

# METROPOLITAN STATE UNIVERSITY REGULATIONS



## Business Office Contacts

### **Administrative Affairs Procedure #413**

#### **Section 1. Procedure**

This procedure is established to provide a guide to the process and personnel of the Business Office.

#### **Section 2. Authority**

This procedure is issued pursuant to the operating authority granted to the Vice President of Administration and Finance by the President of the university.

#### **Section 3. Effective Date**

The procedure outlined herein shall become effective upon signature of the Vice President of Administration and Finance and shall remain in effect until modified or expressly revoked.

#### **Section 4. Responsibility**

The responsibility for implementation of this procedure is assigned to the Vice President of Administration and Finance.

#### **Section 5. Objective**

To coordinate and implement processes required for effective Business Office transactions.

#### **Section 6. Implementation**

Background: Metropolitan State University is part of the State University System and is governed by its regulations. We are also subject to state statutes and administrative laws created by other agencies given authority to enforce regulations, policies and procedures on behalf of the state government.

Two state agencies, in particular, control how we operate: The Department of Administration and the Department of Finance.

The functions of the Business Office include:

1. Purchasing (Central Store)- through which Metro State acquires goods and services, i.e. books, travel, machines, pencils, speakers, tutors, etc. Contacts: Jim Gergen or Matt Marchetti. (772-7605)

Minnesota Statute 16A.15 Subdivision 3, states that it is ILLEGAL for a state agency and its employees to place an order for goods or services until the agency has encumbered (set aside through its Business Office via #1400 Requisition form) funds in the estimated amount of the order. This also applies to incurring personnel costs.

This law applies to all funds (state, federal, private, or local) expended on behalf of Metropolitan State University. Only persons in Administrative Affairs are authorized to obligate funds. Personal liability may result for obligations made outside of established procedure.

**YOU MUST CONSULT YOUR DEPARTMENT OFFICE MANAGER OR SECRETARY WHEN IN NEED OF ANY GOOD OR SERVICE.**

2. Payroll Office - through which all employees are paid. In order to ensure timely payment of employees, the appropriate forms must be processed through the Personnel Office: Position Authorization Form (PAF) and Assignment Request Form (ARF). Contact: Judy Janisch. (772-7629)
3. Accounts Payable Office - processes payment to vendors for authorized purchased of goods and services. Contacts: Chuck Karver (772-7742) and Helen Bohrer (772-7750).
4. Cashier's Office - processes receipt of tuition and fees revenue, other incidental revenue, and distributes processed payroll checks, financial aid checks and student refunds. Contacts: Debbie Snider (772-7743) and David Peasley (772-7746).
5. Accounting Office - processes account budget transfers, provides training to persons responsible for university accounts and provides general information for the university about financial activity occurring. Contacts: Lucia Miklas (772-7748) and Dan Schlegel (772-7637).
6. Inventory - accounts for all goods purchased with University funds. Any goods purchased with University funds are the property of the University, including books, etc. purchased with your IFO Professional Development funds. When issued goods (desks, chairs, computers, etc.), you are responsible for the care and location of these items. Any significant change in the condition of item or change in location should be reported. Contacts: Kris Henel, (772-7740), Bruce Kamperschroer (772-7608), Sam Combs (772-7694).

## **Section 7. Section 7, Review**

This procedure will be subject to review on an annual basis.

## **Section 8. Approval**

Issued on this 28<sup>th</sup> day of May, 1994.

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W. Gordon Scott, Vice President of Administration and Finance