- Correct banner org number, department name, dates, destination, per diem, and mileage rate—must agree with approved travel request form



- Original itemized hotel receipt showing zero balance
- Other receipts such as taxi, parking, registration fees, car rental, fuel, etc.
- Airline itinerary
- Agenda (when attending conferences, meetings, and seminars)
- Telephone/Internet log verification (one business call per day of travel)
- Authorized signatures

**\*\*A remittance is done for reimbursement only when expenses are 10% more than the amount on Travel Request.**

### **Checklist for Group Travel Advance (made payable to employee)**

#### Forms need to request group travel advance

- Remittance Voucher
- Travel Request Form
- Official Travel List Form
- Travel itinerary
- Cash Advance Memo
- Authorized signatures
- Correct banner org and department name

#### To clear group travel advance

- Travel Expense Voucher
- Original itemized receipts
- Student Group Travel Clearance Form
- Cash Receipt (only if actual expenditures are less than estimated expenditures)
- Remittance Voucher (only if actual expenditures are more than estimated expenditures)
- Authorized signatures
- Agenda, if necessary
- Airline itinerary, if necessary
- Remittance Voucher if expenses are more than 10% of advance amount

If an advance is not cleared within 10 business days after the last day of travel, it is considered past due. According to State of Mississippi travel policy, the Office of Business and Finance is authorized, with the understanding of the employee, to withhold from the employee's payroll check for the amount of the past due advance(s). The Office of Business and Finance must be notified in writing if there are circumstances that will prevent an employee from clearing an advance in a timely manner.

### **Checklist for Stipend Payments**

#### \$250.00 or Greater

- Remittance Voucher
- W-9 Form

## **Checklist for Contractual Services**

### **Request to consultant, outside contractor, teaching faculty classified as instructional personnel**

- Memorandum of Agreement
- Authorized signatures
- Correct banner org number and department name

### **Payment to consultant and outside contractors**

- Remittance Voucher
- Invoice
- W-9
- Attach copy of Memorandum of Agreement with all signatures
- Correct banner org number and department name (matching with MOA)
- Authorized signature

OR

### **Payment to teaching faculty classified as instructional personnel**

- PC05
- Attach copy of Memorandum of Agreement with all signatures
- Correct banner org number and department name (matching with MOA)

## **Checklist for Goods and Services Rendered that accepts Purchase Orders**

- Requisition
- Correct banner org number and department name
- Authorized signatures

A requisition must be submitted and a Purchase Order must be processed and completed before the purchase of any goods or services rendered. All invoices should be mailed or forwarded to Accounts Payable for payment. Notify Central Receiving (Property Accountability) to sign the Receiving Report after the goods have been received or services rendered.

## **Checklist for Goods and Services Rendered that does not accept Purchase Orders**

### **To Request Pre-Payment to hotels, restaurants, and other vendors who do not accept purchase orders**

- Requisition
- Pro forma invoice
- Pre-payment Authorization form (found on University's website)

### **To Clear Pre-Payment to hotels, restaurants, and other vendors who do not accept purchase orders**

- Sign Receiving Report in the Property Accountability Department
- Submit itemized receipts or invoices showing a zero balance to Accounts Payable within 10 business days once vendor has received payment
- Updated travel list

### **Checklist for Payments that does not require Purchase Order**

- Remittance Voucher
- Original Invoice
- Authorized signatures
- Correct banner org number and department name

If goods/services are paid from Remittance Voucher, an explanation is needed justifying why a requisition was not submitted. Examples of things that would not require a requisition are magazine subscriptions, membership dues, registration fees, telephone charges, and FedEx charges.



MISSISSIPPI VALLEY STATE  
UNIVERSITY

# REQUISITION

DATE: 09/02/2022

NAME & ADDRESS OF PREFERRED VENDOR  <b>UMB BANK</b>		REQUESTED BY _____ DEPARTMENT CHAIR/PROJECT DIRECTOR _____ DATE _____  APPROVED BY _____ AREA VICE PRESIDENT (refer to Approval Limit Schedule) _____ DATE _____  INFORMATION TECHNOLOGY _____ DATE _____  OSP/TITLE III/PRIVATE GRANTS _____ DATE _____  BUDGET OFFICER _____ DATE _____	
DEPARTMENT NAME	BANNER ORG. NUMBER		
<b>PURCHASING</b>	<b>121121</b>		
UNIVERSITY POLICY: THE OFFICE OF BUSINESS AND FINANCE IS VESTED WITH SOLE AUTHORITY TO ORDER MATERIALS AND CONTRACT SERVICES. THE UNIVERSITY WILL ASSUME NO OBLIGATION EXCEPT ON A DULY AUTHORIZED PURCHASE ORDER, AUTHORIZED BY AN OFFICIAL REQUISITION.		PURCHASE ORDER NO. _____	
PLEASE GIVE FULL DESCRIPTION AND COMPLETE SPECIFICATIONS, IF A WRITTEN QUOTATION WAS OBTAINED, TRANSMIT WITH THIS REQUISITION.			
QUANTITY	DESCRIPTION	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE
1	Airline ticket for John Doe to attend the 2022 Training Conference Friday, October 21, 2022      SOUTHWEST AIRLINES LV Jackson, MS                8:15A AR Washington/Reagan      10:45A  Saturday, October 22, 2022    2:00P LV Washington/Reagan        4:00P	300.00	300.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00
1	Service Fee TRAVEL AGENCY: FOR TRAVELERS ONLY	40.00	40.00 0.00
2	TOTAL	\$ 340.00	\$ 340.00
CODE MUST HAVE BUDGET			
FUND	BANNER ORG. NUMBER	OBJECT	AMOUNT

APPROVED BY \_\_\_\_\_  
 VICE PRESIDENT FOR BUSINESS & FINANCE (refer to Approval Limit Schedule) \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY \_\_\_\_\_  
 PRESIDENT (refer to Approval Limit Schedule) \_\_\_\_\_ DATE \_\_\_\_\_



## **MVSU CONTRACTUAL SERVICE PROCEDURES**

The University enters into contractual agreements with vendors, entertainers and others when the necessity arises. The following University documents are used as legally binding documents for contractual services: Purchase Order, MOA, Professional Service Contract with the Addendum and Construction Contract.

Before any contractual arrangements can be completed, the University office or department requiring the services must obtain an original copy of the contractual agreement from the vendor or entertainer. The department's designated staff person is responsible for vetting the contract for the following:

- *Feasibility – does it make sense*
- *Does it meet the goals of the University*
- *Is there any risk to the University*
- *Does it contain a termination clause*

Contracts subject to review include but are not limited to: Outsourcing Contracts, Consulting Contracts, Copier Contracts, Insurance Contracts, Maintenance Contracts, Construction Contracts, and Collection Contracts. University may utilize one of the following binding documents for contractual agreements:

- *Purchase Orders - Services less than \$25,000*
- *Professional Services Contract with University Addendum – Service greater \$25,000*
- *MOA's – Personal Service Contract with individuals*
- *Construction Contracts – In house construction projects*

Contracts should be submitted to the Executive Assistant to the President for review and/or the Chief of Staff/Legislative Liaison. The Executive Assistant to the President will send the contract, along with any attachments to the Office of the State Attorney General for review. After needed corrections or additions are made by the Office of the State Attorney General, the Executive Assistant to the President returns the contract to the department. The department and/or the vendor or entertainer will make appropriate changes. The Executive Assistant to the President will return the corrected copy to the Office of the State Attorney General for final review, to ensure that agreement and changes, if any, are stated properly and accurately.

After final review by the State Attorney General's Office, the President or designee must sign and date the contract agreement for the University. At the same time the vendor or entertainer (or designee) must also sign and date the contract.

For contracts \$250K or greater, with the exception of Real Estate, the following forms must be submitted for approval by the Board and/or Commissioner (See IHL Board of Trustees Policies and Bylaws, Section 707-01):

- *Agenda Item Template*
- *BFA Contract Attachment Form*
- *Disclosure Form – required unless the entity is a state or government agency*



**MISSISSIPPI VALLEY STATE**  
UNIVERSITY

## **Contract Management Policy**

### **PURPOSE**

To establish a university-wide policy on contract approval, signatory authority, and required contract review

### **POLICY STATEMENT**

All contracts, agreements, memoranda of understanding and similar documents legally binding Mississippi Valley State University (MVSU) are subject to the review and approval procedures found in this policy.

MVSU enters into many contractual agreements each year with third parties that provide a wide array of activities involving University funds, facilities, personnel and other resources. The University will only be bound by written contracts to which the University or a department is formally a party, that have been reviewed and approved in accordance with this policy, and that have been executed by University officials who have contract signature authority. No member of the University community, including programs and departments of the University, has the authority to sign contracts on behalf of the University. This policy describes the University's review and approval requirements and recordkeeping requirements for all contracts.

This policy, which pertains to all faculty, staff and administrators, applies to any type of agreement that obligates the University to provide payment, services, goods or use of University property, facilities or other resources to a third party. Contractual agreements governed by this policy include, but are not limited to:

- Leases
- Licenses
- Service agreements
- Insurance contracts
- Personal contracts
- Professional services contracts
- Collections contracts
- Maintenance contracts
- Consulting agreements
- Research agreements
- Affiliation agreements
- Entertainment/performance agreements
- Speaker agreements
- Sporting event agreements
- Copier Contracts
- Outsourcing Contracts
- Memoranda of Understanding/Agreement

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**MISSISSIPPI VALLEY STATE**  
UNIVERSITY

### **AUTHORITY TO DELEGATE AND EXECUTE**

Pursuant to IHL Board Policy 301.0703, the Authority delegated to the Institutional Executive Officer (IEO), such as authority to sign contracts, can be delegated by the IEO to “appropriate and responsible officials” of the University, but that delegation by the IEO must be in writing.

The President is designated as the authorizing official for the University to execute any documents relating to or on behalf of the University. Anyone who signs a contract without written delegation authorizing them to do so is subject to disciplinary action, up to and including termination, and may be legally and financially liable for representations made in the contract.

Any employee who has a conflict of interest with respect to a contract should not be involved in the approval process with respect to the contract. The Conflict of Interest Disclosure Form is required. The purpose of the form is to ensure accountability and to ensure that it was presented prior to entering into an agreement/contract. The Conflict of Interest Disclosure Form is found on the Business and Finance website.

The Athletic Director is authorized to sign approved Athletic Contracts that relate to games, athletic facilities, etc.; however, the Athletic Director is not authorized to enter into agreements/contracts related to personnel. Athletic Coaches do not have signatory authority and are not authorized to enter into a contract on behalf of the Athletic Department or University unless they have specific written authority to do so.

### **REVIEW AND APPROVAL PROCESS**

All contracts or agreements require the Contract Review Form. The purpose of this form is to inform the Area Executive Cabinet Member, Director of Sponsored Programs, Director of Information Technology, Director of Purchasing and Procurement, Vice President for Business and Finance/CFO and Office of the President that the contract is being recommended for approval. This review is designed to provide reasonable assurance that contracts and agreements have been reviewed for availability of funds, risk, compliance, form and legal sufficiency. Until the contract or agreement has been reviewed and signed by the University President, the document shall not be considered legally binding. All contracts executed are held in the University’s master contract file located in the Office of Business and Finance. The Office of the President is responsible to ensure contracts requiring IHL Board approval are submitted to the Board prior to final execution.

### **CONTRACT ADDENDUM**

Contracts with external parties and individuals should have MVSU’s Standard Terms and Conditions Addendum attached. The contract addendum is available on the Business and Finance website.

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MISSISSIPPI VALLEY STATE  
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### **CONTRACT ADMINISTRATOR**

The Contract Administrator (CA) is the individual within the requesting department who has the ultimate responsibility to ensure MVSU receives the services and/or revenue set forth in the contract, MVSU pays the amount set forth in the contract for any services, and the contract is reviewed prior to renewal if applicable. To properly fulfill this function, it is imperative that the CA fully understand the scope of the contract as well as the requirements set forth in the agreement. Some of the aspects the CA needs to verify:

1. Services are being performed as set forth in the contract;
2. Revenues are being received as set forth in the contract;
3. All applicable bonds and insurance documents have been received and are determined to be adequate.

If the CA leaves his/her position during the term of the contract, or the department changes the CA, it is the responsibility of the department head to immediately notify the Office of the President.

The CA is responsible for working with the contractor to revise/edit the agreements in accordance with any recommended change. In some cases, resubmission or final review/approval may be required. The CA should not negotiate on behalf of the University or contractor(s). Any attorney who wishes to communicate directly with the University should be referred to the Office of the President.

### **IHL BOARD APPROVAL**

IHL Board approval is required for all contracts of more than \$250,000. IHL Board approval is also required for all bookstore and food service projected to generate aggregate total revenues of more than \$250,000 or if the term of such contract exceeds four years. When submitting a contract requiring IHL Board approval, the department should submit the proposed contract.

The Office of the President will review the documents for inclusion on the IHL Board agenda and work with the CA for required documents.

### **CONTRACTS AND PURCHASES RELATED TO INFORMATION TECHNOLOGY**

All contracts and purchases of Information Technology equipment, software and services will be reviewed by the Information Technology Director prior to processing by the Office of the President.

### **REVIEW**

This policy will be reviewed every three (3) years or as needed by the Office of the President.

7/1/2022



- ☐ Check for ITS related contracts
- ☐ Check for no amount
- ☐ Check for multiple signature pages
- ☐ Check if multi-year contract



**MISSISSIPPI VALLEY STATE**  
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### CONTRACT REVIEW FORM

Title of Contract: \_\_\_\_\_

Originating Department: \_\_\_\_\_

Amount of Contract: \$ \_\_\_\_\_ Banner Org. Number: \_\_\_\_\_

1. The attached contract is recommended for approval.

**Contract Administrator** \_\_\_\_\_ Date: \_\_\_\_\_

**Department Head** \_\_\_\_\_ Date: \_\_\_\_\_

2. Recommend ☐ Approval ☐ Disapproval

**Area Executive Cabinet Member** \_\_\_\_\_ Date: \_\_\_\_\_

3. Recommend ☐ Approval ☐ Disapproval

**Director of Sponsored Programs/Title III** \_\_\_\_\_ Date: \_\_\_\_\_

4. Recommend ☐ Approval ☐ Disapproval

**Director of Information Technology** \_\_\_\_\_ Date: \_\_\_\_\_

5. Recommend ☐ Approval ☐ Disapproval

**Director of Purchasing & Procurement** \_\_\_\_\_ Date: \_\_\_\_\_

6. Recommend ☐ Approval ☐ Disapproval

**VP for Business & Finance** \_\_\_\_\_ Date: \_\_\_\_\_

7. **Reviewer Administrator** \_\_\_\_\_ Date: \_\_\_\_\_  
(Office of the President)

#### Attorney General's Office

Name of Attorney \_\_\_\_\_ Approval Date: \_\_\_\_\_

Comments: \_\_\_\_\_

8. **University President** \_\_\_\_\_ Date: \_\_\_\_\_

7/1/2022



# MISSISSIPPI VALLEY STATE UNIVERSITY,

## MISSISSIPPI VALLEY STATE UNIVERSITY STANDARD TERMS AND CONDITIONS ADDENDUM

This Addendum ("Addendum") between Mississippi Valley State University ("MVSU"), a governmental entity, and \_\_\_\_\_ ("\_\_\_\_\_"), entered into on \_\_\_\_ day of \_\_\_\_\_, 202\_\_, constitutes an amendment or supplement to the \_\_\_\_\_ (Contract/Agreement) (including any other licenses and agreements incorporated therein) and is hereby incorporated into said Agreement. Notwithstanding anything to the contrary contained in any agreement by and between Contractor and MVSU, and in the event of any conflict between the terms of the Agreement and this Addendum, the terms of this Addendum shall control. The terms of this Addendum may only be amended by a writing which specifically references this Addendum and is signed by both parties.

1. **Conflict.** Any terms in the Agreement which purport to modify or are in conflict with the terms of this Addendum are hereby deleted, and replaced with the terms in this Addendum.
2. **Time for Payment.** MVSU will make payments for all amounts owed under the Agreement no later than forty-five (45) days after receipt of the invoice and receipt, inspection and approval of the goods or services in accordance with Miss. Code Ann. § 31-7-305. No invoice shall be considered past due or late until the 45th day after receipt in accord with Miss. Code Ann. § 31-7-305(3). MVSU makes no prepayments for services or products. See Miss. Op. Att'y Gen., Meadows (August 18, 2008).
3. **Assignment.** Neither party may assign its rights under the Agreement or delegate its duties under the Agreement without the prior written consent of the other party, such consent to not be unreasonably withheld.
4. **Insurance.** Any references to MVSU's requirement to buy insurance are deleted. MVSU is self-insured and will not be required to purchase casualty and liability insurance. MVSU may furnish a certificate of self-insurance pursuant to the Mississippi Tort Claims Act, Miss. Code Ann. § 11-46-17.
5. **Limitations on Liability.** Pursuant to Miss. Code Ann. § 11-7-18 and notwithstanding anything contained in the Agreement to the contrary, no limitations on liability on the part of Contractor shall apply to any claims, including claims for any damages including, but not limited to, direct, indirect, special, incidental, consequential, or compensatory damages to real or tangible personal property or to third party claims for death or bodily injury asserted against Contractor directly or by way of contribution to the extent such property damage, death or bodily injury was proximately caused by the negligence or willful misconduct of Contractor or its employees or agents. Notwithstanding anything contained in the Agreement to the contrary, nothing in the Agreement shall limit Contractor's liability to MVSU or any third parties, including as a result of Contractor's breach of the Agreement, or Contractor's own negligence or willful misconduct. See Miss. Op. Att'y Gen., Long (February 27, 2009).

6. **Auto Renew.** Any provision in the Agreement that automatically renews the Agreement is hereby deleted.
7. **Governing Law.** MVSU Agreements are governed by and interpreted under the laws of the State of Mississippi without reference to conflicts of law provisions. If in the opinion of any court of competent jurisdiction such Agreement and provisions are not authorized, or are inconsistent in any respect with Federal and/or Mississippi law, such court shall have the authority, if possible, to read the provisions or modify the Agreement, provision or provisions to be consistent with Federal and Mississippi law, and to enforce the remainder of these provisions as so amended. See Miss. Const. Art 4 § 100. See also Miss. Op. Att’y Gen., Nowak (November 18, 2005).
8. **Limitations on Actions/Jury Trial.** Notwithstanding anything contained in the Agreement to the contrary, the statute of limitations under applicable law shall solely govern the time for the commencement of all lawsuits. See Miss. Op. Att’y Gen., Davis (March 3, 1993). Any language in the Agreement waiving or in any way limiting MVSU’s right to file any appropriate action is hereby deleted.
9. **Limitations on Remedies.** Notwithstanding anything contained in the Agreement to the contrary, nothing in the Agreement shall limit MVSU’s remedies. Any limitations of remedies contained in the Agreement are deleted in their entirety. MVSU does not waive any cause of action it has or may have against Contractor, any party, or 3<sup>rd</sup> party.
10. **No Named Insureds.** Any provisions of the Agreement which require MVSU to name Contractor as an additional named insured are hereby deleted in their entirety.
11. **Availability of Funds.** Continuance of any MVSU Agreement is based on availability of funds. Should there be no funds available for any succeeding funding period, the Agreement will be cancelled as of the end of the funding period with no further obligation on the part of MVSU. Any property covered by a lease shall be returned to the Contractor.
12. **Arbitration.** Any provisions of the Agreement which refer to, require, or contain the words “arbitration” and/or “mediation” are hereby deleted in their entirety. See Miss. Op. Att’y Gen., Conerly (February 5, 1999).
13. **Late Charges.** Any provisions of the Agreement which require MVSU to pay Contractor any late charges are governed by Miss. Code Ann. § 31-7-305. See also Miss. Op. Att’y Gen., Pearson (November 22, 1993).
14. **Waiver.** No failure on the part of any party hereto to exercise, and no delay in exercising any right, power or remedy hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or remedy hereunder preclude any further or other exercise thereof or the exercise of any other right, power or remedy.
15. **Attorneys’ Fees and Collection Costs.** Any provisions of the Agreement which require the prevailing party, and/or require MVSU to pay Contractor any attorneys’ fees and/or collection costs are hereby deleted in their entirety. See Miss. Op. Att’y Gen., Stringer (January 25, 2006).
16. **Severability.** If any provision of this Addendum shall be determined by a court of competent jurisdiction to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of the Addendum is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

17. **Penalties.** Any language requiring MVSU to pay any penalties is deleted in its entirety. MVSU does not agree to pay any extra compensation, fees or allowances after services rendered or contract made, or to make any payment not authorized by law.

18. **Waiver of Subrogation.** Any language requiring MVSU to waive any cause of action it may have against Contractor or any other party on account of any loss/damage insured by an insurance policy is hereby deleted in its entirety.

19. **Warranty.** Contractor warrants that the goods and/or services provided hereunder shall be free from defects, and performed in a first class, workmanlike fashion. Any limitations or disclaimer of warranties, including warranties of merchantability and fitness for a particular use, contained in the Agreement are deleted in their entirety. See Miss. Op. Att’y Gen., Davis (March 3, 1993). MVSU does not warrant any matter. Any reference to the Licensee warranting any matter is hereby deleted.

20. **Indemnification.** Contractor shall indemnify, defend and hold MVSU and the Mississippi State Institutions of Higher Learning (IHL) harmless from any and all claims, actions, lawsuits, proceedings, costs, expenses, damages and liabilities, including attorney’s fees, resulting from or arising out of Contractor’s breach of the Agreement and/or the negligence or willful misconduct of Contractor or its employees or agents or infringement of any party’s or 3<sup>rd</sup> party’s intellectual property rights. Any provisions of the Agreement which require MVSU to indemnify Contractor or any other third parties in any way are deleted in their entirety. See Miss. Op. Att’y Gen., Stringer (January 25, 2006). MVSU shall only be responsible for liability resulting from the actions/inactions of its officers, agents, and employees acting within the course and scope of their official duties with MVSU to the degree and within the parameters required under the Mississippi Tort Claims Act, Miss. Code Ann. § 11-46-1, et seq. MVSU is an entity of the State of Mississippi and is afforded the protection of limited sovereign immunity pursuant to Miss. Code Ann. § 11-46-1, et seq., and any action against MVSU shall be filed in accordance with and subject to the limitations contained therein.

21. **Confidentiality.** Notwithstanding any provision to the contrary contained herein, it is recognized that MVSU is a public agency of the State of Mississippi and is subject to the Mississippi Public Records Act, Miss. Code Ann. § 25-61-1, et seq. If a public records request is made for any information provided to MVSU pursuant to the Agreement, MVSU shall promptly notify the disclosing party of such request. The disclosing party shall promptly institute appropriate legal proceedings to protect its information. No party to the Agreement shall be liable to the other party for disclosures of information required by court order or required by law.

It is also recognized that MVSU is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008, Miss. Code Ann. § 27-104-151, et seq., and is required to provide public access to its financial information and expenditures through the Institutions of Higher Learning Accountability and Transparency website.

22. **Independent Contractor.** It is understood by the parties that Contractor is an independent contractor and not an employee or agent of MVSU. Contractor retains sole and absolute discretion, control and judgment in the manner and means of carrying out its assignments. Contractor shall comply with MVSU’s Human Resource Department’s applicable policies and procedures including pre-employment screening. Contractor understands and agrees that neither it nor its employees performing services hereunder shall be entitled to any of the rights, fringe benefits and privileges established for MVSU’s employees, if any, including, but not limited to, the following: retirement benefits, medical insurance coverage, life insurance coverage, health insurance, disability insurance coverage, severance pay benefits, PTO, overtime pay, etc. Contractor understands and agrees that MVSU will not pay or withhold from the compensation paid to Contractor pursuant to the Agreement any sums customarily paid or withheld for or on behalf of employees for income tax, unemployment insurance, social security, or payment

pursuant to any law or governmental requirement, and all such payments as may be required by law are the sole responsibility of Contractor. Contractor agrees to indemnify and hold MVSU harmless from and against any such payments or liabilities for which Contractor may become liable with respect to such matters.

23. **Entire Agreement.** This Addendum; any other documents or writings which it accompanies, or to which it is attached (as amended by this Addendum); and any other documents which may be incorporated therein by reference, constitute the entire agreement of the parties with respect to the subject matter herein. Any other agreements or understandings, whether written or oral, are hereby superseded. The terms of this Addendum; any other documents or writings which it accompanies or to which it is attached (as amended by this Addendum), shall solely govern the rights and obligations of the parties with respect to the subject matter herein. Any modification to the Agreement shall only be effective if it is in writing and signed by both parties.

24. **Tax-Exempt Governmental Entity.** Pursuant to Miss. Code Ann. § 27-65-1, et seq., and 27-67-1, et seq., MVSU and other state institutions are exempt from state sales and use taxes. Likewise, MVSU will not pay excise or personal property taxes. If the Contractor is liable for such taxes, Contractor shall take such into consideration in pricing. It is Contractor's responsibility to contact local taxing authorities in the state and county where equipment will be located to determine possible tax liabilities in connection therewith. The parties understand and agree that MVSU is not and shall not be responsible for any taxes whatsoever.

25. **No Assignment; No Third-Party Beneficiaries.** No party may assign any of its rights under this Agreement, voluntarily or involuntarily, whether by merger, consolidation, dissolution, operation of law, or another manner. Any purported assignment of rights in violation of this Section is void. This Agreement binds and benefits the parties and their respective permitted successors and assigns. This Agreement does not and is not intended to confer any rights or remedies upon any person other than the Parties.

26. **Equal Opportunity Employer.** MVSU is an equal opportunity employer. MVSU does business with organizations that are in compliance with Title VII of the 1964 Civil Rights Act (as amended). During the performance of any contract with MVSU, Contractor agrees to be bound by provisions of Civil Rights Act of 1964 (as amended), the Rehabilitation Act of 1973 (as amended), and the Veterans Readjustment Act of 1972 (as amended).

27. **E-Verify.** Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act, Miss. Code Ann. § 71-11-1, et seq., and will register and participate in the status verification system for all newly hired employees. The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor agrees to maintain records of such compliance and, upon request of the State and approval of the Social Security Administration or Department of Homeland Security, where required, to provide a copy of each such verification to the State. Contractor further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi. Contractor understands and agrees that any breach of these warranties may subject Contractor to the following: (a) termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public, or (b) the loss of any license, permit, certification or other document granted to Contractor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) both. In

the event of such termination/cancellation, Contractor would also be liable for any additional costs incurred by the State due to contract cancellation or loss of license or permit.

28. **Force Majeure.** "Force Majeure Event" means any act or event, whether foreseen or unforeseen, that meets all three of the following tests: (a) The act or event prevents a party in whole or in part from performing its obligations under this Agreement; or satisfying any conditions to the performing party's obligations under this Agreement; (b) The act or event is beyond the reasonable control of and not the fault of the non-performing party; and (c) The non-performing party has been unable to avoid or overcome the act or event by the exercise of due diligence. Notwithstanding anything to the contrary in the Agreement or otherwise, a Force Majeure Event excludes economic hardship, changes in market conditions, or insufficiency of funds. If a Force Majeure Event occurs, the non-performing party is excused from whatever performance is prevented by the Force Majeure Event to the extent prevented and satisfying whatever conditions precedent that cannot be satisfied. When the non-performing party is able to resume performance of its obligations under this Agreement or satisfy the conditions precedent to the performing party's obligations, it shall immediately give the performing party written notice to that effect and shall resume performance under this Agreement no later than five (5) working days after the notice is delivered. This provision is the exclusive remedy available to the non-performing party with respect to a Force Majeure Event. See Miss. Code Ann. § 75-2-617.

29. **Data Migration.** Upon expiration or earlier termination of the contract, Contractor agrees that University may elect to have Contractor migrate any stored University data to University computer at no cost to University, or for Contractor to provide the data to University in another form which is acceptable to University at no cost to University.

30. **Information Security.** Vendor shall be responsible for establishing and maintaining an information security program that is designed to (i) ensure the security and confidentiality of data transmitted by MVSU to Vendor or data otherwise obtained by Vendor from or about MVSU ("MVSU Data"), (ii) protect against any anticipated threats or hazards to the security or integrity of MVSU Data, and (iii) protect against unauthorized access to or use of MVSU Data that could result in substantial harm or inconvenience to MVSU or any of its stakeholders. Vendor shall establish, employ and at all times maintain physical, technical and administrative security safeguards and procedures sufficient to prevent any unauthorized processing of and/or use, access, alteration, disclosure, erasure, copying, exhibition, transmission, or destruction of MVSU Data while such information is in Vendor's possession or control and will ensure that such information is not processed in other ways contradictory to privacy and/or data protection laws. Vendor will maintain sufficient procedures to detect and respond to security breaches involving MVSU Data and will inform MVSU immediately when it suspects or learns of malicious activity involving MVSU Data, including an estimate of the activity's effect on MVSU and the corrective action taken. Such procedures shall include, but not be limited to, logging of all access to confidential or sensitive data, use of firewalls for all external data connections, and timely implementation of updates and patches.

At a minimum, Vendor's safeguards for the protection of MVSU Data shall include: (i) limiting access to MVSU Data to authorized personnel of Vendor and utilizing policies that promote the least internal access; (ii) securing business facilities, data centers, paper files, servers, back-up systems (at a strategically located off-site location) and computing equipment, including, but not limited to, all mobile devices and other equipment with information storage capability; (iii) implementing network, device application, database and platform security; (iv) securing information transmission, storage and disposal; (v) implementing authentication (two-factor or more secure method) and access controls within media, applications, operating systems and equipment; (vi) encrypting (with AES-256 bit or better encryption) MVSU Data stored on any mobile media; (vii) encrypting MVSU Data transmitted over public or wireless networks; (viii) strictly segregating MVSU Data from information of Vendor or its other

customers so that MVSU Data is not commingled with any other types of information; (ix) implementing appropriate personnel security and integrity procedures and practices, including, but not limited to, conducting background checks consistent with applicable law; and (x) providing appropriate privacy and information security training to Vendor's employees.

31. **Governmental Entity.** Contractor recognizes and acknowledges that University, as a political subdivision of the State of Mississippi, is entering this Agreement, including the provisions thereof, only to the extent authorized by Mississippi law, including the opinions of the Mississippi Attorney General. Any provision of the Agreement that is in any respect not authorized by or is inconsistent with Mississippi law, including the opinions of the Mississippi Attorney General, is invalid.

**Accepted and agreed to on behalf of Contractor:**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business/Company Name: \_\_\_\_\_

**Accepted and agreed to on behalf of MVSU:**

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

Name: Jerryl Briggs, Sr.

Title: President

## NELNET ENTERPRISE TUITION PAYMENT PLAN

To help meet the educational expenses, Mississippi Valley State University is pleased to offer Nelnet Enterprise as a convenient budget plan. Nelnet Enterprise is a tuition management plan that provides a low-cost option of budgeting tuition expenses. The only cost to budget monthly payments through Nelnet Enterprise is a \$95.00 per semester nonrefundable fee. Enrolling online is simple and secure. To sign up for Nelnet Enterprise payment plan, log on to [www.sutton2.mvsu.edu](http://www.sutton2.mvsu.edu).

- Select Enter Here
- Select Secure Area
- Enter student ID and Password
- Select Student Services and Financial Aid
- Select Student Records
- Click on Nelnet Enterprise Portal
- This takes you to the Nelnet Enterprise Tuition Management website. It should display amount to be paid. Payment plans or full payments can be made on the account by using Nelnet Enterprise. All payments through Nelnet Enterprise are processed electronically in real time by using a checking account, Master Card, Visa, Discover or American Express. For payment plans, payments are processed automatically on the 5<sup>th</sup> of each month. **Deferment and enrollment fees are processed immediately!**

Term (s)	Last Day to Enroll Online	Required Down Payment	Number of Payments	Months of Payment
Summer I	August 9	50%	3	May-July
Summer II	September 9	50%	3	July-September
Emerging Scholars	September 30	50%	3	July-September
Fall	October 15	50%	3	October-December
Spring	February 15	50%	3	February-April



## **PAY MY TUITION**

Mississippi Valley State University has partnered with [PayMyTuition](#) for international tuition payments. With PayMyTuition, you can pay your tuition payments from any bank, in any country in any currency at better than bank exchange rates. PayMyTuition is fast, simple, and cost effective.

### **Step 1: ENTER YOUR INSTITUTION NAME**

Go to [paymytuition.com](http://paymytuition.com). From the drop-down menu, select Mississippi Valley State University, then enter your payment amount and the country for which you are paying.

### **Step 2: SELECT PAYMENT METHOD**

Review the payment options provided and select your preferred payment method. Payment options include bank transfers, debit/credit cards in your home currency, eWallet payments and other local options.

### **Step 3: ENTER YOUR DETAILS**

Enter some basic information including your student number. We will include this information with your payment for easy identification of your payment by the Mississippi Valley State University team.

### **Step 4: MAKE YOUR PAYMENT**

Follow the instructions provided to send your funds to PayMyTuition via the selected payment method.

### **Step 5: TRACK & CONFIRM**

Track your payment by logging into my PayMyTuition Dashboard any anytime. Receive SMS texts, email status updates, and confirmations of when your payment has been delivered.



# MISSISSIPPI VALLEY STATE UNIVERSITY™

## PETTY CASH DISBURSEMENT/AGREEMENT

Issued to: \_\_\_\_\_ Department: \_\_\_\_\_

Amount Disbursed: \_\_\_\_\_ ID#: \_\_\_\_\_

Petty cash disbursement is for emergency purchases only. It is to be used only for acquisition of those unanticipated items that require an immediate cash payment and should not be used as a mean to circumvent established purchasing procedures. Petty cash funds must be used only for the purpose for which it is established.

No items should be handled as petty cash that can readily be secured through the Purchasing process. Before petty cash funds can be disbursed, the Chair, Director or Vice President should determine that the goods purchased cannot be obtained from one of the following on-campus vendors: MVSU Bookstore, MVSU Convenience Store, Central Receiving, MVSU Print Shop and Thompson Hospitality.

### **Stipulations:**

1. Sales taxes will not be reimbursed. NO EXPECTATIONS!
2. Items on state contract cannot be purchased with petty cash funds, unless deemed an emergency.
3. Receipts and unused cash must be returned within three (3) business days of purchase. If not returned as stipulated, recipient's name will be submitted to Human Resources for payroll deduction of the amount disbursed.
4. Only one petty cash disbursement is allowed per event. (Departments are limited to 1 per month)
5. Only Pepsi products can be purchased with petty cash funds.
6. Petty cash will not be disbursed for prepaid items or for an expired event.
7. Software or equipment cannot be purchased with petty cash funds.
8. Petty cash will not be disbursed for meals of any kind, including prepared food (i.e., fast food restaurants, caterers, or diners).
9. Items for office or department events, such as, gifts, decorations, flowers and greeting cards cannot be purchase with petty cash funds.

By my signature below, I understand and agree to the above stated stipulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **For Office Use Only:**

Total Purchases \_\_\_\_\_ Cash Returned \_\_\_\_\_ Total \_\_\_\_\_ (must equal amount disbursed)

Date Returned \_\_\_\_\_ Cashier \_\_\_\_\_

{Receipt(s) less sales tax; cannot exceed amount disbursed}



# MISSISSIPPI VALLEY STATE UNIVERSITY™

## Mississippi Valley State University Consent to Charge Credit/Debit Card

I give Mississippi Valley State University, Office of Business and Finance permission to charge my credit/debit card for the following amount \$\_\_\_\_\_ for the following services:

1. To pay on/off my student account
2. To purchase a transcript, pay fines, etc.
3. Other \_\_\_\_\_

Apply Payment to the following term:

\_\_\_\_\_ Summer I 2022 \_\_\_\_\_ Summer II 2022 \_\_\_\_\_ Fall 2022 \_\_\_\_\_ Spring 2023

Student Name:		
Address:		
City/St/Zip:		
Contact Number:	Student ID :	
Email:		
Name on Credit Card:	/Type CC:	
CC No.	/Expiration:	/3Digit Code:
Signature:		/Date

**\*Note:** A copy of valid driver's license with a signature must accompany all credit/debit card transactions.

Authorized Used Only:	
Signature:	Date:

## **PROPERTY AND EQUIPMENT CONTROL**

Each Administrative Officer or Fiscal Officer is responsible and accountable for all furniture and equipment for that area, as well as the furniture and equipment not listed (furniture less than \$1,000.00, computer and camera equipment less than \$250.00). The Administrative Officer shall appoint a person within the area to be the Inventory Clerk for that respective area.

The Administrative Officer or Fiscal Officer in Charge will be directly responsible and accountable for conducting periodic internal audits of property, property assignments, securing property from outgoing staff, property transfers between departments, reporting lost and stolen property, and the transfer of obsolete equipment to property accountability.

There are exceptions. The following items will be included regardless of cost:

- Weapons
- Cameras and camera equipment (greater than \$250)
- Two way radio equipment
- Televisions (greater than \$250)
- Lawn maintenance equipment
- Cellular telephones
- Computer and computer equipment (greater than \$250)
- Chain saws
- Air compressors
- Welding machines
- Generators
- Motorized vehicles

### **Purchase, Donation or Gift of Equipment and Furniture**

Any and all furniture or equipment received by a department through donation, gift or purchase will be entered on the department's inventory. Any gift or donated item(s) received by the department should be reported to the Director of Property Accountability in writing. A full description of the item(s) serial number (if any), the name of manufacturer, fair market value, the name of the donor and any other information of value should be included.

The Director of Property Accountability will be responsible for attaching the State Inventory Number to each piece of furniture or equipment purchased, donated, shop made, or transferred to the University. This number must remain attached at all times as required by the State Law pertaining to furniture and equipment.

### **Sale, Trade-in or Transfer of Equipment and Furniture**

Any Equipment/Furniture that is to be sold or transferred to another Agency must first be approved in writing by the Department of Finance and Administration. You should contact the Director of Property Accountability to process the necessary paperwork to secure the approval from the Department of Finance and Administration.

## **Stolen Property**

Any furniture, equipment, or vehicle stolen from the department or office must be reported to Property Accountability. The loss must also be reported to the University Police and County Sheriff's Department in writing, by the Fiscal Officer, giving full description of the stolen property, the circumstances, condition and any other information concerning loss. All reports must have an NCIC Number assigned by law enforcement.

All lost and stolen equipment must be reported when discovered lost or missing. Persons assigned equipment found not having reported that loss for more than three months will be charged the depreciated value of the missing equipment. All employees must have an **Initial Property Assignment** form completed if not then the employee will be responsible for the cost of equipment.

## **Worn-out or Obsolete Property**

Contact the Director of Property Accountability if there is worn-out or obsolete property in your office and/or department. The department must complete transfer forms before any property can be picked up. If you do not have any transfer forms, please contact the Property Accountability Office to obtain the proper forms. Department can indicate the condition of the equipment, i.e., broken, still working, can be repaired on the transfer forms.

## **Property Accountability**

If at any time items are removed from your department and/or office temporary or permanent, be sure to secure the necessary forms from the Director of Property Accountability to transfer responsibility of the property to the accountable area.

Inventory listings are sent to each department on a monthly basis. The Fiscal Officer or persons in charge of Property Accountability in your department should check the listing and if there are any discrepancies, report them to the Director of Property Accountability.

### **Mississippi State Law states:**

Any officer or employee of any state agency shall refuse or fail to make any inventory or supplemental inventory thereto as required herein, or do so in the manner prescribed by the State auditor, the State auditor shall proceed to make or cause to be made, the inventory or supplemental inventory; and the expense therefore shall be personally borne by said officer or employee, and shall be responsible on his official bond for the payment of the expense. In the event that an examination conducted pursuant to Section 29-9-13 finds items that are included on an agency's inventory which are missing and otherwise unaccounted for, the State auditor has the authority to proceed under the provisions of Section 7-7-211 to recover the value of the missing items. The demand shall be made against the head of the agency, the agency's property officer and/or the appropriate officer or employee, if identified. (Source: Laws, 1986, Ch. 488, Section 7, off from and after passage (approved April 15, 1986).

All employees must complete an **Initial Property Assignment Form** stating all equipment in their possession. It is the direct responsibility of the Fiscal Officer or the person in charge to ensure that all personnel complete and sign the form. If the Fiscal Officer or person in charge fails to obtain a

signature from each staff person, the Fiscal Officer or person in charge will be held accountable for the property of that Department.

All items must be accounted for by the outgoing person by completing a **Property Exit Form**. This form must be approved and signed by the Property Officer and the Vice President for Business and Finance before clearance from the University. Items missing, that were not previously reported missing, must be paid for by the person or persons leaving.

Areas that have staff exiting the university must contact the Office of Property Accountability as to the date and time of the departure. Property Accountability will conduct an exit audit of property. Property Accountability will not conduct an exit audit if the person is not ready to vacate the office. Department Chairs or Department Property Officers must assist the Property Accountability Staff when conducting the exit audit. All university property must be secured by the department. The property includes laptops, iPads, cameras cell phones and other mobile equipment.

Property Accountability will use the Property Assignment Form by Individuals to conduct the exit audit. This form will be signed by the Property Accountability Staff, Dept. Chair or Dept. Property Officer and the employee in possession of the property. The Property Assignment by Individual Assignment Form will be attached to the Property Exit Form.

All persons working in offices or departments, not directly assigned property inventory, must be cleared by persons in charge and Fiscal Officers before the Property Officer will issue clearance for individuals leaving.

All property forms are housed in the Department of Property Accountability.

### **Acquisition of Property and Equipment**

All furniture and equipment, regardless of the acquisition source, is the property of the University and will be accounted for in accordance with this policy. The policy applies to purchases from budget funds, restricted funds, special appropriations, federal grants or other federal funds, construction by the University, gifts and donations, and property transferred to the University.

In most circumstances, Central Receiving will receive furniture and equipment and report the items to the Property Accountability Office for recording and tagging. When items come directly to a department or office, the department or office is responsible to report the items to the Property Accountability Office. The Department should make the report in writing and include all pertinent information, including department name, item description, serial number (if any), name of manufacturer, cost or fair market value (for a gift, if known), and name of donor (if a gift).

### **Inventory Numbering and Tagging**

The Director of Property Accountability is responsible for assigning a State Inventory Number to each item of furniture and equipment. He or she will ensure that an inventory tag bearing the number and bar code is attached to each item in a place that is easily located. The numbers will be consecutive. State Inventory Law requires that the tags remain attached at all times. The Property Director will use red tags for property acquired with federal funds and green tags for all other property.

The Property Accountability Office will maintain a log of all University property. In addition, the Office will maintain a sub log of property acquired with federal funds. At a minimum, the log will include:

- Assigned inventory number
- Original cost per generally accepted accounting principles
- Acquisition date
- Acquisition funding (i.e. state, federal, gift, etc.)
- General description including model numbers, if any
- Serial number, if any
- Department or office name

The Director of Property Accountability will notify the assigned accountant in the Office of Business and Finance in writing of all acquisitions and disposals within five business days of the action. The assigned accountant maintains the master inventory file. The assigned person in each department or office will maintain their own log of departmental assets.

Monthly, the assigned accountant in the Office of Business and Finance reconciles the master inventory file with paid vouchers and the information from Property Accountability. The Accountant then prepares the Inventory Statement, Form F and submits it to the State Auditor not later than the 15<sup>th</sup> of the month and maintains them for subsequent property audits.

### **Departmental Inventory**

Quarterly, the departmental inventory control officer will conduct an inventory of all furniture and equipment in the department. He or she identify each item and verify the inventory control number on the item. He or she will use the Quarterly Inventory Audit Report to report and certify the results to the Property Accountability Office. He will make special note of missing items or items present that are not on the inventory listing. The report is due to the Property Accountability Office on the 15<sup>th</sup> of January, April, July, and October.

The Director of Property Accountability will report all inventory discrepancies to the assigned accountant in the Office of Business and Finance who will update the master inventory file. The Director will also provide the University Police a complete description of all missing property, so that the Police can investigate the possibility of theft.

Annually, the Property Accountability staff will conduct its own inventory of departments and offices. The departmental inventory control officer will assist Property Accountability in the conduct of the inventory. The Director will report the results so the Vice President for Business and Finance with copies to the President and the department being inventoried.

In addition, the Director of Property Accountability must conduct an inventory of all University vehicles at the end of each fiscal year. He or she will maintain the report for informational purposes. The report will contain the following:

- Type of vehicle
- Year
- Make and model
- Use of the Vehicle

- Tag Number
- Mileage
- Condition of the Vehicle
- Date of inventory

The State Property Officer will audit University property on a biennial schedule or other schedule as deemed necessary by the State Department of Audit. He or she will report all discrepancies to the President, the Vice President for Business and Finance, and the department being inventoried. The departmental inventory control officer and the Director of Property Accountability will assist the State Property Officer in conducting audits.

### **Disposal of Property and Equipment**

Individual may not sell, transfer to another State agency, or trade-in furniture, equipment, and vehicles without written approval from the Mississippi Department of Finance and Administration. The department head or fiscal officer should notify the Property Accountability Office, in writing, of property to be disposed of, including the inventory control number and all information on the inventory listing, the condition of the property, reason for disposal, and the method of disposal (i.e. sale, transfer, trade-in). Property Accountability will, in turn, inform the Purchasing Office, which is responsible to secure approval from the Mississippi DFA by submitting a properly completed Form 873 (See *Policies and Procedures*, Mississippi Office of Purchasing and Travel). Upon receipt of State approval, the Purchasing Office will advertise or make other necessary arrangements for the disposal. Once the disposal is complete, the Purchasing Office must secure four signed receipts from the receiving person or institution. The Purchasing Office will inform Property Accountability of the completed transaction. Property Accountability will, in turn, inform the Office of Business and Finance, so that the assigned accountant can update the master inventory file.

The University will hold accountable any person who fails to follow the prescribed procedure. Any person disposing of furniture and equipment through sale, transfer or trade-in in violation of policy will assume personal financial responsibility for the property.

### **Salvage Property**

Departments and offices will report, in writing, property that is obsolete or worn out (no cost value) to the Director of Property Accountability. They will include in the report the assigned inventory control number and a full description of the property's present condition. The Director of Property Accountability will inspect obsolete or worn out property. Upon concurrence, the Director will submit a report to the University Salvage Committee for approval of disposal as salvage. If the Salvage Committee approves, Property Accountability will notify the department. The department will transfer the property (see the policy on interdepartmental transfer, below) to the Central Receiving Warehouse for disposal as directed by the Director of Property Accountability. The department must maintain the property in its inventory until it has received approval from Property Accountability.

The Property Accountability will destroy, recycle, or otherwise dispose of salvage property as directed by the Director of Property Accountability. The University will consider any failure to do so as theft of property. Property Accountability will notify the accountant responsible for the master



inventory file, so that he or she can update it. The accountant will also file a Property Salvage Report, Form 961 with the Mississippi DFA per State policy along with the monthly property report (Form F).

## **Interdepartmental Transfers**

### **Temporary Transfer**

The departmental inventory control officer will report the temporary transfer (loan) of property to another department or office to Property Accountability. He or she will complete the Temporary Transfer Form, securing the signature of the receiving inventory control officer. He or she will surrender the receipt when the property is returned. The loaning department retains responsibility for the property.

Equipment sent to Information Technology for repairs must be documented with a Temporary Transfer Form. Equipment sent off campus for repairs must be documented with the repair company letter head indicating the model number, serial number and fixed asset number.

### **Permanent Transfer**

Departments may not permanently transfer furniture and equipment to another department or office without the permission of Property Accountability.

## **Forms**

The Property Accountability Office will maintain a file of all forms necessary for the control of University property and make the forms available to University personnel upon request. All Property Accountability forms are on the university website [www.mvsu.edu](http://www.mvsu.edu) Business and Finance/Property Accountability forms. Forms include:

- Permanent Transfer Sheets
- Temporary Transfer Forms
- Quarterly Inventory Forms
- Initial Property Assignment Form
- Personnel Exit Form
- Inventory Statement (Form F)
- Hand Receipt

## **Surplus Property**

The departmental inventory control officer will report all surplus property to Property Accountability. Surplus property includes serviceable furniture and equipment that has been replaced, is no longer used, or is in excess of departmental needs. Property Accountability will attempt to find a use for the property and approve a transfer. The University has limited storage space for surplus property. Until notified by Property Accountability, the department will retain custody of and responsibility for the property.

The University sometimes finds it necessary to move a department or office to another physical location. At such times, departments often identify surplus property. In these cases, the provisions of the preceding paragraph apply. Property Accountability will attempt to transfer surplus property prior to the move. However, unless relieved of responsibility by Property Accountability, the department must move all furniture and equipment to the new location. The department will leave NO property in the old location. The departmental inventory control officer will be personally and financially responsible for all property left behind, except for property assigned to specific individuals.

### **Property Assigned to University Personnel**

The University assigns property to certain faculty and other employees for the conduct of their work. The departmental inventory control officer will ensure that employees compete and sign the Initial Property Assignment Form listing all assigned property. Employees must update the form when changes occur. If the form is unsigned, the departmental inventory officer retains responsibility for the property.

When a person leaves the University, he or she must account for all assigned property by completing the Personnel Exit Form. Every departing person must complete and sign the form even if no property has been assigned to them. Property Accountability must check and clear all persons. The University may hold the person accountable for missing property. The department inventory control officer will ensure that the form is signed and forwarded to the Vice President for Business and Finance as part of the exit procedures leading to clearance from the University.

### **University Policy Regarding FedEx Charges**

The following procedures must be adhered to regarding FedEx charges:

1. All new accounts at the FedEx Company must be approved by the Office of Business and Finance.
2. All FedEx pick-ups must be called in to FedEx Company by the Property Accountability Department on or before 11:30 a.m. Monday through Friday of each week in order that the FedEx delivery person can pick-up the package. All FedEx packages received after 11:30 a.m. will be picked-up the following business day.
3. The Property Accountability Department will put the University's Account Number on all packages.

### **Central Receiving**

The University employs a central receiving system as the final step in the purchasing process. The Central Receiving Warehouse receives delivery of most supplies and equipment for the University. Normally, Warehouse personnel deliver supplies and equipment to the ordering department. Sometimes, however, the ordering department may pick-up the goods or the goods/services may be delivered directly to the department. In this case, the department receiving the goods or services will be responsible for signing the Receiving Report which is the verification that the goods or services have been delivered/received.

## MISSISSIPPI VALLEY STATE UNIVERSITY

[illegible]

White-Property/Acct.  
Blue-Accounting  
Green-Personnel  
Yellow-Employee  
Pink-Fiscal Officer

### INITIAL PROPERTY ASSIGNMENT FORM

**TO:** State Department of Audit/Mississippi Valley State University

**FROM:** \_\_\_\_\_  
(Employee's Name) Employee ID Number

**DATE:** \_\_\_\_\_

This is to verify that I have the equipment listed below and I am using it to complete official department business.

Description of Equipment	Serial Number	Inventory Number	Building Location	Room Number

By verifying that these items are in my possession, I am accepting financial responsibility.

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Fiscal Officer/Department Head)

# Property Accountability Property Exit Form

Asset Number	Description	Serial Number	Location Code	Building	Room	Acquisition Cost	Person Responsible

Print Name

Signature

Date

Address

Department

This is to certify that this is a true report of inventory and/or inventory changes.

## **Purchasing Guidelines**

### **1.101.00 Purchasing Laws and Regulations**

Laws relative to the Office of Purchasing and Travel and the procurement process in general may be found in Title 31, Chapter 7 of the Mississippi Code of 1972, Annotated, and beginning with Section 31-7-1. These laws and regulations cover the entire procurement process and contain definitions and provisions that both the buying department and the vendor will find useful in understanding the University's purchasing system.

### **1.102.00 Supplementary General Principles of Law Applicable**

Unless displaced by the particular provisions of these regulations, the principles of law and equity, including the Uniform Commercial Code of this State, the law merchant, and law relative to capacity to contract, University fraud, misrepresentation, duress, coercion, mistake, or bankruptcy shall supplement the provisions of these regulations.

### **1.103.00 Requirement of Good Faith**

These regulations require all parties involved in the negotiation, performance or administration of the University contracts to act in good faith.

### **1.110.05 Open-Market Purchase**

Commodities that are not covered by any state contract and are less than \$5,000 may be purchased on the open market provided the agency follows the requirements set forth in Section 31-7-13. Purchase of items that are not covered by any state contract in excess of \$5,000 must have at least two written quotes from two vendors, and purchase in excess of \$50,000 (\$25,000 if federal funds are involved) must be advertised, bided and approved by the Office of Purchasing and Travel prior to issuance of a purchase order. The Office of Purchasing and Travel will supervise the procurement of all commodities by state agencies and will, upon receipt of the Request for Authority to Purchase, Form P- 1, ascertain that all aspects of the purchases are in compliance with state statutes. This Office will also have the authority to reject requests which are determined not to be in the best interest of the University. The Office will have the authority to grant exemptions from the requirement for P-1 approval if it is determined to be in the best interest of the University and would be an economically feasible transaction. Proper procedures for submitting a Request for Authority to Purchase, Form P-1, are covered in another section.

## **2.205.0 Method of Source Selection**

Unless otherwise authorized by law, all Mississippi contracts for commodities will be negotiated contracts as set forth in Section 2.103.01.2 or will be awarded by competitive sealed bidding, pursuant to Section 3.202, Competitive Sealed Bidding, except as provided in:

- a. Section, Competitive Sealed Proposals;
- b. Section, Small Purchases;
- c. Section, Sole-Source Procurement;
- d. Section, Emergency Procurement; or
- e. Section, Competitive Selection Procedures for Services.

## **2.206.0 Competitive Sealed Bids**

1. **Conditions for Use** - Contracts will be awarded by competitive sealed bidding except as otherwise provided in Section, Method of Source Selection.
2. **Invitation for Bids** - An Invitation for Bids shall be issued and will include a purchase description and all contractual terms and conditions applicable to the procurement.
3. **Public Notice** – Public notice of Invitation for Bids when the anticipated expenditure is more than \$50,000 (\$25,000 if federal funds are involved) will be made in compliance with Section 31-7-13 (c), Mississippi Code of 1972, Annotated.
4. **Bid Opening** – Bids will be opened publicly in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. The name of each bidder shall be recorded. The amount of each bid and such other relevant information that may be specified by regulation may be recorded; the record and each bid shall be open to public inspection as provided in 1.301.01, Information on Bid Results of these regulations.
5. **Bid Acceptance and Bid Evaluation** – Bids will be unconditionally accepted without alteration or corrections, except as authorized in these regulations. Bids will be evaluated based on the requirements set forth in the Invitation for Bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria's that will affect the bid price and be considered in evaluation for award will be objectively measurable. The Invitation for Bids will set forth the evaluation criteria

to be used. No criteria may be used in evaluations that are not set forth in the Invitation for Bids.

6. **Correction or Withdrawal of Bids: Cancellation of Awards** – Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of or contracts based on such bid mistakes will be permitted in accordance with regulations promulgated by the Office of Purchasing and Travel. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the University or fair competition will be permitted. Except as otherwise provided by regulation, all decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes will be supported by a written determination made by the Chief Procurement Officer or head of a purchasing agency with the approval of the Chief Procurement Officer.
7. **Award** – The contract will be awarded with reasonable promptness by written notice to the lowest responsible bidder whose bid meets the requirements and criteria set forth in the Invitation for Bids.
8. **(Multi-Step) Sealed Bidding** – When it is considered impractical to initially prepare a purchase description to support an award based on price, an Invitation for Bids may be issued requesting the submission of unpriced offers to be followed by an Invitation for Bids limited to those bidders whose offers have been qualified under the criteria set forth in the first solicitation.

#### **2.206.1 Application**

The provision of this Regulation applies to each procurement made by competitive sealed bidding, including multi-step bidding.

#### **2.206.2 Uses of Competitive Sealed Bidding**

Competitive sealed bidding is the preferred method for the procurement of commodities, services, or construction.

#### **2.206.3 The Invitation for Bids**

**2.206.3.1 Uses** – The Invitation for Bids is used to initiate competitive sealed bid procurement.

**2.206.3.2 Content** – The Invitation for Bids will include the following:



1. Instructions and information to bidders concerning the bid submission requirements, including the time and date set for receipt of bids, the address of the office to which bids are to be delivered, the maximum time for bid acceptance by the University, and any other special information.
2. The purchase description, evaluation factors, delivery or performance schedule, and such inspection and acceptance requirements that are not included in the purchase description.
3. The contract terms and conditions, including a warranty and bonding or other security requirements, as applicable.

#### **2.206.3.3 Incorporation by Reference**

The Invitation for Bids may incorporate documents by reference providing that the Invitation for Bids specifies where such documents can be obtained.

#### **2.207.0 Bidding Time**

Bidding time is the period of time between the date of distribution of the Invitation for Bids and the time and date set for receipt of bids. The bid must appear in a general circulated paper once a week for two consecutive weeks and the bid should be opened no earlier than the eighth working day after it last appears in the paper; sixteenth working day if it is construction.

#### **2.207.1 Bidder Submission**

##### **2.207.01.01 Sealed Bid Form**

The Invitation for Bids will provide a form which will include space in which the bid price will be inserted and which the bidder will sign and submit with all other necessary submissions.

##### **2.207.1.2 Telegraphic Bids**

The Invitation for Bids may state that telegraph bids and mail-grams will be considered whenever they are delivered sealed at the designated office by the time and date set for receipt of bids. Such telegraphic bids or mail-grams will contain specific reference to the Invitation for Bids; the items, quantities, and prices for which the bid is submitted; the time and place of delivery; and a statement that the bidder agrees to all the terms, conditions, and provisions of the Invitation for Bids.

##### **2.207.1.3 Facsimile Bids**

Facsimile bids shall be governed by the provisions of (Telegraphic Bids), but will require submission of original bid prior to any award being made. For a bid to be accepted when transmitted by a facsimile machine, it must be faxed to an off- site location and delivered sealed to the proper purchasing entity prior to the time and date set for the bid opening.

#### **2.207.1.5 E-mail Quotations**

Electronic mailed quotations will be accepted provided, however, if the following conditions are met. If any **ONE** of these five (5) conditions is not met, it will result in the rejection of the quotation(s).

1. The company name, address and phone number appear on the letter.
2. It is not a company web page that shows pictures and prices.
3. It is not a formal **Advertised Bid**.
4. The price falls within the \$5,000 to \$50,000 (\$25,000 if federal funds are involved) range.
5. A contact person's name appears in the web address.

#### **2.211.2 Responsibility and Responsiveness**

Responsibility of prospective contractors is covered by Section "Responsibility". Responsiveness of bids is covered by Section "Definition of Terms #6" which defines responsive bidder as "a person who has submitted a bid which conforms in all material in respects to the Invitation for Bids."

#### **2.211.3 Product Acceptability**

The Invitation for Bids will set forth any evaluation criterion to be used in determining product acceptability. It may require the submission of bid samples, descriptive literature, technical data, or other material. It may also provide for accomplishing any of the following prior to award:

1. Inspection or testing of a product prior to award for such characteristics as quality or workmanship.
2. Examination of such elements as appearance, finish, taste, or feel.
3. Other examinations to determine whether it conforms to any other purchase description requirements.

#### **2.219 Small Purchases**

Any procurement not exceeding the amount established by Statute 31-7-13 (b) shall be made in accordance with the provision of Section 31-7-13 (b); providing

however, those procurement requirements shall not be artificially divided so as to constitute a purchase under this Section. This is not to be interpreted to apply to these purchases which in total do not exceed \$5,000. Purchases which do not total more than \$5,000 may be purchased under regulations promulgated by the Purchasing Director.

#### **2.219.1 Application**

In accordance with Section “Small Purchases”, this regulation is established for procurement of not more than \$5,000 for commodities or equipment.

#### **COMMENTARY:**

These small purchase regulations present general guidance and reporting requirements to encourage that competition is obtained and the small purchase system is not abused. Enacting jurisdiction should provide more detailed treatment in operational procedure manuals, with added coverage to include the use of blanket orders and necessary audit trails.

#### **2.219.2 Authority to Make Small Purchases**

##### **2.219.02.01 Amount**

The Chief Procurement Officer of the University may use this regulation if the procurement is to be less than \$5,000 for commodities or equipment. If these methods are not used, the other methods of source selection provided in Section “Method of Source Selection” shall apply.

##### **2.219.02.02 Existing State Contracts**

Commodities or equipment which may be obtained under current state contracts shall be procured under such agreements in accordance with the terms of such contracts unless, authority to do otherwise is granted by the Department of Finance and Administration acting through the Chief Procurement Officer. All quotes submitted for State Contract purchases must include the unit price, quantity, freight, and labor charges if applicable separated.

##### **2.219.02.03 Available from One Source Only**

If the commodity or equipment is available from only one source, the sole-source procurement method set forth in Section “Sole-Source Procurement” of these regulations and Section 31-7-13 (m) Mississippi Code of 1972, Annotated, shall be used even if the procurement is a small purchase as specified in the above section “Application” of the Section.

**2.220.0      Competition for Small Purchases of Commodities or Equipment      Between  
\$5,000 and \$50,000 (\$25,000 if federal funds are involved)**

Procedure – As provided by Statute for small purchases of commodities or equipment costing more than \$5,000 but not more than \$50,000 (\$25,000 if federal funds are involved), no less than two businesses shall be solicited to submit written bids that are recorded and placed in the procurement file. Written bids are defined in Section 31-7-13 (b), Mississippi Code of 1972, Annotated. Award shall be made to the business offering the lowest responsive quotation provided at least two competitive written bids have been obtained.

**2.220.1      Records**

The written bids shall be recorded and maintained as a public record.

**2.220.2      Exceptions**

If the agency has made a decision to purchase from a vendor other than the lowest bidder, the agency is required to obtain prior approval from the Office of Purchasing and Travel. Approval can be obtained by submitting a properly completed Request for Authority to Purchase, Form P-1, with copies of bids and an explanation of the reasons for the decision.

**2.221.00      Small Purchases of \$5,000 or Less**

The Chief Procurement Officer of the head of a purchasing agency shall adopt operational procedures for making small purchases of not more than \$5,000. Such operational procedures shall provide for obtaining adequate and reasonable competition and for making records to properly account for funds and to facilitate auditing of the purchasing agency. Special consideration must be given to order less than \$5,000 as not to split them to keep the purchase under the threshold.

**2.222.00      Split of Requisition**

No contract or purchases shall be made for the purpose of circumventing the provision of this section requiring competitive bids or quotes, nor is it lawful for any person of concern to submit individual invoices for amounts that are authorized for a contract or purchase where the actual value of the contract or commodity purchased exceeds the authorized amount and the invoices therefore are split so as to appear to the authorized as purchases for which competitive bids are not required. Submission of such invoices shall constitute a misdemeanor punishable by a fine of not less than \$500 not more than \$1,000 or by imprisonment for thirty or both.

## **2.223.0 Sole Source Procurement**

A contract may be awarded for commodities without competition when the Chief Procurement Officer, the head of a purchasing agency, or a designee of either officer determines in writing that there is only one source for the required commodity. Such purchases shall be in compliance with Section 31-7-13, Mississippi Code of 1972, Annotated. State agencies must obtain approval for sole-source purchases from the Office of Purchasing, Travel and Fleet Management. Proper procedures for submitting a Request for Authority to Purchase, P-1, are covered in Subsection 3.124.01, Request for Authority to Purchase, P-1.

### **2.223.1 Application**

The provisions of this regulation apply to all sole-source procurement unless emergency conditions exist as defined in Section (Emergency Procurement).

### **2.223.2 Conditions for Use of Sole Source Procurement**

Sole-source procurement is not permissible unless a requirement is available from only a single supplier. A requirement for a particular proprietary item does not justify sole-source procurement if there is more than one potential bidder or offer for that item. The following are examples of circumstances which could necessitate sole source procurement:

1. Where the compatibility of equipment, accessories, or replacement parts is the paramount consideration (and manufacturer is sole supplier).
2. Where a sole supplier's item is needed for trial use or testing.
3. Where a sole supplier's item is to be required when no other item will serve the need of the user entity.

Any agency seeking sole source procurement authority for commodities shall advertise in the same manner provided in Section 31-7-13(c), Mississippi Code of 1972, Annotated. Such advertisement shall direct vendors to the procurement portal website established by Sections 25-53-151 and 27-104-165, where the agency shall publish for a minimum of fourteen (14) days the terms of the proposed sole source procurement. The portal publication shall include, but is not limited to, the following information:

1. A description of the commodity that the agency is seeking to procure;
2. An explanation of why the commodity is the only one that can meet the needs of the agency;
3. An explanation of why the source is the only person or entity that can

- provide the required commodity;
4. An explanation of why the amount to be expended for the commodity is reasonable;
5. The efforts that the agency went through to obtain the best possible price for the commodity; and
6. Procedures for any person or entity that objects and proposes that the commodity published on the procurement portal is not sole source and can be provided by another person or entity. These procedures shall direct the objecting person or entity to notify the agency that published the proposed sole source procurement request with a detailed explanation of why the commodity is not a sole source procurement. If such an objection has been raised, the agency shall follow the following steps:
  - (a) If the agency determines after review that the commodity in the proposed sole source request can be provided by another person or entity, then the agency must withdraw the sole source request publication from the procurement portal website and submit the procurement of the commodity to an advertised competitive bid or selection process.
  - (b) If the agency determines after review that there is only one (1) source for the required commodity, then the agency may appeal to the Public Procurement Review Board. The agency has the burden of proving that the commodity is only provided by one (1) source.
  - (c) If the Public Procurement Review Board has any reasonable doubt as to whether the commodity can only be provided by one (1) source, then the agency must submit the procurement of the commodity to an advertised competitive bid or selection process.

Once the procedures listed above have been followed, and an item has been certified as a single source item, the item may be purchased without complying with provisions for competitive bidding. Authority must be granted by the Office of Purchasing, Travel and Fleet Management prior to acquisition of the item by using the electronic P-1 process. A letter must be accompanied as an attachment to the P1 request outlining the results of the procedures that have been detailed above.

Following the approved purchase, per Section 31-7-13 (m)(viii), Mississippi Code of 1972, Annotated, the executive head of the state agency, or his designees, shall file with the Department of Finance and Administration, documentation of the purchase, including a description of the commodity purchased, the purchase price thereof and the source from whom it was purchased when submitting the

applicable payment request as more particularly prescribed in the DFA MAAPP Manual. In the case of Institutions of Higher Learning, this can be done by adding an attachment to the university's previously approved P1 request.

### **2.223.3 Antiques Use and Demonstrator Items**

If it should become necessary for a University department to secure antiques used or demonstrator equipment or supplies due to inability to secure new equipment or because of absolute lack of funds, the Office of Purchasing and Travel will give such consideration only if supplied with the following data:

1. Requisition fully describing equipment.
2. Signed bid or bids secured by agency.
3. If only one bid secured, statement as to why there is no competition.
4. Letter from agency head justifying why it is necessary to purchase used merchandise, and the approximate cost of same if purchased new,
5. Letter from a qualified responsible person connected with the state agency stating he has personally examined the equipment or supplies, giving his opinion as to condition and value.

### **2.223.4 Negotiation in Sole-Source Procurement**

Once an item has been certified as sole source, the head of the purchasing department or his/her designee shall conduct negotiations, as appropriate, as to price, delivery, and terms.

#### **1. Emergency Procurement**

Notwithstanding any other provisions of this regulation, the Chief Procurement Officer, the head of a purchasing agency, or a designee of either officer may make or authorize others to make emergency procurements under emergency conditions as defined in Section 31-7-1(f), Mississippi Code of 1972, Annotated; provided, that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. Such purchases shall be made in compliance with Section 31-7-13(j), Mississippi Code of 1972, Annotated. Agencies shall notify or seek approval from, where required, the Office of Purchasing, Travel and Fleet Management by using the electronic P-1 process.

##### **(1) Emergencies threatening health and safety or property**

If such emergency threatens the health or safety of any person, or the preservation or protection of property, then the provisions of competitive bidding shall not apply and any officer or agent of the agency having general or specific authority for making the purchase or repair contract shall approve the bill presented for payment and provide justification and certification in writing detailing from whom the purchase was made or with whom the repair contract was made to the

Office of Purchasing, Travel and Fleet Management using the electronic P-1 process.

The justification should be written in sufficient detail so that a person not familiar with the situation could be expected to understand the need to forego the normal purchasing procedure. As per Section 31-7-13(j), Mississippi Code of 1972, Annotated, the certification for an emergency purchase must be submitted on letterhead and signed by the executive head or his/her designee(s) of the requesting agency. Agencies shall address the following when preparing the justification:

- (a) Does it fall under the definition of an emergency set forth in Sections 31-7-1(f), Mississippi Code of 1972, Annotated?
- (b) What happened to cause the emergency?
- (c) What would be the negative consequences of following normal purchasing procedures?
- (d) Does it threaten the health or safety of any person, or the preservation or protection of property?
- (e) The total purchases made shall only be for the purpose of meeting the needs created by the emergency situation.

Following the emergency purchase, documentation of the purchase, including a description of the commodity purchased, the purchase price thereof and the nature of the emergency shall be filed with the Department of Finance and Administration when submitting the applicable payment request as more particularly prescribed in the DFA MAAPP Manual. In the case of Institutions of Higher Learning, this can be done by adding an attachment to the university's P1 request.

## (2) Emergencies Requiring Approval Prior to Purchase

If the governing board or the executive head, or his designees, of any agency of the state shall determine that an emergency exists in regard to the purchase of any commodities or repair contracts, so that the delay incident to giving opportunity for competitive bidding would be detrimental to the interests of the state, then the head of such agency, or his designees, shall seek approval of the Office of Purchasing, Travel and Fleet Management using the electronic P- 1 process.

The justification should be written in sufficient detail so that a person not familiar with the situation could be expected to understand the need to forego the normal purchasing procedure. As per Section 31-7-13(j), Mississippi Code of 1972, Annotated, the certification for an emergency purchase must be submitted on letterhead and signed by the executive head or his/her designee(s) of the requesting agency. Agencies shall address the following when preparing the justification:

- (a) Does it fall under the definition of an emergency set forth in Sections 31-7-1(f), Mississippi Code of 1972, Annotated?
- (b) What happened to cause the emergency?



(c) What would be the negative consequences of following normal purchasing procedures?

(d) The total purchases made shall only be for the purpose of meeting the needs created by the emergency situation. Upon receipt of the justification and any applicable board certification, the State Fiscal Officer or his designees, may authorize the purchase or repair without having to comply with competitive bidding requirements.

Following the emergency purchase, documentation of the purchase, including a description of the commodity purchased, the purchase price thereof and the nature of the emergency shall be filed with the Department of Finance and Administration when submitting the applicable payment request as more particularly prescribed in the DFA MAAPP Manual. In the case of Institutions of Higher Learning, this can be done by adding an attachment to the university's P1 request.

**Chapter III Part 1**  
**Mississippi Valley State University**  
**Internal Purchasing Procedures**

**3.101.0 Purchasing Requisitions**

Purchase requisitions represent the initial step in the purchasing process. Requisitions are submitted to the accounting department of the Business & Finance Office by various campus Department heads and they must be approved by the following:

**Requisition Flow Chart**

<u>Paper Requisition</u>	<u>Online Requisitions</u>
1. Requestor	1. Departmental Head
2. Department Head user Department	2. Grant Compliance (T-3 Funds Only)
3. Grant Compliance (T-3 Funds Only)	3. Budget Accountant
4. Area Vice President	4. Chief Accountant
5. Budget Accountant	5. Purchasing (for Compliance)
6. Chief Accountant	6. Area Vice President
7. VP for Business and Finance	7. VP for Business and Finance (\$5,000.00 ↑)
8. University President	8. President (\$10,000 ↑)
9. Purchasing	9. Purchasing (for Processing)

**Requisitions Approval levels**

Requisitions \$0.01 to \$1,000 require Department Heads and Accountant's signatures  
Requisitions \$1,000 to \$5,000 require Area Vice Presidents signatures included  
Requisitions \$5,000 to \$10,000 require the VP for Business & Finance's signature included  
Requisitions \$10,000 and above require the President's signature included

The requested information for the requisition must be written/typed making sure that it is legible. The quantities must be exact and the description should be clear and concise, properly describing what is being requested is accurate with what the total estimated cost is. Also, ordering departments/officers should check to determine whether the items requested are on the State Contract List. Those that are on the list must be ordered from the appropriate vendor at the stated price affiliated with the State Contract List. Those items that are not on the State Contract List can be ordered from other vendors who have the best price(s); however, the cost of these items cannot exceed the \$5,000.00 threshold as set by the State of Mississippi.

When requisitions are approved they are forwarded to the Purchasing Department for purchase order processing. Requisitions that are not approved are returned to the requesting department(s)/office(s).

### **3.101.1 Paper Requisition and Distribution**

The Paper Requisition that is generated by the requesting Department is a three part form that must have the appropriate signatures for the various approval levels: Requisitions cannot be process without the proper approval level signatures. In the event the proper approval level signatures are not included on the Requisition, the Purchasing Department must return the Requisition to the requesting department to complete the required signatures.

### **3.102.00 Quotes/Bids**

Quotes/Bids are required for requested items with costs ranging from {\$5,000 to \$50,000}. Each ordering Department/Office must obtain two (2) written quotes from two (2) different vendors of equal or comparable equipment or products. For items where the estimated amount exceeds \$50,000, the requesting department/office must gather the product specification(s) [cannot be restrictive see section 3.117.00] and other required information. All of this information must be forwarded to the Procurement Office to request that a formal bid process is executed by the Purchasing Department.

### **3.108.00 Restocking Fee and Charges that Vendors Apply**

Restocking Fees are charges that some vendors apply when the entity is requesting to return items. The question being, "Is there authority under existing law for vendors to charge restocking fees and the entity is obligated to pay such a fee? If payment of such fees are authorized, should such a fee be considered a part of the purchasing process; i.e., requiring the issuance of a purchase order?" According to an Attorney General's opinion dated March 15, 1995, there is no authority within the provision of the public purchase law, codified in Section 31-7-1, et. seq. of the Mississippi Code of 1972, for an entity to pay the "restocking fee" that is described. Whether the vendor accepts the return of such items would be at the discretion of the vendor.

### **3.108.01 Additional of New Vendors**

No vendor can be added to the Purchasing Database without each department requesting the vendor to complete a Vendor Application and a copy of the Vendor W-9 form. This information must be submitted to the Purchasing Office for a background check [SAM.GOV and SOS.MS.GOV] prior to the vendor being added to the database. This process can take up to 48 hours.

### **3.108.02 Forms Required for New Vendors**

1. Vendor Application

2. W-9
3. Federal Debarment Form
4. Conflict of Interest Form

All these forms are required individual/companies that are performing Professional Services at the University. However, individuals/companies doing business for the University form number (3) three and (4) are not required.

### **3.109.0 Purchase Change Orders**

#### **3.109.1 (Paper Requisitions) Changing Amounts Before Purchase Orders are Issued**

Should there be conditions that arise where an amount needs to be changed on a requisition; the requesting Department must use the following procedures:

- a. Pick up the requisition from the Purchasing Office
- b. Take the requisition back to the Budget Accountant to have necessary changes adjusted.
- c. Return corrected requisition to the Purchasing Office
- d. If changes are made to the vendor, scratch through the old vendor and write in the new vendor.

Under no conditions can items in the description column be altered in these change orders without totally re-doing another requisition (i.e., changing from computer equipment to carpentry equipment).

#### **3.109.2 (Paper Requisitions) Changing Amounts after Purchase Orders have been Issued and Mailed**

After a Purchase Order has been issued and mailed to the vendor and changes need to be made, the requesting department/office must:

- a. Download a copy of the Purchase Order Change Order Form (POCOF-1) from the Purchasing webpage, fill it out, and obtain proper signatures.
- b. The form must state the original amount of the Purchase Order and the amending amount.
  1. If there are changes to the vendor, the original vendor and the new vendor must be noted.
  2. If there are changes to the quantity, the original changes plus the new quantity must be noted.
- c. The Vice President for Business and Finance and the Budget Accountant must sign to approve and adjust the changes.
  1. Grant coordinator must sign in the event there is a change to dollar amounts in the fund 30 accounts

- d. The form should be forwarded to the Purchasing Office
- e. The Purchase Order must state that this is an amended order and show what amendments were made.
- f. The Purchasing Office will send an amended Purchase Order to the vendor.

### **3.109.3 Items Omitted from Purchase Orders**

Omissions from Purchase Orders for previously requisitioned items are corrected in the Purchasing Office by comparing the previously approved requisitioned items and amounts with the actual items and amounts listed on the Purchase Orders. Amended Purchase Orders are processed, signed, and issued for all previous omission of approved requisitioned items.

### **3.110.00 Cross Budget Year Purchases**

After the books for any particular year has been closed, no purchase requisitions or purchase orders can be processed and changed against budget allocations for that particular fiscal year. Processed purchase requisitions and Purchase Orders are charged against approved current year budget allocations until the end of the fiscal year.

### **3.111.00 Buying Equipment at Auctions**

Mississippi Valley State University may purchase motor vehicles and other equipment from a public auction held by an agency or governing authority without following normal bid procedures (Mississippi Code 31-7-13 (m) (v)). Each auction held may have their own procedures that any agency or governing authority must follow on order to participate.

The State surplus auction held at Mid-South Auto Auction each month is open to all state agencies and governing authorities. The auction company will accept purchase orders from an entity, but payment must be made for the equipment within five days. Each buying entity is charged a flat fee which is added to the selling price of the vehicle.

### **3.112.00 Bureau of Surplus Property**

Section 31-9-9 of the Mississippi Code allows the University to purchase from the Office of Surplus Property without any need to comply with the normal bidding requirements. Surplus Property has supplies and equipment which are in good condition that could benefit the University. Items generally in stock are heavy equipment, computers, office furniture, refrigerators, freezers, hardware, tools, educational equipment, and vehicles.

### **3.113.00 Amendment Procedure**

Senate Bill 2900 states that no addendum may be issued within 48 working hours of the time of the bid opening unless such addendums' also amends the bid opening to a date not less than five working days after the date of the addendum. For example, if an addendum is needed during the last 6 working days prior to the bid opening date, then you may also need to make sure that you amend the bid opening date. The intent of this change is to assure the

potential bidders that they have at least five working days to make required changes and adjustments to their bid.

### **3.114.0 Term Contracts and Price Adjustment Capability**

#### **3.114.1 Senate Bill 2900**

Senate Bill 200 now allowed longer term contracts and also allowed for bid proposals and contracts to include price adjustment clauses based upon a nationally published industry wide or nationally published and recognized cost indexes. To assist in the use of this new capability we offer below a few examples of clauses that you may want to consider.

Please remember that this is a tool which can be used to improve the efficiency of the procurement process. You must carefully consider the proper use of this tool. Please do not attempt to use a "one size fit all" solution. Some commodities do not have fluctuating prices and therefore would not require an adjustment clause. Some commodities have prices that fluctuate on a regular basis and may require adjustments on a quarterly basis.

#### **3.114.2 Bureau of Purchasing and Travel Suggestions**

Prior to issuing any solicitation which includes a price adjustment clause, the agency should submit a draft copy to several potential bidders and request input and suggestions.

"Prices shall be firm for the first year of the contract. Upon the anniversary date of the contract, the contractor may apply for an adjustment in contract price based upon changes in the producer's price Index from the start of initial contract for Code 42, Transportation and Warehouse services as published by the U.S. Dept. of Labor and Bureau of Labor Statistics. The Contractor shall provide the Office a copy of the latest Producers Price Index and other applicable documents necessary to support a requested increase in prices. An increase will not take effect until formal approval is received from the Office. Decreases will be effective immediately upon notice by the Contractor."

### **3.114.3      The Contract Prices may be Subject to Increase or Decrease**

During the contract period in accordance with changes which may be made by the manufacturer in their established, nationally distributed prices list or published catalog. Catalog or price lists may indicate increases or decreases in pricing, but the percentage discount originally accepted for award shall not be decreased during the contract period."

### **3.114.4      "On Each anniversary date of the contract,**

The Contractor will be granted an increase or decrease in his/her bid dependent upon fluctuations in the latest published copy of the Producer Price Index (PPI) for Passenger Car Rental, Business Travel (Series ID: pcu 7514#211) as published by the U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. 20212. The Index is also available through the Internet at the Bureau of Labor Statistics web site at <http://stats.bls.gov/ppihome.htm>. Under the Data heading click "Selective access," "under Producer Price Index heading click" Producer Price Index Revision-current series." Under Choose Industry Scroll down to 7514 Passenger car rental, click (highlight) that industry, click next form. Under Choose Product for Passenger Car Rental scroll down to #211 Business Travel, click (highlight) that category, click next form. Under view list of your selected series ids(s) now, click (highlight) the appropriate years, click Retrieve Data.

### **3.114.5      Professional Service Contracts**

Professional Services under the \$25,000 threshold requires two (2) quotes from two (2) competitive vendors. All Service Contracts with the exception of Waste Disposal and Utilities Services that is \$25,000.00 or greater **MUST** have a Professional Service Contract (Company's own contract)/Contract Review Form completed listing the responsibility of the requesting Department and all the duties and responsibilities of the Contractor. The Federal Debarment Form, the Conflict-of-Interest form and the Certificate of Insurance should accompany the Professional Service Contract. Two competitive quotes are also required. The Contractor must sign the PSC and the contract must be forwarded to the appropriate level of approvals/reviews. Services \$75,000 and above requires a Professional Architect and the bidding process. Services above \$250,000 will follow the same process as outlined for contracts. Services for \$250,000 and above require approval from the IHL Board.

### **3.115.00      Undercover Equipment for Police Department**

In the past, the law has allowed the purchase of surveillance equipment or any other high-tech equipment for use by narcotics agents in undercover operation

without compliance with the bidding procedure providing that the purchase must be in compliance with regulations established by DFA. The new law takes into consideration that more than just narcotics agents are working undercover. The new law allows such purchases for law enforcement agents in undercover operations. Please note that these purchases still require compliance with the procedures established by DFA.

### **3.116.0 Insurance**

Previously the beginning of Section 31-7-13 included Insurance as an item that fell under the purchasing laws. Later, in 31-7-13(m), Insurance was exempted from the bidding requirements. In an attempt to remove any misunderstanding, "insurance" was removed from the entire Section 31-7-13, therefore, the purchase of Insurance does not require compliance with the public purchasing laws unless there is agency specific legislation which requires competition.

#### **3.116.1 Vendors Insurance Requirement**

All vendors are required to have a minimum of \$1,000,000 dollars of liability insurance coverage that perform any type of services or work on the University Campus. Proof of insurance coverage must be given to the Purchasing Department before any work is scheduled.

### **3.117.00 Specification Restrictions**

The statement which indicated that professional engineers or architects have the authority to write specifications for a specific item has been removed. The law is now very clear that, for state agencies, the Department of Finance and Administration may approve a request for specific equipment necessary to perform a specific job, and for governing authorities the board of the governing authority may approve a request for specific equipment necessary to perform a specific job.

Section 31-7-13 (b) was changed to allow for quotes to be made by "facsimile, electronic mail, or other generally accepted method of information distribution. Bids submitted by electronic transmission shall not require the signature of the vendor's representative unless required by agencies or governing authorities." This allows entities to receive quotes (between \$5,000.00 and \$25,000.00 ARRA, \$50,000.00 Federal and State respectfully) via e-mail, with no requirement for a signature. If an agency or governing authority wants to require signatures, they still may do so.

#### **3.117.01 Definitions Specifications**

- (1) Brand Name Specification – a specification limited to one or more



items by manufacturers' names or catalog numbers.

- (2) Brand Name or Equal Specification – a specification which uses two or more manufacturer's names or catalog numbers to describe the standard of quality, performance, and other characteristics needed to meet Mississippi requirements and which provides for the submission of equivalent products. The use of Brand Name or Equal Specifications that contain less than two manufacturer's names or catalog numbers may be cause for rejection of the purchase request by the Office of Purchasing, Travel and Fleet Management.
- (3) Qualified Products List – an approved list of supplies, services, or construction items described by model or catalog numbers, which, prior to competitive solicitation, the State has determined will meet the applicable specification requirements.
- (4) Specification – any description of the physical, functional, or performance characteristics or of the nature of a supply, service, or construction item. A specification includes, as appropriate, requirements for inspecting, testing, or preparing a supply, service, or construction item for delivery.
- (5) Specification for a Common or General Use Item – a specification which has been developed and approved for repeated use in procurements in accordance with the provisions of Subsection 4.104.01, Procedures for the Development of Specifications.

#### **3.117.02 Specification of Alternates**

A specification may provide alternate descriptions of supplies, services, or construction items where two or more design, functional, or performance criteria will adequately meet the State's requirements.

#### **3.117.03 Maximum Practicable Competition**

All specifications shall seek to promote overall economy for the purposes intended and encourage competition in satisfying the State's needs, and shall not be unduly restrictive. Specifications shall not be written so as to exclude equipment of domestic manufacture as provided for in Section 31-7-13(c), Mississippi Code of 1972, Annotated.

#### **3.117.04 Non-restrictiveness Requirement**

All specifications shall be written in such a manner as to describe the requirements to be met, without having the effect of exclusively requiring a

proprietary commodity or equipment item, or procurement from a sole source, unless no other manner of description will suffice. In that event, a written determination shall be made that it is not practicable to use a less restrictive specification.

**3.117.05 Specifications Prepared by Architects and Engineers**

The requirements of this chapter regarding the purposes and non-restrictiveness of specifications shall apply to all specifications, including, but not limited to, those prepared by architects, engineers, designers, and draftsmen for public contracts.

**3.117.06 Specifications Prepared by Other Than State Personnel**

The requirements of this chapter shall apply to all specifications prepared by other than personnel including, but not limited to, those prepared by consultants, architects, engineers, designers, and other draftsmen of specifications for public contracts. Contracts for the preparation of specifications by other than State personnel shall require the specification writer to adhere to such requirements. When persons other than State personnel prepare specifications, the State shall not be relieved from the comment and review requirements of this chapter.

**3.118.0 Notification of Non Received Supplies or Equipment**

**3.118.1**

It is the responsibility of the requesting department to contact the Warehouse and Purchasing Office if supplies or equipment has not been delivered within a reasonable time span. This means that supplies should be received within one to two weeks. Freight line equipment should be received within 6-8 weeks (depending on the size). Measuring time starts from the date of processing of the requisition onward. It is the Department's responsibility to make the Purchasing Office aware that they have not received their items.

**3.118.2 Department Verification of Services**

**3.118.3**

Purchase Orders will only be paid when the requesting Department has approved the Purchase Order for payment. This will be done by the Department Head signing the Receiving Report and the Vendor Invoice. Therefore, it is the responsibility of each Department to verify that the vendor has performed the particular service and that, the service has been rendered to their satisfaction before signing the receiving report for payment.

**3.118.02 Cut off Time for Purchase & Travel Cards**

Purchase and Travel Card Set up Forms will be accepted from July 1<sup>st</sup> of each year until January 30<sup>th</sup>. No card set up Forms will be accepted after January 30<sup>th</sup>.

All State operated Purchase and Travel Cards that are being used by each Department will be automatically turned off during the period of May 15<sup>th</sup> to June 30<sup>th</sup> of each fiscal year. Expenditures for this time period must be turned in no later than the eighth day during the month of June.

**3.119.00      On-line & Paper Requisitions**

Cut off dates for on-line and paper requisition processing will be June 25 of each Fiscal Year. Exceptions for emergency situations will be considered.

**3.120.00      Procurement Officer Authority**

Subject to Subsection 6.13.03.2 of State Procurement Manuel, unless a provision of the contract specifies that the authority to settle and resolve controversies and to issue decisions is reserved to the Chief Procurement Officer or the head of a purchasing agency, such authority is hereby delegated to the Procurement Officer Within this Regulation, therefore, "Procurement Officer" denotes the person with such authority whether that is the Procurement Officer, the Chief Procurement Officer, the head of a purchasing agency, or a designee of such officer.

## **TELECOMMUNICATIONS**

### **INTRODUCTION**

The Telecommunication Department is responsible for all telephones, cables, and wiring associated with campus telephone system. The department provides telephone communication for all the administrative offices and residence halls with the exception of the Sutton Administration Building, Business Building, Science and Technology Building, New Women Residence Hall and New Men Residence Hall. Telephone communication for these buildings is provided through the Department of Information Technology. The telephone services for apartment/housing are installed by the tenants, and bills are paid directly to the telephone company. The Department of Information Technology has the responsibility for installing and maintaining computer and printer fiber optic cabling, data wiring and TV cabling. The Telecommunication Department works in conjunction with the Department of Facilities Management and University Police on the environmental control links and various burglar and fire alarms.

The administrative authorization codes, calling cards, business and personal codes are issued through the Telecommunication Department. This department is also responsible for providing accounting billings and collection of long distance telephone usage charges in conjunction with Information Technology. Cellular Telephone Services are negotiated by the Telecommunication Department with the approval of the Vice President for Business and Finance.

### **Harassing Calls**

It is against the law to make obscene or harassing phone calls. Conviction is punishable by a fine and possibly imprisonment. If such are received on campus:

- \$ Hang up immediately
- \$ Do not give out any information
- \$ If calls persist, call campus Police Department (254-3478) for further instructions

### **Unauthorized Calls**

The use of any authorization code with the intent to avoid payment of charges is a crime. Reports of abuse will be investigated by the Telecommunication Department, University Police, AT&T, and Student Housing, if required. Individuals suspected of illegal activities will be identified and name(s) given will be to University Authorities for further investigation and possible legal actions taken under the laws of the State of Mississippi.

### **Telephone Directory**

Campus telephone directories can be obtained from the Department of Human Resources. Directories are published every other year. The following directory information should be completed:

**MEMORANDUM**

**TO:** Telecommunications Department

**FROM:**

\_\_\_\_\_  
Dept. Fiscal Officer (Printed)

\_\_\_\_\_  
Dept. Fiscal Officer Signature

\_\_\_\_\_  
OSP/Title 3/Private Grants (Printed)

\_\_\_\_\_  
OSP/Title 3/Private Grants Signature

**DATE:**

\_\_\_\_\_

**RE: Telephone Changes**

Please make the following changes to the telephone service:

TRANSFER				
Banner Org. #	Name of Dept.	Phone #	From (Location)	To

<input type="checkbox"/> ADDITION <input type="checkbox"/> DELETION TO PRESENT SERVICE			
Banner Org. #	Name of Department, Building, Room No., and Fax No. or Phone No.	✓ If Fax Line	✓ If Phone Line

REQUEST LONG DISTANCE CODE			
✓ If New Employee	Name of Employee	Position	Department/Banner Org#

DEACTIVATE LONG DISTANCE CODE		
Name of Employee	Position	Department/Banner Org#

**APPROVAL BY BUSINESS & FINANCE**

**DISAPPROVAL BY BUSINESS & FINANCE**

\_\_\_\_\_  
Budget Officer/VP Business & Finance

\_\_\_\_\_  
Budget Officer/VP Business & Finance

**TRANSFER WITHIN BUILDING APPROXIMATELY \$100.00 PER LINE. TRANSFER TO ANOTHER BUILDING & NEW SERVICE APPROXIMATELY \$200.00 PER LINE.**

**Revised 8/2018**

MEMORANDUM

TO: All MVSU Employees

FROM: Human Resources

RE: Personnel Campus Directory Information

Your assistance in providing current information for the campus telephone directory is required. Please complete the form below and return to Human Resources immediately. Your cooperation is greatly appreciated.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: (circle one) Dr. Mr. Mrs. Ms.

Department: \_\_\_\_\_

Position: \_\_\_\_\_

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

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Private: Yes \_\_\_\_\_ No \_\_\_\_\_

Work Phone: \_\_\_\_\_

An emergency contact telephone # is MANDATORY: \_\_\_\_\_

NOTE: If you are an area administrator, list the number to be used as the department=s main telephone number.

Department Name: \_\_\_\_\_

Departments Main Telephone Number: \_\_\_\_\_

### **Application & Billing Procedures**

Before any departments can be authorized to make long distance calls, there must be allocated funds in their budget for the service. The Telecommunication form requesting a long distance access code needs to be completed. When the necessary signatures have been acquired and funds have been verified, the Administrative Assistant issues the approved department telephone codes. These codes must be dialed after the complete long distance telephone number has been dialed in order for the call to be completed. The following form is used when requesting a telephone access code or changing a code.

Information Technology generates a computer printout that lists the date, the number called, the duration of the call, the time the call was initiated and terminated, and the city and state to which the call was placed. The total amount for each code is generated and a surcharge is added to the total internal billing. The PBX Operator sends each department its internal billing. If there are charges which are unidentified as to a department, the Administrative Assistant will review the information and attempt to make a determination as to the appropriate department to which the call should be charged. If the charges cannot be determined by the Administrative Assistant, it is turned over to the Assistant Vice President for Business and Finance for investigation. He/She then will investigate the call and determine who is liable for the call.

The Vice President for Business and Finance also handles collections on unknown telephone calls, misuses of the telephone, and personal calls. He/she should get a complete copy of the telephone bill, which is reviewed and scrutinized according to the procedures of the Vice President for Business and Finance.

The last sheet of the internal billing generated by Information Technology lists the total charges by departments. A copy of the listing is given to the Vice President for Business and Finance. The Vice President for Business and Finance charges any unknown charges to the Telecommunication Department. If the Vice President for Business and Finance collects on an unknown amount that was not charged to a department, then the money is paid at the cashier's window and is credited to the Telecommunication Department. If the Vice President for Business and Finance collects on an unknown charge which was an unauthorized call that had been charged to a particular department, the money is paid at the cashier's window and credited to that particular department or paid through payroll deduction and credited to the particular department.

### **Cellular Phone**

The University recognizes that a cellular phone may aid some employee's job performance and the efficiency of a department by providing immediate accessibility and improving customer service. Executive Cabinet members are responsible for determining when an employee in one of his/her unit needs to conduct University business using a cellular phone in order to fulfill their responsibilities. Over the past several years, the volume and usage of cellular phones has increased dramatically. In order to effectively control this increasing expense, the following guidelines have been adopted.

### **CELLULAR PHONE GUIDELINES**

- The request for cellular service is presented to the appropriate Executive Cabinet member for approval and then submitted to the Vice President for Business and Finance for final authorization. Once authorized, the Telecommunication Department processes the paperwork for service. Requests made by the Office of Business and Finance are presented to the President for approval and are then submitted to the Telecommunication Department, where the paperwork for service is then processed.



Once a cell phone is obtained, the Telecommunication Department and the supervisor of the area monitor the monthly bill and reports any notice of misuse to the Vice President of Business and Finance and/or the University President. The user employee must sign all bills. His/Her signature indicates that the bills are in order and that all calls were of official state business. Once the user employee signs his/her bill, it must be returned to the Telecommunication Department in a timely manner. **Failure to return your signed bill to the Telecommunication Department will result in appropriate disciplinary action and/or loss of the use of the cellular phone.**

- Once received by the Telecommunication Department, cell phones become the property of the University and are coded and marked by the University Property Office and added to the University's property inventory. The phone must be accounted for by the individual or unit to whom it is assigned as part of each property audit.
- Cellular telephone service plans are randomly audited and reviewed to ensure that the cellular plan is adequate for business usage. Suggestions for change are presented to the using department and user employee by the Telecommunication Department.
- In keeping with the University's expectation that the assigned cell phone is to be used for business purposes only, users are asked not to program personal numbers into the memory of a University cell phone.
- A cellular phone is an easy target for theft. Employees should take precautions to protect themselves, the phone, and vehicle from vandalism or theft. If a cell phone is lost, stolen or damaged, employees should contact the Telecommunication Department and the University Property Office immediately for further instructions.

## **PAYMENT PROCEDURES**

- After review of the cellular phone bills by the Telecommunication Department, remittance vouchers are prepared for payment.
- After review of the monthly statement by the Telecommunication Department, if there is a significant increase in the charges or discrepancies found, the user department will be contacted.
- The department requesting the cellular phone will be charged for all charges associated with the phone.

## **EMPLOYEE MISUSE/CHANGE IN PLAN**

- University-owned cellular phones can only be used for University business. Use of University cellular phones for personal use may result in appropriate disciplinary action and/or loss of the use of the cellular phone.
- It is the employee's responsibility to adhere to their plan or ask for assistance in changing to a plan that better fits their needs.

## **CELLULAR PHONE SAFETY GUIDELINES**

The University discourages the use of cellular phones when driving. Those with University cell phones are encouraged to pull over to a safe location when sending or receiving calls while driving any vehicle. The following guidelines will help drivers use cell phones in a safer manner:

- Familiarize yourself with all of the operations of the cellular phone and learn to use it without looking at the keys. If you must drive and use your cellular telephone, keep your attention on the road. Program frequently called business numbers into the phone's memory to minimize dialing.
- Do not use cellular phone in distracting traffic situations. Pull off the road to make a call. Be careful about where you stop to make calls. Parked callers may become victims of accidents or theft.
- Use voice mail to take calls or leave messages as a reminder. Do not take notes while driving.
- Disconnect cellular phone when using jumper cables. The power surge could burn out the phone.

## **OTHER TIPS**

In order to extend the life of the cell phone battery, employees are encouraged to use the car adapter in an emergency only. The constant use of the car charger shortens the life of the battery.

The above guidelines are signed by the user employee and the employee's supervisor. The signatures indicate that they have read the policy and that they understand the Cellular Phone Policy.

## **REQUEST FOR A CELLULAR PHONE**

Each employee is required to complete the request for a Cellular Phone Form which must be approved by the department head, dean, Sponsored Programs/Title III (if necessary), Executive Cabinet/Area VP, Budget Officer, VP for Business and Finance, and the President.

## **ACKNOWLEDGEMENT OF CELLULAR PHONE PLAN**

Each employee is required to complete an Acknowledgement of Cellular Phone Plan Form which contains the following information:

- Employee's Name
- Department
- Cell Phone Number
- Cell Phone Plan
- Cell Phone Allotted Minutes
- Cell Phone Plan Base Rate

The user's signature verifies that he/she understands the Failure to Comply Policy which states:

"In the event I continuously exceed the monthly allotted minutes as stated on the Acknowledgement of Cellular Phone Plan Form, I understand that I may be subject to disciplinary action and/or the loss of the use of the cell phone."

A copy of the signed Acknowledgement of Cellular Phone Plan is sent to the following areas:

- Office of Human Resources
- Telecommunication Department
- Department Supervisor
- Employee

## **ACKNOWLEDGEMENT OF AWARENESS OF BILL 2398 OF 2006**

Each employee is required to sign a form which indicates that he/she has read the Bill 2398 of 2006 which indicates the following:

- University own cellular phones can only be used for legitimate state business (**NO PERSONAL CALLS**). Use of a University cellular phone for personal use may result in appropriate disciplinary action and/or the loss of the use of the phone.
- Each employee must work with his/her supervisor and the Telecommunication Department in determining his/her plan.

- Each employee and his/her supervisor are responsible for reviewing and certifying billings for the cellular phone and service utilized, assessing the need for any changes in usage patterns and/or plans based on actual utilization and cost. The employee and supervisor must understand the plan type, understanding that the detailed call billing must be provided for all University cellular phones. The responsibility for verifying that all calls were work-related and that the calling plan is still appropriate for business needs rests upon the employee and the supervisor with the assistance of the Department of Telecommunication.
- All billings are considered public records and are subject to disclosure under the Mississippi Public Records Act.

**THE FORMS USED IN THE CELLULAR PHONE PROCESS ARE THE FOLLOWING:**

**MISSISSIPPI VALLEY STATE UNIVERSITY  
ACKNOWLEDGEMENT OF CELLULAR PHONE PLAN**

**Employee:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Cell Phone Number:** \_\_\_\_\_

**Cell Phone Plan:** \_\_\_\_\_

**Cell Phone Plan Base Rate:** \_\_\_\_\_

**FAILURE TO COMPLY:**

**I acknowledge that University owned cell phones shall be used for legitimate state business only. Inadvertent or emergency personal calls will be reimbursed to the University. Failure to comply by use of cell phone for personal calls will result in the following appropriate disciplinary actions:**

- **First offense: Written warning from supervisor with copy of warning xc to VP for Business and Finance, and charged for payment of personal calls;**
- **Second offense: Service will be suspended for thirty (30) days and charged for payment of personal calls; and,**
- **Third offense: Loss of use of cell phone and charged for payment of personal calls.**

**I understand that I will be subject to disciplinary action and/or the loss of the use of the cell phone.**

<b>SIGNATURE OF EMPLOYEE</b>	<b>PRINT OR TYPE NAME OF EMPLOYEE</b>
<b>DATE:</b>	

XC:      Office of Human Resources  
         Information Technology  
         Office Business & Finance  
         Departmental Supervisor  
         Employee

## CELLULAR PHONE POLICY

The employee acknowledges awareness of the Senate Bill 2398 passed during the 2006 Regular Legislative Session, which indicates the following:

1. University-provided cellular phones can only be used for University business (**NO PERSONAL CALLS – Incoming or Outgoing**). Use of a University cellular phone for personal use may result in appropriate disciplinary action and/or the loss of the use of the phone.
2. Each employee must work with its supervisor and the Telecommunication Department in determining his/her plan.
3. Each employee and his/her supervisor must be aware that cellular phone plans are selected based on the number of minutes required for the employee to conduct University business. Package minutes plans are not to be construed as free minutes and are not provided for personal use. The employee and supervisor must understand the plan type. The responsibility for verifying that all calls were work-related and that the calling plan is still appropriate for business needs rests upon the employee and the supervisor with the assistance of the Department of Telecommunication.
4. For any changes in services, employee must be in compliance with **Senate Bill 2398 which prohibits personal use of all state issued cell phone device**.
5. All billings are considered public records and are subject to disclosure under the Mississippi Public Records Act.

By signing below, the employee's and supervisor's signatures indicate that he/she has read all of the above information and understands the Cellular Phone Policy.

_____ User Employee's Signature	_____ Date
_____ Employee's Supervisor	_____ Date
_____ Area Vice President	_____ Date

xc: Office of Human Resources  
Information Technology  
Office of Business & Finance  
Departmental Supervisor  
Employee

Revised 8/2018

### **CELLULAR PHONE REPLACEMENT/RETURNED POLICY**

The employee returning a cell phone must turn it in to Information Technology. The following steps must be followed in the return process:

1. Indicate the cause of the return.
2. Prepare and submit the Request for Replacement/Returned Cell Phone form with the proper signatures from supervisor and Information Technology to the Office of Business and Finance.
3. Information Technology must obtain approval to order a new cell phone from the Vice President for Business and Finance.
4. Upon receiving the approval from the Vice President for Business and Finance, Information Technology contacts the cellular phone representative and obtains a replacement, if necessary.
5. If a replacement cell phone is ordered, the Administrative Secretary for Business and Finance must make sure that the employee completes and re-read the cellular phone Guidelines as outlined in the Fiscal Policies and Procedure Manual.
6. The Administrative Secretary will submit a memo to the Vice President for Business and Finance requesting approval to delete the cell phone and have it destroyed by the Director of Property Accountability.
7. The Director of Property Accountability will pick up the cell phone from Information Technology, remove the MVSU Property Tag, destroy the cell phone and submit a copy of the Request for Replacement/Returned Cell Phone form, and the original property tag to the Property Accountant, who will process the paper work and delete item from inventory.
8. If a cell phone is replaced, the replacement is delivered to Information Technology to be programmed. After programming, the cell phone is returned to Property Accountability to be tagged with an MVSU Inventory number before it is issued to the requestor.
9. Property Accountability receives the original fully executed Request for Replacement/Returned Cell Phone form. A copy will be sent to the employee, Information Technology, Department Supervisor, and a copy is retained by the Administrative Secretary for Business and Finance.

I \_\_\_\_\_, have read the Cellular Phone Replacement/Returned Policy and acknowledge that I fully understand the steps involved in replacing/returning a cell phone.

\_\_\_\_\_  
Initial

Revised 8/2018

White - Property Accountability  
 Green - Information Technology  
 Yellow - Business & Finance  
 Pink - Department  
 Golden - Employee



**MISSISSIPPI VALLEY STATE**  
 UNIVERSITY

**REQUEST FOR A REPLACEMENT/RETURN A CELL PHONE**

Name of Person Requesting: \_\_\_\_\_  
 Replacement/Return Cell Phone Number: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Name of Department: \_\_\_\_\_ Departmental Phone # \_\_\_\_\_  
 Reason for returning cell phone: \_\_\_\_\_

Employee Signature	Date	Dept. Head Signature	Date

Requesting Replacement: Yes ☐ No ☐

Old Cell Phone	Replacement Cell Phone
Serial #:	Serial #:
MVSU #:	Cost:
Type of Phone:	Type of Phone:
Acquisition Date:	MVSU #:
Date Returned:	Acquisition Date:

Information Technology

Date Returned: \_\_\_\_\_ Received By: \_\_\_\_\_

Approval			
Director of Information Technology	Date	Vice President for Business & Finance	Date
Director of Property Accountability	Date	Property Accountant	Date

***Lost or stolen devices must be reported to University Police first, and a copy of the police report must be attached.***





## CELLULAR PHONE / MOBILE WIRELESS HOTSPOT REQUEST

Date: \_\_\_\_\_  
Employee: \_\_\_\_\_ University ID #: \_\_\_\_\_  
Department: \_\_\_\_\_ Job Title: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Dept. Phone Number: \_\_\_\_\_

Type of Device/Service Requested: ☐ Cellular Phone ☐ Mobile Wireless Hotspot

Name of Budget/Grant: \_\_\_\_\_ Banner Org Number: \_\_\_\_\_ Grant Period: \_\_\_\_\_

Description of Usage: \_\_\_\_\_

### Section A: Justification of Business Need

#### Check all that apply:

- ☐ The duties of the position may lead to potentially dangerous situations with no other acceptable or reliable means of communication.
- ☐ The duties of the position require that the employee work regularly in the field and be immediately accessible.
- ☐ The duties of the position require immediate emergency response in critical situations (police or emergency responder) or for operational support of critical infrastructure (telecommunications, computer or network responder).
- ☐ The duties of the position require a significant amount of travel related to official university business while maintaining access to information technology systems that render the employee more productive and/or result in more effective service provided by the employee.
- ☐ The duties of the position require immediate executive response and decision making to life-threatening or public safety issues and situations.
- ☐ The President of the University deems it necessary to ensure the flow of information and critical support of the university mission.

### Section B: Employee Acknowledgement and Acceptance

I, \_\_\_\_\_, acknowledge that I have reviewed the MVSU Mobile Wireless Communications Policy Statement and that I understand the provisions of the Policy Statement. Failure to comply with this Policy Statement could result in revocation of the device. In addition, I UNDERSTAND THAT I AM NOT TO USE THIS DEVICE(S) FOR PERSONAL USE. THIS MEANS THAT I CANNOT PLACE OR RECEIVE PERSONAL CALLS OR CONDUCT PERSONAL BUSINESS ON THIS PHONE OR WIRELESS HOTSPOT FOR ANY REASON.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

### Section C: Approvals / Denials (Sign in appropriate area and check decision)

Department Head	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Budget Officer	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Area Vice President	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	VP for Business and Finance	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
OSP / Title III / Private Grants	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	President	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

### TO BE COMPLETED BY TELECOMMUNICATIONS ONLY

Cellular Phone# / Device Name: \_\_\_\_\_ Plan Activated on Phone/Device: \_\_\_\_\_  
Type of Phone/Device: \_\_\_\_\_ University Property #: \_\_\_\_\_  
Cost/Value of Phone/Device: \_\_\_\_\_ Verified by: \_\_\_\_\_

## **Terminating Services**

A departmental service and/or personal telephone long distance service can be terminated at the request of the Business and Finance Office due to nonpayment of account balances or telephone funds depleted.

## **Frequently Asked Questions**

1. How do I contact the Telecommunication Department?  
*The Telecommunication Department - telephone numbers 3301 or 3310.*
2. How do I obtain approval to use the campus telephone system for long distance calls?  
*Contact the Telecommunication Department for procedures on issuing an authorization code.*
3. When using the authorization code to make long distance calls, do I have to call from my telephone?  
*No, your authorization code can be used from any campus telephone.*
4. How do I contact an off-campus operator?  
*Use one of the campus payphones, or use your authorization code by dialing desired area code and 555-1212.*
5. Will I be charged for unanswered calls?  
*The MVSU telephone system does not have answer detection capability. If the phone rings more than 45 seconds (6 rings), you will be charged.*
6. When will I receive my bill?  
*Bills are printed between the 12<sup>th</sup> and 24<sup>th</sup> of each month and processed through campus mail.*
7. What do I do if I do not receive a bill?  
*If you have not received your bill by the last day of the month, contact Telecommunications to obtain a copy.*
8. Is there a deadline for paying my bill?  
*Bills are deducted from departmental budgets.*
9. What method of payment does the University accept?  
*Cash, money orders, VISA, MASTERCARD, DISCOVER & AMERICAN EXPRESS. Checks should be made payable to Mississippi Valley State University. Payments other than department charges are made at the Cashier=s window and a copy of the receipt given to the Telecommunication Department.*

10. What should I do if I receive harassing phone calls?  
*Contact the Campus Police Department at 254-3478.*
11. How do I report problems with my telephone?  
*Students should notify their RA, Hall Director or Student Housing. Faculty/Staff should notify the Telecommunication Department.*
12. Do I have to sign up for long distance services each semester?  
*No, you can continue to use the same long distance authorization code. You will be notified of any changes in authorization code.*
13. What do I do if my long distance authorization code does not work?  
*Contact the Telecommunication Department to have the problem corrected.*
14. How do I request telephone installations, moves, changes or special features for office telephones?  
*Any changes in local telephone service, or request for new services, may be requested by contacting the Telecommunication Department in writing through the regular University channels.*
15. What do I do if there are calls on my long distance bill that are not my calls?  
*Any billing problems must be brought to the attention of the Telecommunications Department and a request made for a new code. An investigation of unauthorized calls will be made.*
16. Where can I obtain a speaker-phone for a conference call?  
*Speaker-phones are not available in the Telecommunication Department. Purchasing of speaker-phone must be processed through regular purchasing procedures by the desired department.*

### **VOICEMAIL POLICY**

Between 8:00 a.m. and 5:00 p.m., voice mail is not to be used on main departmental office numbers on campus. No secretary, executive secretary or administrative assistant can activate their voice mail. Arrangements should be made so that call can be received and answered at all times during the hours of 8:00 a.m. through 5:00 p.m.

- § Voice Mail may be used during the normal workday for messages on personal numbers only if the individual has to be away from the desk.
- § Faculty and staff except secretaries, executive secretaries or administrative assistants may find it desirable to activate voice mail when they are away from their offices.
- § Voice Mail may be used after hours or when the University is closed for weather, holidays, etc.

The Telecommunication Department can set up Voice Mail so employees can activate it themselves for holiday periods and weekends. They will also set up Voice Mail so that employees can deactivate it during the regular workday. The Telecommunication Department provides this service and all other Voice Mail services at no cost to the departments or individuals.

Voice Mail will not be used to avoid answering the phone. A major complaint about voice mail is that people hide behind it to avoid answering the telephone. Voice Mail Greetings should be professional and should represent the University Well. Always give a caller the option of leaving a message or being transferred to a live person.

Employees who are on special assignments/projects as well as routine jobs to be completed by a certain deadline may use voice mail during specified working hours. The following criteria must be adhered to:

- § Must not activate voice mail more than two days per week.
- § Must check voice box at least twice during the day.
- § Must return calls on same day before office closing.

Any employee not adhering to the above criteria will be denied the voice mail privilege.

### **Request for Voice Mail Box**

The Telecommunication Department provides a voice mail box to each faculty and staff member having authorization from the Vice President for Business and Finance. In order to have a voice mail box, you must do the following:

- § Attend a training session on voice mail. This training session can be scheduled by the Telecommunication Department. It is not necessary for everybody in the office to attend the training, but the person(s) attending a session must be willing to train other individuals in the office.
- § Voice mail requests must be in writing from the immediate supervisor to the Vice President for Business and Finance for approval. The Vice President for Business and Finance will forward approved requests to the Telecommunication Department.

### **Voice Mail Seminars**

Voice Mail seminars are scheduled on an as needed basis. To schedule a training session, a refresher course or additional training, please call Steven Pitchford (x3744) or send an E-mail to arrange for training at [steven@mvsu.edu](mailto:steven@mvsu.edu).

### **New Construction and Renovations**

In the event of a new construction or major renovations, the Information Technology Department should be contacted at extension 3744 for all telecommunication concerns. If minor renovations are to be completed, the Telecommunication Department should be contacted as soon as possible. If done after the project is completed, not only will the work be more costly, but also the appearance of the needed facilities may not be attractive as they could have been.

Departments should include the Information Technology Department in the new construction and major renovation planning process. The Telecommunication Department should be notified immediately when planning begins in any renovations as phones are concerned. We will be glad to meet with you, make recommendations, and provide any type of assistance we can on your project concerning telephones.

Pricing for special telephone sets are included in pricing information contained in this document.

### **CHARGES**

The estimated price for transfer of lines within the building is approximately \$100.00 per line. The estimated price of transferring to another building and new service is approximately \$200.00 per line. Those departments interested in obtaining a key system may purchase it through the Telecommunication Department.

## **CRISIS MANAGEMENT PLAN**

### **I. PURPOSE**

This section provides information about the telecommunication services in the EOC and for campus.

### **II. SITUATION**

1. Each situation will present a different action by the communications group. The scope and depth of communications expands in direct proportion to the nature and extent of the crisis.
2. Resources available in a crisis are limited to present communication capabilities. Available resources would be used for each crisis.
3. University Police are designated as communications centers during a crisis. The order of use, based on the crisis, is as noted.

### **III. ASSUMPTIONS**

1. Communications equipment and facilities on the campus will be required to communicate with crisis personnel in city, county, and state emergency services.
2. In an emergency situation, Facilities Management and University Police are the communications providers for the campus telephone service (two-way radio service).
3. H. G. Carpenter Building is the central location of campus telephone communications facilities. If the main switching system fails, another small telephone switch is installed and operational in University Police Office.

### **IV. CONCEPTS OF OPERATIONS**

#### **A. General**

Communications capabilities must be properly coordinated, tested, and practiced/drilled to ensure peak performance in a crisis.

#### **B. Phases of Management**

##### **1. Mitigation**

- a. Determine what communications resources will be required.
  - b. Identify all communications resources on campus.
  - c. Plan and train personnel for maximum use of communications facilities.
  - d. Coordinate communications.
- 2. Preparedness
  - a. Develop plans and standard operating procedures.
  - b. Test/inspect equipment for repair.
  - c. Arrange/conduct training for personnel.
  - d. Maintain supplies and inventory for emergency use.
  - e. Locate and identify alternate sources of equipment and supplies not located on the campus.
- 3. Response
  - a. Activate communications systems as needed for crisis.
  - b. Maintain communications systems on a 24-hour basis until emergency is over.
- 4. Recovery
  - a. Maintain emergency communications systems as long as necessary.
  - b. Scale down operations as warranted.
  - c. Clean, repair and perform maintenance on communications equipment.

## **V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

- 1. The organizational chart is shown.

### **B. Responsibilities**

#### **1. Communication Leader**

- a. Supervise all activities within the campus

#### **2. Telephone Operators**

- a. Provide directory assistance for calls needed and relay official statements from University administration regarding emergency.

3. Clerical Staff

- a. Maintain a message system for emergency team members.
- b. If warranted, maintain a message system for students and volunteers.
- c. Keep records of messages received and transmitted for backup purposes.
- d. Keep records of problems and solutions of EOC for incorporation into a plan at a later date.

**VI. DIRECTION AND CONTROL**

- A. The Vice President for Business and Finance Office is the overall authority of the EOC.
- B. The Communications Leader is under the direct supervision of the Vice President for Business and Finance and is responsible for activities and establishment of facilities of EOC.
- C. Lines of Succession: President

**VII. ADMINISTRATION AND LOGISTICS**

A. Communication Protection

1. Telephone System

- a. The telephone system is equipped with lightning protection.
- b. The telephone system is served by the AT&T Central Office. In case of electrical outages, backup power is provided by a battery system. After an extended period, a generator will be provided by BellSouth.

2. Exercise

- a. The plan should be tested/practice drilled periodically to determine the readiness of personnel, equipment, and communication facilities.  
The University Police Chief will designate when this exercise will occur.

**VIII. PLAN & DEVELOPMENT**

The Crisis Management plan is reviewed periodically and updated.



**Mississippi Valley State University  
Transportation Procedure Guide**

**I. GENERAL**

**A. Purpose**

The purpose of these procedures are to promote the safe and proper operation of **vehicles** operated on behalf or for the benefit of MVSU and all entities under its jurisdiction, and to assure **employees** and **students** are offered the highest standard of safety when on approved travel.

**B. Application**

The procedure is applicable to the use of all **vehicles** used on the behalf or for the benefit of MVSU and all entities under its jurisdiction.

**C. Enforcement**

An **employee** failing to comply with these procedures may lose authorization to drive a **vehicle**.

1. All vehicles purchased must be approved by the MVSU Executive Officer. The form or paperwork submitted for the EO's prior approval must include written explanation as to the need for the vehicle and justification that the vehicle type is in line with planned specific use.
2. Vehicles are to be purchased via the state contract. Exceptions must be approved and reported to the Executive Office.

**II. ACCIDENTS**

**A. Third Party Liability**

Losses occurring to a third party during an employee's use of a vehicle for approved MVSU business are subject to the protections provided under the MS Tort Claims Act (Miss. Code Ann., Sec. 11-46-1 et al).

**B. Reporting**

1. All accidents involving a vehicle must be reported to the appropriate MVSU personnel and all other parties designated by MVSU. Employees involved in accidents are responsible for obtaining and reporting all facts and information to his/her MVSU Administrator.

- a. Employees involved in accidents are required file a police report where accident happened. This will ensure that all necessary information is gathered while it is readily available and will expedite insurance processes.
- b. Employees are required to forward all information regarding the accident to their department head and Transportation Office of Facilities Management.
- c. Transportation Office of Facilities Management is required to complete the Automobile Loss Notice (ALN), if applicable, and forward it and the police report to the Office of Business and Finance.

**C. General Guidelines**

1. Do not discuss the accident of incident with anyone except appropriate MVSU personnel, MVSU insurance carrier or designated claims personnel, or the police. Do not discuss or admit fault to anyone except MVSU insurance carrier or designated claims personnel.
2. If other persons are involved in the accident, attempt to obtain:
  - names and addresses of all persons involved, i.e., passengers, vehicle owner and all witnesses;
  - names of other parties' insurance companies, policy numbers and names of policyholders; and
  - make, year and license number of all vehicles involved in the accident.
3. Although some accidents do not result in personal injury or property damage exceeding \$100, any accidents resulting in injury to or death of any person or total property damage of \$100 or more shall be reported immediately to the proper law enforcement office. When in doubt, contact the local police; they will determine whether there is a reportable accident.

**D. Post at Fault Accident Responsibility**

An employee involved in one or more at fault accidents in a vehicle may be required to participate in a defensive driving course approved by MVSU Administration within 90 days of the accident.

#### **E. Defensive Driving Course**

3. All employees listed on the University's driving list are required to enroll in a defensive driving course which is sponsored by the Business and Finance Unit.
4. The instructors are certified by the National Safety Council. Each employee listed on the University's driving list will enroll in this class annually.

#### **F. Safety**

- a. University vehicles are only permitted to transport the number of passengers within the occupancy limit as specified in the vehicle operation manuals.
- b. The following actions are prohibited:
  - i. Parking University vehicles near fuel tanks
  - ii. Allowing students to drive University owned vehicles.
- c. All drivers must be approved by the Office of Business and Finance.

#### **G. Riding in back of Pickup Truck**

- a. Passengers riding in the bed of Pickup trucks should be held to a minimum. If passengers must ride in the bed of a pick-up truck, the speed of the vehicle shall not exceed 20mph. If passengers must ride in the back, they shall sit in the bed and not on the sides of the truck. No individual under the age of 18 shall be allowed to ride in the bed of a Pickup truck.

#### **H. Unmarked University Vehicles**

- a. All University vehicles must be numbered and marked with the logo on both sides and rear of the vehicle. President or Chancellor of a State Institution of Higher Learning and the Governor may authorize the use of specified unmarked vehicles only in instances where such identifying marks will hinder official investigations, and the governing authorities of any municipality may authorize the use of specified, unmarked police vehicles when identifying marks would hinder official criminal investigations by the police.

### **III. VEHICLE UTILIZATION**

#### **A. The mileage rates\* for use of University vehicles are as follows:**

Executive Car	.60
Van	.85

<b>Mini-bus</b>	<b>2.00</b>
<b>40 Passenger</b>	<b>3.00</b>
<b>50 Passenger Bus</b>	<b>3.25</b>
<b>Bus Blanket Rate</b>	<b>100.00</b>
<b>Van Blanket Rate</b>	<b>65.00</b>

**\*Subject to change due to gas prices increase**

**B. The Vehicle Utilization form is used to request the use of a University owned vehicle. The procedures list as follows:**

1. A Vehicle Utilization Request Form (VURF) should be completed and returned to the Transportation Office of Facilities Management at least three (3) days before the use of vehicle is required.
2. After the Office of Business and Finance has signed, the Transportation Office must sign the completed form which will indicate vehicle availability (blank forms will not be processed).
3. Funding procedures are as follows:
  - VURFs submitted under Fund 30 (restricted funds) are required to be forwarded to Sponsored Programs for review.
  - VURFs submitted that do not involve Fund 30 should be forwarded to the Executive Cabinet person (see Approval Limit Schedule), and the Office of Business and Finance Budget Accountant, who will determine if funds are available.
  - Based upon funds available, the Vice President of Business and Finance or designee will approve the VURF and forward the processed form to the Transportation Office of Facilities Management.
  - If funds are not available, the form is returned to the requesting department by the Budget Accountant and a voided copy is sent to the Transportation Office of Facilities Management Department indicating the funds are not available for the VURF.

**C. Vehicle Issuance and Usage Procedures**

1. The Transportation Office of Facilities Management retains the processed form until the departure date. Initially, the beginning mileage, an approximate ending mileage, the rate charged for use of the vehicle, and the extended cost are recorded on the VURF.

- a. Drivers of vehicles departing after normal working hours are required to obtain keys and trip documents from campus police guard shack.
- b. Drivers of vehicles returning during working hours should return to the Transportation Office of Facilities Management.
- c. Drivers returning vehicles after normal working hours should be returned Facilities Management for overnight parking. Keys for returned vehicles are to be left in the night deposit box at the main office of Facilities Management. **OVERNIGHT PARKING AT PRIVATE RESIDENCE AND PERSONAL USE OF UNIVERSITY VEHICLES ARE PROHIBITED.**
- d. Returned Vehicle Process:
  - When vehicles are returned, the Transportation Office of Facilities Management calculates the actual number of miles driven, multiplies number of miles driven times the rate, and records the dollar amount the department should be charged. This amount is then recorded on the VURF.
  - The 5<sup>th</sup> working day, all Vehicle Utilization Forms and charges are to be sent to the Office of Business and Finance in order that all user departments/projects can be charged.
  - A copy will be returned to the using department after transactions are entered into the accounting records.
- e. Drivers must maintain log sheets in the vehicles to record date of travel, employee name/driver, mileage and destination. Current proof of liability insurance as provided by the insurance carrier of the IHL Office of Insurance and Risk Management should be maintained in each vehicle.

#### **D. Fuel Card Management**

##### **1. Fuel Issuance**

The following departments are responsible for issuing gas cards for University vehicles:

- University Police
- Facilities Management
- Mass Transit
- Admissions and Recruitment
- President's Office
- Intercollegiate Athletics

Fuelman debit cards are issued by the Fuelman Company, after receiving requests for cards submitted from the Office of Business and Finance. All requests for cards must be approved by the Vice President for Business and Finance prior to the submission to Fuelman.

Fuelman debit cards are issued to all departments from the Office of Business and Finance. Separate cards are issued for each operable motor vehicle maintained in the inventory of each department. Gasoline purchases using Fuelman cards are authorized only after approved PINs (personal identification numbers) are entered into the gasoline machine (pump) where the purchases are made. PINs are required to authorize purchase and to activate pumps for usage.

#### **E. Fuelman Procedures**

PINs are issued from the Vice President for Business and Finance Office after submitted requests have been reviewed and approved by the Vice President for Business and Finance or designee. Generally, PINs are issued to designated employees on the University Official Drivers List (regular and commercial drivers). Approved drivers who do not possess PINs are not authorized to make purchases. Instead, they must be accompanied by the appropriate supervisor who has been issued a PIN each time gasoline purchases are to be made utilizing the Fuelman card. When gasoline is purchased, the gasoline ticket(s) must be signed and retained by the purchaser, then turned into the respective department, along with the Fuelman card, where the gasoline tickets are held for reconciling with the weekly Fuelman invoices.

Fuelman invoices are e-mailed to the Business and Finance Office each week from the Fuelman Company. These invoices are reviewed by the Business and Finance secretary or designee, who is responsible for the final audit and reconciliation of the Fuelman invoices; the copies are e-mailed to each user department for preliminary comparison and reconciliation.

For each department, the information accumulated during the week from Fuelman purchases (signed gasoline tickets) must be compared with the itemized purchase information listed on the Fuelman invoices. Information from both the individually signed tickets and the Fuelman invoices should be the same (except cost per gallon and total cost). Differences, if any, must be reconciled and/or satisfactorily explained. Also, the instances where gasoline tickets are missing, separate statements must be prepared and signed by the driver for each missing ticket and placed with the signed gasoline tickets already on hand.

Information included on the form consists of the following:

- Machine (Pump#)
- Reason
- Number of Gallons
- Cost per Gallon
- Total Cost
- Purchase Date
- Driver's Signature
- Date

Weekly reconciled reports from all user departments must be submitted to the Business and Finance secretary or designee no later than the following Friday after receipt of Fuelman invoices, which are e-mailed to user departments on each Tuesday.

Required reconciled weekly reports are listed below:

- Fuelman Fleet Management Report (invoices)
- Fuelman Motor Vehicle Fuel Report
- Fuelman Fuel Tracking Report

#### Fuelman Fleet Management Report (Invoices)

Report prepared by the Fuelman Company is e-mailed to the Business and Finance secretary or designee at Mississippi Valley State University on a weekly basis. Detail and summary information pertaining to user department transactions for weekly periods beginning on Mondays and ending on Sundays are included in the report.

This report is received and reviewed by the Business and Finance Secretary or designee assigned with the Fuelman reconciliation responsibility. All user departments are e-mailed copies of the report so that persons in their respective departments can compare and reconcile Fuelman transactions.

A copy of the Fuelman report must be returned to the Business and Finance Office along with the Motor Vehicle Fuel Report.

#### Fuelman Motor Vehicle Fuel Report

The Motor Vehicle Fuel Report is a detail weekly report that verifies and certifies the dates and amounts of gasoline purchases made during each weekly period. It also provides the vehicle ID numbers as well as the names and signatures of drivers who made gasoline purchases during the week. All gasoline tickets and statements must be signed and attached to the report. The date, quantity and

type of each purchase should be the same as the information shown on the Fuelman invoice.

After the report data has been reconciled/completed, it must be approved by the Department Head; then submitted to the Business and Finance Secretary or designee for final approval and processing.

All departments utilizing the Fuelman cards are required to submit completed fuel reports along with Fuelman invoice copies to the Business and Finance Secretary or designee by the due date. Signed gasoline tickets and statements must be in order and attached to the full report.

#### Fuelman Fuel Tracking Report

This report is required weekly by the Transportation and Police Departments for the maintenance and certification of drivers utilized and gasoline purchases made during the week. For each driver, a separate report is maintained that lists the date, vehicle number, quantity, cost of gasoline purchased, driver's name and signature for each purchase.

The Fuel Tracking Report is used to ensure that all signatures required for gasoline purchases are attached to the weekly fuel report. Since some drivers are not regular employees of the University, when reports are prepared, they are not available to sign the Motor Vehicle Fuel Report. Likewise, when reports are prepared, some employees who work odd shifts are not available at times to sign the report. The Fuel Tracking Report contains the signatures of all persons making gasoline purchases during the weekly period. Each processed Fuel Tracking Report must be certified by the driver, authorized PIN user and supervisor and are attached to the Fuelman Motor Vehicle Report.

#### Fuelman Fuel Card Unauthorized Purchase

University Official drivers list, (regular or commercial) drivers that are assigned pin numbers should only use fuel card to fuel University vehicles only. If you are using the fuel card to fuel personal or other vehicles, he/or she will be reprimanded by Business and Finance.

#### Vehicle Utilization Authorization

The Vehicle Utilization Authorization is only required for vehicle usage by the Admissions Office. Each time requests for vehicle usage are made, authorization is granted through the utilization for this document which is prepared in duplicate.



Information included on this form not only identifies the individual(s) but it provides a detail list of the items that are required while vehicle is being used. Approval is granted by the Director of Admissions.

#### Fuel Inventory Reporting

The following procedure is used regarding onsite fuel storage tanks.

- a. Once fuel is purchased and supplied to on site storage tanks, scheduled measurements are taken to determine the amount of fuel in each tank. The measurement is taken by opening the flap on the red post next to the tanks. The numbers are written in feet and inches but must be converted into inches for accurate measurements: (i.e., 2'7" = 24" + 7" = 31" (total)).
- b. After converting feet into inches, the depth measuring chart will identify the corresponding number level which will give an indication of the amount of fuel left in the tank.
- c. The fuel measuring gauge must be monitored every month based upon usage. The fuel supply is required to be replenished when fuel levels have reached the low supply mark of 1" – 5" = 17". A minimal depth of 10" must be maintained to insure proper supply pump operation.
- d. When tanks reach the 17" low supply mark, Maintenance of Grounds will forward a bid request for bulk fuel purchase to the Office of Purchasing. All bid submittals and the associated process are subject to State purchasing laws and regulatory criteria; fuel commodity bid prices are only valid for twenty-four hours.
- e. Once bids are received and the tabulation sheets have been certified, authorization to award is issued by the Office of Purchasing. Upon notice of authorization to award, the Transportation Office will implement the requisitioning process.

#### **F. Drivers of University Owned Vehicles**

##### **1. Commercial Buses**

- a. Drivers with Class A, B, or C Commercial license with passenger endorsement are permitted to drive mini buses.
- b. Drivers with A and B Commercial license with passenger endorsement are permitted to drive the mini-bus and the 50-passenger bus.

2. Seven & Twelve Passenger Van

- a. Seven and twelve passenger vans are permitted to be assigned to employees with standard license.

**G. Drivers of Rental Vehicles**

1. Fifteen Passenger Vans

- A. Drivers who rent 15-passenger vans with outside vendors **MUST** remove the last rear seat for turnover safety. Only 12 passengers, including the driver, are allowed to safely travel in a 15-passenger van.

**IV. PROCEDURES FOR PAYING DRIVERS**

**A. Vehicle Utilization Request Form**

All Vehicle Utilization forms must be signed by Facilities Management personnel before they are processed in the Business Office. This will ensure that the requested vehicle is available. Once signed by Facilities Management personnel and other required signature (Department Chair and Executive VP of department), the form should be forwarded to the Business Office, logged into the Dbase system, and passed on to the appropriate staff accountant. When the Vehicle Utilization form is processed, a driver must be assigned. The Office of Business and Finance only assigns drivers from the drivers list for the 25, 40, and 52 passenger buses.

The blanket rate for short trips (trips under 100 miles) for buses and vans will continue to cost \$100.00 and \$65.00 respectively. The using department will have to pay for the driver.

**B. Itineraries**

An itinerary must be attached to the Vehicle Utilization Request form and faxed to the Office of Business and Finance. The itinerary should include the name of the trip, an itemized time schedule, the name of the hotel with its address, and the name of the driver. A price is approved by the Vice President for Business and Finance.

If an individual drives the 40 and 52-passenger bus, the charge department will be Transportation. If an individual drives the 25-passenger bus, the charge department will be the using department. Departments who are requesting a van or car must secure their own driver.

If drivers are asked to make adjustments or additional changes to the itinerary, there will be a charged fee of \$50.00 to the user department.

**C. Form PC05**

PC05s are completed by the Office of Business and Finance office manager for departments that do not use the University vehicles on a regular basis. PC05s will be completed in accordance with the approved itinerary. The PC05 is forwarded to the user department where he/she will sign as Department Chair/Project Director and follow the regular process for obtaining signatures.

**D. Processing for Payroll**

Payroll for drivers is done on a monthly and bi-weekly basis. University employees who are normally paid bi-weekly will be paid monthly. University employees who are normally paid monthly will be paid bi-weekly. Contractual drivers (those drivers who are not regular University employees) are paid bi-weekly.

A Payroll form is completed, verified, and signed by the Office Manager of Business and Finance submitted to the Budget Officer for budgetary verification. Along with the Payroll form and PC05, the following should be attached:

- A copy of the itinerary with rate and VPBF's signature
- Processed Vehicle Utilization Request form
- Leave Form
- Timesheet

Once the Office Manager and Budget Officer signs, copies of all forms and attachments are submitted to the Payroll Office handling monthly or bi-weekly payrolls and Human Resources. Leave forms and timesheets are documentations for MVSU employees only to substantiate time off when driving a trip for additional pay.

**E. Contractual Drivers**

To be a contractual driver for the University, the prospective driver should contact the Office of Business and Finance and request to be a driver. The Office Manager of Business and Finance requests copies of the prospective driver's license and driver medical card and run an NCIC check. Once the NCIC check is clear, the Manager for Grounds and Transportation schedules a road test for the prospective driver. During the road test, the Manager for Grounds and Transportation completes a Driver's Evaluation Road Test Report that entails if the prospective driver is knowledgeable of road signs, bus operations, etc. If the

report is satisfactory, the Manager for Grounds and Transportation recommends to the Office Manager for Business and Finance that the prospective driver be placed on the Official University Driver's List. When the new driver is assigned a trip, the new driver is accompanied by a seasoned driver that is on the Official University Driver's List. The seasoned driver accompanies the new driver for a minimum of three trips.

CHARGES/DRIVER PAYMENTS			
VEHICLE		PAYMENTS TO DRIVERS	
Vehicles used under 100 miles		Local Trip	\$50
Blanket Rate		Trips over 5 hours	100-125
Van	\$ 65	(Depending on the # of Hours)	
Bus	100		
Car/Trucks (Regular Rate)		Charge driver's pay to using department	
Over 100 miles		Per Day Rate	\$125
Bus	3.25	Per Day if late return or early a.m.	
Mini-Bus	2.00	Leaving	175
Van	.85	Last Day of trip returning early a.m.	
Car	.60	between midnight and later with	
Truck	.60	one driver	200
		If 40-Pass. Or 50-Pass. Bus-Charge Transportation	
		If Mini-Bus, Van, Car or Truck-Charge driver's pay to using department.	
IF A TRIP REQUIRES TWO (2) DRIVERS WHEN USING THE 50 PASSENGER BUS, THE SECOND DRIVER'S PAY IS CHARGED TO THE USING DEPARTMENT'S BUDGET (NOT TRANSPORTATION). THE RATE PER MILE INCLUDES THE COST FOR ONLY ONE DRIVER.			
IF A TRIP REQUIRES TWO (2) DRIVERS, THE USING DEPARTMENT MUST PROVIDE BOTH DRIVERS WITH TWO (2) SEPARATE HOTEL ROOMS.			
SPECIAL EVENTS			
GALA		Greenwood	\$30 per trip
Vehicle/Blanket Rate (Local Travel)			
Travel over 100 miles-Regular Rates			
Car/Truck-Regular Rate			
HOMECOMING			
Parade		Driver	\$50
Itta Bena-Blanket Rate		Driver	50
Greenwood-Blanket Rate		Driver (All Day)	100
Greenwood -Band Camp and Parade-Blanket Rate			
Indianola-Blanket Rate			
Belzoni-Blanket Rate			
Moorhead-Blanket Rate		Charge driver's pay to using department	
Van	\$65		
Bus	100		
Car	.60 per mile		
Trucks	.60 per mile		

## **V. UTILIZATION PROCESS**

### **A. Vehicle Utilization Process**

#### **1. Vehicle Request**

- a. Obtain Vehicle Utilization Request Form (VURF) from the University's website.
- b. The end user or using department must complete the VURF with appropriate signatures from the Department Chair/Project Director. Once the signature has been obtained, the VURF will need to be forwarded to the DFM for temporary vehicle reservation. Buses will require driver pre-assignment and a rate adjustment inclusive of a \$125 per day driver rate with an approved itinerary.
- c. Upon completion of vehicle reservation, the VURF must be forward to the Area Vice President, in accordance with the Approval Limit Schedule, then Office of Business and Finance for determination of funding availability.
- d. If the VURF involves Fund 30 (Restricted Funds), the form must be forwarded to Sponsored Programs/Title III for approval then forwarded to the Office of Business and Finance for review.
  - Once funds are made available, the VP of Business and Finance or designee will authorize approval and the processed form will be forwarded to Transportation Office of Facilities Management and vehicle assignment.
  - If funding is not available, the VURF will be returned to the requesting department by the Budget Accountant. The voided copy will be forwarded to DFM, Transportation, with indication that funds are not available for vehicle assignment.

#### **2. Vehicle Issuance**

- a. Upon receipt of a processed VURF, the Transportation Office retains the processed form until departure. The vehicle number beginning/ending mileage and rate assignment are confirmed from the VURF.
- b. Vehicles obtained and returned during normal working hours will have keys available in the DFM for departure and must be returned to DFM upon return to campus.
- c. Vehicles obtained or returned before or after normal working hours will have keys at the Campus Police Guardhouse.

Vehicles are not permitted to be kept at a private residence for personal use.

- d. Once vehicles have been returned, DFM verifies mileage and indicates actual cost and mileage of the VURF.
- e. Once cost and mileage have been verified, the VURF is forwarded to the Office of Business and Finance for department charges and entered into the accounting records. A copy of the processed VURF with accessed charges will then be forwarded to the using department for closeout.

### 3. Vehicle Change/Request for Cancellation

- a. In the event of a change in usage date or request for cancellation, the using department must submit a revised VURF to reschedule the trip. End users must notify DFM Transportation and Office of Business and Finance to void original VURF.
- b. Vehicles will be issued on a first come first serve basis upon receipt of a processed VURF.
- c. If requesting department does not notify DFM Transportation three days prior to trip, requesting department will be charged \$50 for a late cancellation. If the driver arrives to campus, the requesting department will be responsible for driver pay of \$50.00.

### 4. Employee Approval

- a. Qualifications
  - (1) The employee must present a current driver's license valid for the class of vehicle to be operated. The employee must meet all other requirements set out in this manual.
- b. Disqualifications
  - (1) It is recommended that an employee not be given permission to operate a vehicle if he/she does not meet or exceed the stated qualifications.
  - (2) It is recommended that an employee not be given permission to operate a vehicle if he/she has had any of the following major driving violations in the last 5 years:
    - Driving under the influence of alcohol and/or drugs
    - Driver's license revoked or suspended and/or driving with a suspended or revoked driver's license
    - Leaving the scene of an accident
    - Careless and reckless driving

- Driving on wrong side of road
- c. It is recommended that an employee not be given permission to operate a vehicle if he/she has more than one (1) at fault accident in the last twelve months and/or more than two (2) at fault accidents in the last 3 years.
- d. It is recommended that an employee not be given permission to operate a vehicle if he/she has 2 or more violations for running a stop sign and/or running a red light in the last 3 years.
- e. It is recommended that an employee not be given permission to operate a vehicle if he/she has one at fault accident and more than one moving violation in last 3 years.
- f. It is recommended that an employee not be given permission to operate a vehicle if he/she has more than 2 moving violations in the last 12 months.
- g. It is recommended that an employee not be given permission to operate a vehicle if he/she has one at fault accident and one or more moving violations in last 12 months. (Warning letter after 2 at fault [5, 6, & 7 handle the same])

## **B. Pre-Approval**

In order for approval to be granted for an employee to operate a vehicle, the following procedures and criteria must be compiled:

1. Employees must:
  - a. Read the MVSU Motor Vehicle Procedure Guide and all updates and provide his/her MVSU Administrator the completed Vehicle Utilization;
  - b. Attend the Defensive Driving Class 4 yearly
  - c. Have on file a signed Motor Vehicle and Fleet Management Agreement; and
  - d. Meet or exceed the requirements of the Employee Approval Criteria.
2. Any employee approved to operate a vehicle is prohibited from operating such vehicle if the employee knows or should know that his/her right or ability to operate such vehicle is impaired, restricted, suspended or revoked.

## **C. Right to Deny Approval**

**MVSU reserves the right to deny approval of any employee to use a vehicle.**

1. Obligations of Employee



a. Proper License and Authorization to Drive

The Employee must have on his/her person a current driver's license valid for the class of vehicle he/she is operating. An employee is prohibited from operating a vehicle on behalf or for the benefit of MVSU if the employee knows or should know that his/her right or ability to operate such a vehicle is impaired, restricted, suspended or revoked.

b. Seat Belt Requirement

Employee and passengers must use seat belts while the vehicle is in use, unless expressly excused in writing for medical reasons by a physician. Such written excuse must be filed with the MVSU Administrator prior to use of vehicle and a copy must be maintained in the employee's personnel file.

c. Obey All Laws

Employee and passenger must obey all state and local motor vehicle laws. Any traffic tickets, parking tickets or other summonses, citations or violations are the personal responsibility of the employee.

d. No Hitchhikers

Transporting hitchhikers is prohibited.

e. No Drugs or Alcohol

No illegal drugs or open alcoholic beverages may be carried or consumed in vehicles. No controlled substances may be carried in vehicle unless permitted by Miss. Code Ann. Sec. 41-29-125 or otherwise authorized by law. No employee shall operate a vehicle if the employee is affected by a substance that impairs the employee's ability to operate the vehicle safely.

f. Locking Vehicle

It is recommended that all unattended vehicles be locked. All unattended vehicles owned, leased or rented by MVSU shall be locked.

**g. Firearms and Weapons**

Employees may not possess or transport firearms and/or weapons, as defined in Miss. Code Ann., Sec. 37-37-1 et al, in a vehicle while in the course and scope of their employment unless authorized by MVSU.

**h. Duty to Report Damage to or Malfunction of Vehicle**

Upon return, the employee must immediately report in writing any conditions that the employee has reason to believe require attention (problems with brakes, steering, lights, or seat belts) to the appropriate university personnel responsible for assigning vehicles owned, leased or rented by MVSU.

**VI. MAINTENANCE PROCEDURES**

**A. Service Request**

1. Any employee using a University vehicle must complete a Driver's Vehicle Condition Report when he/she returns from a trip. Service procedures are as follows:

- a. The Condition Report is required to be forwarded to the Transportation Office of Facilities Management for review.
- b. The Condition Report is the foundation on which all maintenance information is requested. This form, along with a work order, is used to authorize and instruct mechanics or vendors on all repairs.
- c. After repairs have been made, the mechanic is required to sign the work order form indicating that repairs are completed. The completed forms are required to be returned to the Secretary of Transportation and filed as a permanent record.

2. Transportation Vehicle Preventive Maintenance Inspection

Using departments are responsible for making sure that vehicles are cleaned and personal items are taken from vehicles prior to return. The Transportation Office will perform maintenance on all vehicles. The maintenance program includes critical checks which are needed for long-term life of a vehicle. Vehicle bodies and interiors should be maintained by the mechanics. The inspection insures using departments receive attractive, clean, and reliable service. It is the responsibility of the Transportation Manager, or his designee to forward written notification

to using departments regarding fees assessed for vehicles returned prior to be cleaned.

3. **Cleanliness of Returned Vehicle**

The sponsor is responsible for making sure that the vehicle is cleaned and personal items are taken from the vehicle. The University is not responsible for stolen personal items. If the vehicle is unclean when returned to the Transportation/Facilities Management, an additional cost of \$50.00 for buses and \$25.00 for vans and cars is charged to the sponsoring department.

**B. Scheduled Preventive Maintenance**

1. A vehicle maintenance history should be maintained by the Transportation Supervisor for University owned vehicles.
2. This history should be reviewed on a regular basis. Vehicle maintenance should be done on vehicles at the following mileage intervals: 4,000; 8,000; 12,000; and 24,000.
3. A vehicle master record is required to be kept on all vehicles. This report is required to be completed by mechanics and filed.
4. The vehicle Master Record is required to be completed after each preventive maintenance inspection. It is the responsibility of the Transportation Supervisor to verify that preventive maintenance program is followed.

**C. Vehicle Daily Preventive Maintenance Inspection**

1. Drivers are required to perform and properly complete daily pre-trip inspections on vehicles while in his/her use by completing a Driver's Vehicle Daily Log Sheet. The Driver's Vehicle Daily Log Sheet is designed for drivers with little mechanical knowledge or background. Elements included enhance safety and prevent breakdown. Unsatisfactory elements should be reported to the Transportation Supervisor and corrected **prior** to the operation of the vehicle.  
If it is determined that engine failure is due to not performing a pre-trip inspection, driver(s) will not be permitted to drive any University-owned vehicle for a 3-month period and will temporarily be removed from the University drivers list. Drivers who repeat this offense will not be permitted to drive any University-owned vehicle and will permanently be removed from the University drivers list. Misuse of University-owned

vehicles, such as physical abuse or leaving a vehicle while parked is prohibited. Buses, however, may have to left on while parked for different circumstances.

**D. Repair to “On Road” Vehicles**

1. Roadside repairs should not be attempted without approval by the Director of Facilities Management, Transportation Manager, or the Vice President of Business and Finance. Emergency procedures are as follows:
  - a. For after hours and emergencies, contact Transportation Manager, and he will contact one of the following persons who can authorize “repair” approvals.
    - Director of Facilities Management
    - Vice President of Business and Finance

The Driver’s Vehicle Condition Report should be completed before and after the use of a vehicle. The use of a gas credit card for repair payment must be approved.

**E. Maintenance Shop**

1. Unauthorized individuals are not allowed in the maintenance shop area. Maintenance of privately owned vehicles is prohibited.
  - a. Vehicle Disposal
    - (1) The Transportation Department Supervisor should make recommendations to the recommendations to the Director of Facilities Management and the Vice President for Business and Finance for the removal of inoperable vehicles.
    - (2) For approved vehicle disposals, the Purchasing Agent will implement the State purchasing requirement for selling surplus property relative to advertisement for bids or auctioneers to address disposal vehicles.
  - b. Vehicle Disposal Procedures
    - (1) Department of Facilities Management will complete a Permanent Transfer Sheet to transfer vehicle to Property Accountability for disposal.

- (2) Office of Property Accountability verifies form and forwards the form to the Office of Business and Finance for removal of insurance.
- (3) Office of Property Accountability is responsible for vehicle until it is auctioned or transported to another State agency or Mississippi Surplus Property. Upon completion of auction or transfer of vehicle, Form 873 is completed by Office of Property Accountability and forwarded to Office of Purchasing. Office of Purchasing forwards Form 873 to the State Office of Purchasing and Travel in Jackson, MS.

## VII. FORMS AND ATTACHMENTS

## DRIVER'S VEHICLE CONDITION REPORT

The following checklist is designed for drivers with little mechanical knowledge or background. Elements included enhance safety and prevent breakdown. This inspection only takes a few minutes for a typical automobile. Completion will increase the likelihood of a successful trip. Unsatisfactory elements should be corrected prior to operation of vehicle.

Vehicle Make and Model \_\_\_\_\_ Date \_\_\_\_\_

ELEMENT	SATISFACTORY	UNSATISFACTORY OR COMMENT
1. Brakes - Do service brakes and parking brake operate?		
2. Lights - Check headlights, high beams, blinkers, tail lights, brake lights, back-up light, parking lights and side markers. Are all working?		
3. Tires - Check pressure against p.s.i. noted on tire. Check tread depth (at least 1/8 inch). Check for defects such as unusual wear pattern, bubbles or deformed sidewalls.		
4. Belts - Are they quiet with engine running?		
5. Glass - No Broken windows, no cracks the interfere with driver's vision. Clean.		
6. Mirrors - Are side and rearview mirrors intact?		
7. Windshield washer - Is reservoir full, does it pump when operated?		
8. Windshield wipers - Do they operate and remove washer fluid when tested?		
9. Engine oil - Check dipstick. Any leaks?		
10. Coolant - Is fluid to mark on reservoir?		
11. Transmission - Check dipstick. Any problems shifting?		
12. Steering - Does steering react when steering wheel is turned? Any noise?		
13. Occupant restraints - Are all seatbelts and airbags present? Do seatbelts operate properly?		
14. State inspection sticker - Is a current inspection sticker in lower driver's side corner of windshield?		
15. License Plate - Is a license plate mounted and easily seen?		
16. Emergency equipment - Is there a jack, lug wrench, flashlight, etc.?		
17. Keys - Do keys operate ignition and all locks? Are a separate set of keys available?		

DATE	DESTINATION	DRIVER	BEGINNING MILEAGE	ENDING MILEAGE	VEHICLE #

Driver's Signature \_\_\_\_\_

**Mississippi Valley State University  
Motor Vehicle and Fleet Management  
Agreement**

**Operating a university vehicle is a privilege. All drivers will be responsible and accountable to:**

- Possess as valid motor vehicle driver's license. This license must have the appropriate classification and any required endorsements needed for operating the vehicle(s) assigned to the operator.
- Be subject to a driver's motor vehicle record check, and if such records show a suspension or revocation of driving privileges, the driver will not be authorized to operate a motor vehicle for the university.
- Operate university vehicles for official university business only.
- Operate motor vehicles in a safe manner at all times.
- Comply with all applicable state laws and regulations.
- Maintain vehicle in safe operating condition.
- Maintain vehicle in accordance with the maintenance schedule.
- Report moving violations to their Supervisor.
- Report changes in their driver's licensing to the Office of Business and Finance.
- Accurately record and report vehicle mileage in accordance with university procedures.
- Participate in required driver safety education and training programs.
- Require all occupants to use seat belts, child safety seats, booster seats, or other restraint devices at all times.
- Pay all moving/parking violation fines and fees.
- Keep automobile ID cards in the vehicle glove box at all times, including proof of liability coverage.
- Refrain from towing leased, owned, or rented by the university vehicles, rented, or personal vehicles used for university business.
- Never operate a computer while the vehicle is moving.

- Pull off the road to a safe location prior to making or receiving phone calls.
- Comply with university policy on transport of passengers.

**Operating privileges shall be revoked if:**

- Driver does not adhere to responsibilities listed above.
- The driver's license is revoked, suspended, withdrawn, or denied.
- Driver refuses to undergo drug or alcohol testing in accordance with university policies or as required by applicable state or jurisdiction laws.
- Operating outside the limitations of a restricted license.

**In case of vehicle damage:**

- Report any vehicle damage to the university by the end of the day in which the incident occurred.
- Police reports, witness statements or other pertinent documents should be obtained and forwarded to the university.
- The driver shall cooperate with representatives of the university, including insurance company personnel, and obtain written repair estimates from reputable shops or authorized dealerships as instructed. If it becomes necessary to rent another vehicle during repairs, the driver will be instructed as to provisions for a rental vehicle.
- Drivers should not make verbal or written statements concerning an incident during its immediate aftermath except to law enforcement officials or representatives of the university or its agents.

I, \_\_\_\_\_, have read and understood the *Business Use Policy* established by Mississippi Valley State University. I agree to abide by the provisions of this policy. I understand that violation of this policy will result in disciplinary action, up to and including termination of employment.

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business and Finance

\_\_\_\_\_  
Date



**Mississippi Valley State University  
Motor Vehicle and Fleet Management  
Agreement**

There are situations where drivers use their personal vehicles for university business. In these cases, drivers are typically reimbursed on a per-mile basis. For those drivers utilizing their personal vehicles on university business, the following requirements apply:

- Must have a valid driver license issued in Mississippi or a state contiguous to Mississippi and meet the same motor vehicle record (MVR) and accident criteria as drivers of university vehicles.
- Automobile liability coverage must be maintained by the driver as prescribed by state law. The university shall be provided with evidence of this insurance coverage, which clearly lists policy declarations and coverage limits.
- In case of an accident and subsequent claim, third party losses are subjected to the protections provided by the Mississippi Tort Claims Act § 46-11-1 et. al. (subject to all requirements and limitations) only if the loss occurred while conducting official university business.
- The vehicle must be maintained at owner's expense, in accordance with state law.
- Drivers must comply with all applicable state laws and regulations.
- Motor vehicle records will be checked initially, and periodically thereafter. The driver's authorization to operate their personal vehicle for university business may be revoked by management if the motor vehicle record discloses the following:
  - The motor vehicle driver license is revoked, suspended, withdrawn, or denied
  - Operating outside the limitations of a restricted license
  - Driver refuses to undergo drug or alcohol testing in accordance with university policies or as required by applicable state or jurisdiction laws
  - A conviction for driving a motor vehicle while under the influence of alcohol or illegal drugs
- Regular occasional drivers (those being reimbursed more than six times per year for business use) may be required to attend driver safety training and meetings.

The university reserves the right to withdraw this privilege at any time.

I, \_\_\_\_\_, have read and understood the *Privately Owned Vehicles Used for*

*Business Purposes Agreement* established by \_\_\_\_\_. I agree to abide by the provisions of this policy. I understand that violation of this policy will result in disciplinary action, up to and including termination of employment.

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Mississippi Valley State University  
Motor Vehicle and Fleet Management**

**Rental Vehicle Policy Acknowledge**

Vehicles may be rented for university business in certain circumstances, such as:

- Out of town travel
- Replacement vehicle for one that is being repaired
- Transportation of guests
- Special events
- Unexpected shortage of transportation resources

While operating a rental vehicle on university business, all requirements of the vehicle safety program applies. This includes the following:

Must have a valid driver's license, and meet the same motor vehicle record (MVR) and accident criteria as all other drivers of university vehicles.

Drivers must comply with all applicable laws and regulations.

Only authorized drivers may operate the vehicle.

NOTE: Ask to verify that CDW/LDW insurance is included at no additional cost. It should be included with all contract rentals. Employees will not be reimbursed for insurance charges if CDW/LDW is part of the contract. IHL's existing auto insurance covers third party damage/injuries at the fault of the university authorized driver. Additional liability insurance should not be purchased/reimbursed.

I, \_\_\_\_\_, have read and understand the *Rental Vehicle Policy* established by \_\_\_\_\_. I agree to abide by the provisions of this policy. I understand that violation of this policy will result in disciplinary action, up to and including termination of employment.

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Mississippi Valley State University  
Motor Vehicle and Fleet Management**

**Motor Vehicle Incident Reporting Instructions for Drivers**

On-scene instructions to be placed in the vehicle should include gathering the following information if able:

- Phone number(s) to which incidents are to be reported.
- Insurance carrier information that can be provided to other involved parties.
- Instructions for notifying the university's insurance carrier (if the university's reporting procedures designate this as a driver responsibility).
- Instructions for contracting law enforcement and emergency personnel; and instructions for contacting roadside assistance services, if available.
- Instructions for leaving the incident scene intact, securing the scene against further collisions or injuries until emergency personnel arrive, and meeting regulatory requirements (if any) for blood alcohol testing.
- A reminder to the driver that he or she should not admit fault for the incident.

Materials to consider placing in vehicle may also include a disposable camera for documenting the scene, a witness card for recording initial comments and contact data from potential witnesses, and a pen or pencil. Current Proof of Coverage from the liability insurance carrier should always be kept in vehicle.

Incident Information: Recommended information to be collected in the event of a motor vehicle incident are as follows:

- Name of other driver(s)
- Address of other driver(s)
- Phone number(s) of other driver(s)
- Driver's license number(s) of other driver(s)
- License plate number(s)
- Vehicle make and model

- Name of insurance carrier
- Insurance policy number
- Name, address, and phone number(s) of all parties involved in the incident, including passengers in each vehicle
- Name, address, and phone number(s) of all witnesses
- Date and time of the incident
- Location of the incident (intersection or milepost)
- The party to whom the driver's vehicle was registered (e.g., the university, the driver, another individual, or a rental agency)
- Name and phone number(s) of the investigating law enforcement officer on the scene, of any
- Any other entities responding at the scene (e.g., fire department, ambulance, hazardous materials unit)
- Citations issued
- A detailed narrative of the incident
- Space to allow the driver to make a sketch or diagram of the incident scene

**Mississippi Valley State University  
Motor Vehicle and Fleet Management**

**Factors to be Considered During an Incident Review**

During a review of a motor vehicle incident, possible contributing factors may be considered using the following framework:

**Driver:**

- ☐ Driver's work schedule for at least the week preceding the incident
- ☐ Length of time on duty since the previous break prior to the incident
- ☐ Fatigue
- ☐ Scheduling demands on driver
- ☐ Motor vehicle record history
- ☐ Physical condition of the driver at the time of the incident
- ☐ Physical limitations of the driver at the time of the incident
- ☐ Training history
- ☐ Driver's emotional state

**Vehicle:**

- ☐ Maintenance and inspection records
- ☐ Vehicle condition
- ☐ Damage to the vehicle from the incident
- ☐ Suitability and safety of the vehicle for the work task
- ☐ Vehicle control layout
- ☐ Modifications to the vehicle that may have contributed to the incident

**Operating Environment:**

- ☐ Weather
- ☐ Road conditions
- ☐ Traffic conditions
- ☐ Route planning
- ☐ Delivery or service schedules

**References**

The following provides further information on factors that may be considered in determining causation:

NHTSA. Large truck crash causation study in the United States. U.S. Department of Transportation, National Highway Traffic Safety Administration:

<http://www.nrd.nhtsa.dot.gov/pdf/nrd-01/esv/esv18/cd/files/18ESV-00252.pdf>

A guide to determine motor vehicle accident preventability (revised edition). National Safety Council [2004]. Publication No. 22972-0000. Itasca, IL: National Safety Council.

U.S. Department of Transportation [1991]. Accident countermeasures manual:

<http://www.fmcsa.dot.gov/factsfigs/accidenthm/accidentman.htm>

**Mississippi Valley State University  
Motor Vehicle and Fleet Management**

**Safety and Loss Control  
Van Safety Recommendations**

The question is often asked, “Why are we so concerned about 15-passenger vans?” Two reasons are paramount, among others: first is the documented fact that these vehicles have demonstrated a propensity to be involved in roll-over crashes, with 70% fatality rate. The second reason is the rather precious cargo (human lives) that is typically on board, and the amount of this cargo. When something goes wrong, it can go wrong in a big way.

“Where do we get our information?”, is usually the second question. The standard bearer in this issue is the National Highway Traffic Safety Administration (NHTSA), which was created in Highway Safety Act of 1970. The NHTSA is responsible for reducing deaths, injuries, and economic losses due to traffic crashes. This is accomplished through research into traffic conditions, driver behavior, and vehicle design and then promoting ideas and strategies to improve overall safety on American roads.

A 2004 NHTSA study (and 49-page report) explored the relationship between vehicle occupancy and several other variables in the NHTSA Fatality Analysis and Reporting Systems (FARS) database and a 15-passenger van’s risk of rollover. The study examines statistics on fatal crashes involving 15-passenger vans from 1990 to 2002. The study also constructs a logistic regression model to model the effects of various factors, most importantly occupancy level, on the risk of rollover. The model is constructed using data from 1994 to 2001 on police-reported motor vehicle crashes in five states that are part of NHTSA’s State Data System (SDS).

The data show that between 1990 and 2002, there were 1,576 15-passenger vans involved in fatal crashes that resulted in 1,111 fatalities to occupants of such vans. Of these, 657 vans were in fatal, single vehicle crashes, of which 349 rolled over. In 450 of these vans, there was at least one fatality, totaling up to 684 occupant fatalities in single-vehicle crashes. The majority of fatally injured van occupants were not wearing seat belts. Only 14 percent of the fatally injured were restrained. Analysis of data from NHTSA’s SDS reveals that the rate of rollover observed for 15-passenger vans that are loaded above half their designed seating capacity is 2.2 times the rate observed for vans loaded to or below half their capacity. The odds of a rollover for a 15-passenger van at its designated seating capacity is more than five times the odds of a rollover when the driver is the only occupant in the van.

The agency also performed computer modeling to assess the handling of these vehicles. The modeling predicted under-steer for 15-passenger vans when lightly loaded, similar to minivan behavior. However, when heavily loaded, it predicted under-steer at low lateral acceleration, but over-steer at higher lateral accelerations. This transition to over-steer may pose safety problems for drivers who are unfamiliar with this characteristic. Loading

15-passenger vans to gross vehicle weight (GVW) also moved center of gravity rearward, increasing load on rear tires.

What makes 15-passenger vans so dangerous? Begin answering this by recognizing that these vans were originally designed to haul cargo - not people. Therefore, many of the safety features associated with typical passenger vehicles (like mini-vans, or buses) was omitted. In fact, 15-passenger vans are more like trucks, while mini-vans are more like cars. They have truck chassis, truck tires, and truck engines. Mini-vans are built on car chassis, with car suspensions and tires and engines. The 15-passenger vans are higher off the ground, longer, taller, heavier, have less visibility, and are more powerful than typical passenger vehicles. Add the weight of 15 people and some gear and you've got quite a truck-driving job ahead of you. Whoever is driving needs to be skilled, trained, and experienced.

Why can't we load them to maximum capacity? The center of gravity of an empty van is already higher than most passenger vehicles. The risk of having a rollover crash is about the same as for a pick-up truck, while the van is empty. As you add passengers, you add weight above the axles. If you pack the rear of the van first, you add weight behind the rear axle, shifting the center of gravity not only upward, but to the rear. This results in less ground pressure at the front, where you count on the front tires to steer with. The NHTSA report cited earlier stated that by the time you have ten people on board, you've tripled the risk of rollover that you had with only a driver on board. Fill all fifteen seats and the risk is now five times greater. Add in the difficulty in steering because your front wheels are barely touching the ground (and may even be coming off the ground if driving over bumps), and the risk is unacceptable.

Why all the focus on tires? The failure has been cited in many of the fatal crashes associated with these vans. With a vehicle weighing over 9,000 pounds, tires need to be above average. Manufacturers specify that light-truck (LT) tires are to be used for these vehicles rather than passenger (P) tires. The LT tires have many different qualities but the ability to take the weight and turn corners with it are two important ones. Ken Testorff, in a report he wrote for the U.S. Navy states that "a random check of government-owned and leased 15-passenger vans in mid-2001 revealed some had improper replacement tires installed. When tires don't meet the manufacturer's minimum standards for size, pressure, and load, you're asking for problems. Heat rapidly builds up in such cases, creating the potential for tire failure, which can cause a driver to lose control and wreck."

Tire pressure, even with the proper tires, must be checked with a gauge and adjusted to the tire and vehicle specifications. If you have the correct tires, this should be the same for both. Begin by checking the federal certification sticker usually found on the driver's door pillar. This lists the vehicle's gross weight load limits (per axle), required tire type and size, and cold inflation pressure for front and rear tires. Compare this to the tires that are actually on the van. If sub-standard tires are present, they should be replaced prior to further use. Note that the pressures usually differ from front to rear. The front is usually about 50 p.s.i. while the rear is usually about 80 p.s.i. Only a good tire pressure gauge will tell you if you need more air.

Why are 15-passenger van wrecks so often fatal? Eighty (80) percent of those who died in 15-passenger van crashes were not wearing seat belts. Even people who normally wear seat belts don't feel the need, or don't remember, to wear them when they get inside a van. The driver is the one person who usually remembers to fasten his or her seat belt and is the one person who can remind others to do so - or the van doesn't leave the parking lot!

Lastly, what are your recommendations? The following were arrived at after studying numerous university, military, and other government agency procedures, NHTSA statistics and reports, and advice from the National Safety Council's Defensive Driving Course. They are written from the standpoint of preventing loss of life while still being able to accomplish objectives. Input has come from several universities within the IHL system. Universities can create their own procedures based on these recommendations. While stricter standards may be chosen, these recommendations should be considered minimum allowable considerations. Recommendations may be changed or added in the future as additional information is obtained.



## Summary of Recommendations

### IHL Safety and Loss Control

1. Drivers should be experienced.  
How this is measured can vary:
  - a. Having held a driver's license for at least five years
  - b. Being of a certain age (25 is common) assuming they have been driving since the earliest allowable age (15 in MS)
  - c. Having driven a truck or other large vehicle could be part of experience (10 years driving a motorcycle may not help much when driving a 9,000 + lb. van with 15 lives on board)
2. Drivers should be skilled.  
Do they have a good driving record, which includes vans or similar vehicles?
3. Drivers should be trained.  
A driver training course should include a minimum of 4 hours in the classroom and should require demonstrated successful performance behind the wheel on a closed course. Content should include reference to actual university-owned vans, characteristics, manufacture's specifications, maintenance, accident statistics, risks, load placement, capacity, operation, defensive driving strategies, university policies, route/trip planning, emergency procedures, and other topics as identified.
4. Driving time should be limited.  
Fatigue is a common factor in crash statistics. Universities should adopt a policy to prevent driver fatigue while safely accomplishing the mission of the group traveling. Consider driving time as related to wakeful time within a 24 hour period. A standard work day being eight hours, this might be a good limit for the average driver. The Department of Transportation allows more hours behind the wheel for commercial truck drivers, but requires the next eight hours to be "off duty". Taking a ten-minute break every 100 miles or two hours is also a recommendation of the National Safety Council.
5. Time of day should be limited.  
National Safety Council discourages driving between the hours of midnight and 6:00 a.m. due to the condition of other drivers and the likelihood of fatigue and/or meeting other drivers who are intoxicated.
6. Drivers should be held responsible for the safe and lawful operation of the vehicle they are driving.  
Auto insurance and the MS Tort Claims Act will apply to liabilities while operating in the course and scope of one's duties. Deviations from duty and violations of state or federal law should be understood. For these reasons and others, allowing non-employees to drive university-owned vehicles is

discouraged. Authorization for non-employees to drive university-owned/rented/leased vans should be documented.

7. Vans should carry no more than 10 people.  
This includes the driver and up to nine passengers. This recommendation is based on NHTSA recommendations. With just ten passengers, the van will still be operating at triple the risk of rollover than if the van were empty. With eight people, the risk is 2.2X. Limiting the total number to eight is also a common practice. Removal of one or more rear seats will help facilitate this practice.
8. Vans should be loaded from front to rear.  
Fill front seats first to avoid under-steering problems. All things being equal, place heaviest part of load (passengers or equipment) toward the front.
9. Roof racks or other “car-top carriers” should be prohibited.  
The risk of rollover is magnified with the height of cargo.
10. Cargo should be low and secure.  
Keeping the center of gravity low will reduce the risk of rollover. Tie-down straps, cargo cages, or other restraints should be used to prevent cargo from shifting during transit or from causing additional injury in the event of a collision.
11. All occupants must wear safety belts (lap and shoulder).  
Drivers should make sure everyone is properly secured prior to operation of vehicle. The number of properly working seat belts should determine the maximum number of passengers.
12. Towing (if allowed) should not be done with passengers.  
If it is absolutely necessary to tow a trailer with such a van, no more than one passenger (to assist driver) should be onboard the van. Other cargo within vehicle specifications can be allowed. Owner’s manual should be consulted for safe towing procedures and safe limits. Trailers must meet requirements as established in title 63 of MS Code. Only drivers with experience towing trailers should be allowed to operate vans with trailers attached. Avoiding the use of trailers is strongly suggested.
13. Backing should be performed with extra caution.  
If a passenger is present, he or she should exit the van and stand near the rear of the van to give guidance to the driver as it is backed. Drivers should walk around the rear of the van prior to backing alone to ensure an otherwise unseen object or person is not in harm’s way.
14. Emergency equipment should include proof of insurance, fire extinguisher, first aid kit, highway warning triangles, and tire pressure gauge.

Larger items should be fastened securely to vehicle to prevent injury during a crash, protect equipment, and provide a reliable location when needed.

15. Drivers should conduct a pre-trip inspection prior to each trip.  
A checklist should be used to document inspection and note any needed repairs. Standard items should include: actual tire pressure (requires tire pressure gauge), tread wear, all lights and signals, reflectors, windshield wipers, windshield washer, mirrors, brakes, fluid levels, belts, hoses, horn, emergency equipment, cargo security, and other as identified.
16. Monthly inspections should be performed by a qualified mechanic.  
This is a more detailed inspection that is also documented, with repairs being made as needed. Reference should be made to any driver inspections made since previous monthly inspection.
17. Provisions for repair of safety-related items during travel should be identified.  
Drivers will need authority and procedure for replacement of tires that are about to fail, or headlights or wiper blades that don't work, for example.
18. All recommendations apply to rental/leased vans as if they were university owned.  
The university will be expected to cover liabilities and ensure the safety of passengers regardless of ownership. If vehicles cannot meet standards established for university-owned vans, another source should be sought. Rental companies may have additional rules/procedures that should be followed, such as minimum age requirements for drivers. None of these recommendations is intended to exempt any rule or procedure from renting and leasing authorities.

**Mississippi Valley State University  
Motor Vehicle and Fleet Management**

**Guide to Hiring Bus Companies**

Using a list of pre-qualified bus companies for transporting people to and from activities is the simplest way to ensure continuity and safety when outside vendors must be used.

- A. For criteria in establishing such a list, request the bus company's USDOT number, and log on to <http://www.safer.fmcsa.dot.gov/> for information, including:
- the bus company's current USDOT safety rating, if issued, and the date of the company's last compliance review (on-site inspection by motor carrier safety authorities)
  - whether the company is authorized to transport passengers for hire
  - whether the company has current insurance in force
  - the company's record of regulatory violations and roadside out-of-service violations, with a comparison to national averages
  - the company's highway crash history
- B. Whether or not you are working from a list of pre-qualified bus companies, ask the following questions and include similar language in contracts:
- Does the driver have a current commercial driver's license (CDL) with a passenger endorsement?
  - Does the driver possess a valid medical certificate?
  - Does the company have a driver drug and alcohol testing program that complies with USDOT regulations?
  - Will your trip be completed within the legal limit of 10 driving hours? If not, will there be a second driver or overnight rest stop schedule to legally complete the trip?
  - Does the company have its buses inspected annually? By whom?
  - Does the company have the required \$5 million of public liability insurance?
  - Can the university be named as an additional insured and certificate holder?
  - Does the company subcontract with others for equipment and/or drivers? If so, what is the name of the second bus company and its USDOT number?
  - Does the company have notification procedures for roadside emergencies and breakdowns? Is the driver equipped with a wireless communications device?

For more information on charter bus safety, visit: [www.fmcsa.dot.gov/safetyprogs/bus.htm](http://www.fmcsa.dot.gov/safetyprogs/bus.htm).



**MISSISSIPPI VALLEY STATE**  
 UNIVERSITY

## Vehicle Utilization Request

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

Name/Sponsor \_\_\_\_\_

Department \_\_\_\_\_

Name of Driver \_\_\_\_\_

Banner Org Number \_\_\_\_\_

Date to Depart \_\_\_\_\_

Date to Return \_\_\_\_\_

### Type of Vehicle Desired:

<input type="checkbox"/> Car \$.60/mile	<input type="checkbox"/> Van \$.85/mile	<input type="checkbox"/> 25-Passenger Bus \$2.00/mile	<input type="checkbox"/> 40-Passenger Bus \$3.00/mile	<input type="checkbox"/> 52-Passenger Bus \$3.25/mile
--	--	--	--	--

Purpose of Travel: \_\_\_\_\_

### Statement of Travel

Starting Point	Intermediate Point	Ending Point	Number of Miles	Rate Per Mile	Amount
				Select Rat	
				Select Rat	

### BLANKET RATE – TRIPS TO ITTA BENA OR GREENWOOD, MS ONLY

☐ \$100.00 – BUS

☐ \$65.00 – VAN

Requested by \_\_\_\_\_  
 Department Chair/Project Director

Approvals \_\_\_\_\_  
 Budget Officer

Approvals \_\_\_\_\_  
 Area Vice President (see Approval Limit Schedule)

VP for Business & Finance or designee

OSP / Title III / Private Grants Director

President (see Approval Limit Schedule)

Facilities Management

### Turn-In Report

☐ \$25.00 CLEANING FEE

Vehicle Number \_\_\_\_\_

	Speedometer
Ending	
Beginning	
Number of Actual Miles	
<b>ACTUAL TOTAL</b>	

**Mississippi Valley State University  
Motor Vehicle Fuel Report – Fuelman**

Week: \_\_\_\_\_ - \_\_\_\_\_  
Beg. Date
End Date

DATE	VEHICLE#	PER FUELMAN REPORT		TYPE	RECEIPT YES*/NO**
		GALLONS	COST		
<b>WEEKLY TOTAL</b>					

\* - Attach Receipt

\*\* - Attach Signed Statement indicating reason

**Driver certifies that the fuel listed above was purchased for official use by:**

- |   |  |
|---|--|
| <input type="checkbox"/> University Police<br><input type="checkbox"/> Mass Transit | <input type="checkbox"/> Transportation<br><input type="checkbox"/> Admissions & Recruitment |
|---|--|

Driver

Signature/Date


\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

**Mississippi Valley State University  
Fuelman Fuel Tracking Report**

Week Ending \_\_\_\_\_ Department# \_\_\_\_\_ Driver \_\_\_\_\_

Week	Date	Vehicle	Odometer Reading	Gallons of Gas	Price Per Gallon	Total Cost	Receipt Yes*/No**
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

I certify that the above information is valid and correct to the best of my knowledge relative to the Fuelman Card use. Attached are receipts for verification of this report.

Signature: \_\_\_\_\_

Driver \_\_\_\_\_

Authorized Purchaser (PIN) \_\_\_\_\_

Supervisor \_\_\_\_\_

\* - Attach Receipt

\*\* - Attach Signed Statement and Explanation

# Mississippi Valley State University

## Vehicle Daily Log Sheet

Date	Vehicle No.	Driver	Ending Miles	Beginning Miles	Total Miles	Maintenance Type	Maintenance Information
							M T W T F S S
						Check Oil	
						Check H2O	
						Check Windshield Wipers	
						Check Windshield	
						Check Exterior Lighting	
						Check Transmission Fluid	
						Check Tires & Lug Nuts	
						Check Seatbelt	
						Check Power steering	
						Check Brake Fluid	
						Wash Date:	



**Mississippi Valley State University  
Office of Admissions and Recruitment**

**Vehicle Utilization Authorization**

Authorized User: \_\_\_\_\_ Employee ID# \_\_\_\_\_

Vehicle # \_\_\_\_\_ Odometer Reading \_\_\_\_\_ Ending \_\_\_\_\_

Beginning \_\_\_\_\_

Total Miles \_\_\_\_\_

Destination \_\_\_\_\_ Start Date & Time \_\_\_\_\_

Return Date & Time \_\_\_\_\_

Purpose \_\_\_\_\_

Approved \_\_\_\_\_  
Director of Admissions & Recruitment \_\_\_\_\_ Date \_\_\_\_\_

For Office Use

ISSUED	RETURNED
<input type="checkbox"/> Auto Keys <input type="checkbox"/> Fuelman Card	<input type="checkbox"/> Auto Keys <input type="checkbox"/> Fuelman Card <input type="checkbox"/> Gasoline Tickets <input type="checkbox"/> Log In/Out Odometer Readings
Issued By: _____ Date _____	Issued By: _____ Date _____
Received By: _____ Date _____	Received By: _____ Date _____



Sections 1 and/or 2, and 4 **MUST** be completed for Fuelman Card requests/deletion.

TO: Office of Business and Finance

FROM: Fuelman Card Designee \_\_\_\_\_

DATE: \_\_\_\_\_

RE: Fuelman Card Request

**REQUEST FOR FUELMAN CARD – SECTION 1**

VEHICLE NO.	DEPARTMENT NAME	EMPLOYEE ASSIGNED
State the reason why card is needed:		

**DELETION OF FUELMAN CARD – SECTION 2**

VEHICLE NO.	EMPLOYEE REQUESTING DELETION	DELETED CARD NO.
State the reason why card is being deleted:		

\*\*\*\*\*

**FOR OFFICE USE ONLY**

**ISSUANCE/DELETION OF CARD – SECTION 3**

VEHICLE NO.	EMPLOYEE VEHICLE ASSIGNED TO	DATE OF ISSUANCE/DELETION	NEW CARD NO.	Issuance	Deletion
				SIGNATURE	
As supervisor, I am aware of the regulations and the use of the Fuelman card. I will check this card out and return it to the Transportation Office after fueling along with the signed gas ticket(s).					

\*\*\*\*\*

**REQUIRED SIGNATURES – SECTION 4**

_____	_____
Department Head	Vice President for Business and Finance

Processed By: \_\_\_\_\_



Sections 1 and/or 2, and 4  
MUST be completed for  
PIN requests/deletion.

TO: Office of Business and Finance

FROM: Fuelman PIN Designee

DATE: \_\_\_\_\_

RE: Fuelman PIN Request

**REQUEST FOR ISSUANCE OF PIN – SECTION 1**

FUELMAN DEPT. NO.	DEPARTMENT NAME	EMPLOYEE NAME	ID#

**State the reason why PIN is Needed:**

**DELETION OF PIN – SECTION 2**

FUELMAN DEPT. NO.	DEPARTMENT NAME	EMPLOYEE NAME	ID#	ASSIGNED PIN#

**State the reason why PIN is Deleted:**

\*\*\*\*\*

**FOR OFFICE USE ONLY**

**ISSUANCE/DELETION OF PIN – SECTION 3**

FUELMAN DEPT. NO.	DEPARTMENT NAME	EMPLOYEE NAME	ID#	Issuance	Deletion
				PIN	SIGNATURE

By signing above, I understand that I am responsible for this PIN and that I am not to share this PIN with anyone. I must also sign all gas tickets. I also understand that I must turn in the gas tickets and card to the Office of Transportation. Unauthorized use of this PIN will result in a payroll deduction for purchases and possible disciplinary action.

\*\*\*\*\*

**REQUIRED SIGNATURES – SECTION 4**

_____	_____
Department Head	Vice President for Business and Finance

Processed By: \_\_\_\_\_



# AUTOMOBILE LOSS NOTICE

DATE (MM/DD/YYYY)

AGENCY Galloway-Chandler-McKinney Insurance, LLC P.O. Box 9670 Columbus, MS 39705		INSURED LOCATION CODE #006 - MVSU	DATE OF LOSS AND TIME AM PM
CONTACT NAME: Danielle Lloyd, CISR		CARRIER Acadia Insurance Company	NAIC CODE
PHONE (A/C, No, Ext): 662-328-0492		POLICY NUMBER CAA 4273611-49	
FAX (A/C, No): 662-329-3938		POLICY TYPE CAUT - Commercial Auto	
E-MAIL ADDRESS: danielle.lloyd@gcm-insurance.com		Policy Effective: 7/1/2022 - 7/1/2023	
CODE:	SUBCODE:		
AGENCY CUSTOMER ID: BOAROFT-01			

## INSURED

NAME OF INSURED (First, Middle, Last) Board of Trustees of State Institutions of Higher Learning		INSURED'S MAILING ADDRESS 3825 Ridgewood Road Jackson, MS 39211	
DATE OF BIRTH	FEIN (if applicable)	MARITAL STATUS / CIVIL UNION (if applicable)	
PRIMARY PHONE # 601-432-6368	<input type="checkbox"/> HOME <input checked="" type="checkbox"/> BUS <input type="checkbox"/> CELL	SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL	
CONTACT X		CONTACT INSURED	
NAME OF CONTACT (First, Middle, Last) Deborah Swinney		CONTACT'S MAILING ADDRESS Mississippi Valley State University 14000 Hwy 82 West #7265 Itta Bena, MS 38941-1400	
PRIMARY PHONE # 662-254-3302	<input type="checkbox"/> HOME <input checked="" type="checkbox"/> BUS <input type="checkbox"/> CELL	SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL	
WHEN TO CONTACT Anytime		PRIMARY E-MAIL ADDRESS: rdenne@mississippi.edu	
		SECONDARY E-MAIL ADDRESS:	

## CONTACT

NAME OF CONTACT (First, Middle, Last) Deborah Swinney		CONTACT'S MAILING ADDRESS Mississippi Valley State University 14000 Hwy 82 West #7265 Itta Bena, MS 38941-1400	
PRIMARY PHONE # 662-254-3302	<input type="checkbox"/> HOME <input checked="" type="checkbox"/> BUS <input type="checkbox"/> CELL	SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL	
WHEN TO CONTACT Anytime		PRIMARY E-MAIL ADDRESS: dswinney@mvsu.edu	
		SECONDARY E-MAIL ADDRESS:	

## LOSS

LOCATION OF LOSS STREET:	POLICE OR FIRE DEPARTMENT CONTACTED
CITY, STATE, ZIP:	REPORT NUMBER
COUNTRY:	
DESCRIBE LOCATION OF LOSS IF NOT AT SPECIFIC STREET ADDRESS:	
DESCRIPTION OF ACCIDENT (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)	

## INSURED VEHICLE

VEH #	YEAR	MAKE:	BODY TYPE:	PLATE NUMBER	STATE
		MODEL:	V.I.N.:		
OWNER'S NAME AND ADDRESS		(Check if same as insured)		PRIMARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL	SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL
				PRIMARY E-MAIL ADDRESS:	
				SECONDARY E-MAIL ADDRESS:	
DRIVER'S NAME AND ADDRESS		(Check if same as owner)		PRIMARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL	SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL
				PRIMARY E-MAIL ADDRESS:	
				SECONDARY E-MAIL ADDRESS:	
RELATION TO INSURED (Employee, family, etc.)	DATE OF BIRTH	DRIVER'S LICENSE NUMBER	STATE	PURPOSE OF USE	USED WITH PERMISSION? (Y/N)
DESCRIBE DAMAGE					
1. WAS A STANDARD CHILD PASSENGER RESTRAINT SYSTEM (CHILD SEAT) INSTALLED IN THE VEHICLE AT THE TIME OF THE ACCIDENT?					Y / N
2. WAS THE CHILD PASSENGER RESTRAINT SYSTEM (CHILD SEAT) IN USE BY A CHILD DURING THE TIME OF THE ACCIDENT?					Y / N
3. DID THE CHILD PASSENGER RESTRAINT SYSTEM (CHILD SEAT) SUSTAIN A LOSS AT THE TIME OF THE ACCIDENT?					Y / N
ESTIMATE AMOUNT:	WHERE CAN VEHICLE BE SEEN?:			WHEN CAN VEHICLE BE SEEN?:	
OTHER INSURANCE ON VEHICLE - CARRIER:			POLICY NUMBER:		

OTHER VEHICLE / PROPERTY DAMAGED NON - VEHICLE? ☐ AGENCY CUSTOMER ID: IHL---1

VEH #	YEAR	MAKE:	BODY TYPE:	PLATE NUMBER	STATE
		MODEL:	V.I.N.:		
DESCRIBE PROPERTY (Other Than Vehicle)					OTHER VEH/PROP INS? (Y/N)
CARRIER OR AGENCY NAME			NAIC CODE	POLICY NUMBER	
OWNER'S NAME AND ADDRESS			PRIMARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL		SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL
			PRIMARY E-MAIL ADDRESS:		
DRIVER'S NAME AND ADDRESS <input type="checkbox"/> (Check if same as owner)			SECONDARY E-MAIL ADDRESS:		
			PRIMARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL		SECONDARY PHONE # <input type="checkbox"/> HOME <input type="checkbox"/> BUS <input type="checkbox"/> CELL
			PRIMARY E-MAIL ADDRESS:		
			SECONDARY E-MAIL ADDRESS:		
DESCRIBE DAMAGE					
ESTIMATE AMOUNT		WHERE CAN DAMAGE BE SEEN?			

#### INJURED

NAME & ADDRESS	PHONE (A/C, No)	PED	INS VEH	OTH VEH	AGE	EXTENT OF INJURY
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

#### WITNESSES OR PASSENGERS

NAME & ADDRESS	PHONE (A/C, No)	INS VEH	OTH VEH	OTHER (Specify)
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

REPORTED BY

REPORTED TO

REMARKS (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

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