

**Request to Handle Funds of Organizations External to MSU** (see MSU OP 61.04)

\_\_\_\_\_  
Employee's Name                      Employee's MSU ID                      Employee's Ph. No.                      MSU Department/Center

MSU employee's job title and function within the Department/Center (attach additional sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

\_\_\_\_\_  
External Organization's Name                      MSU Employee's Title in the Organization (if applicable)

Employee's responsibilities regarding handling funds of the named organization (attach additional sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the Approximate dollar value that MSU Employee will be responsible for?                      \$ \_\_\_\_\_  
Why is it in MSU's best interest to allow the employee to handle the funds? (attach additional sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attached is the external organization's waiver of liability or hold harmless agreement absolving MSU of Liability?  
YES/NO                      If no, attach a letter explaining why the external organization will not provide the waiver of liability or hold harmless agreement.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

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\_\_\_\_\_

**Department Head/Center Head Comments and Recommendations** (attach additional sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Head/Center Head Signature \_\_\_\_\_ Date \_\_\_\_\_

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\_\_\_\_\_

**Dean/Director Comments and Recommendations** (attach additional sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dean/Director Signature \_\_\_\_\_ Date \_\_\_\_\_

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\_\_\_\_\_

**Vice President's approval.** Factors to take into account: 1) whether the mission of the organization promotes one or more of MSU's missions, 2) the benefit to the employee's department and MSU, 3) whether it promotes the professional development of the employee, 4) the potential risk to MSU.

Approved

\_\_\_\_\_  
Vice President Signature and Date

Copy to: MSU Individual Employee Human Resources' File  
Employee  
Vice President  
Orig. to: Department Employee Files