Each document identifier has two letters and five numbers. The first letter identifies the type of document (see below).

The five-digit number represents the number series assigned to a specific division, office, area or function. (See Chart CT-03040.) The first two numbers identify the division/office/area/function. The last three numbers are sequential numbers used to number the documents.

Examples: ET-03022 is a Policy (E) for all Treasury employees (T).

PC-41001 is a Procedure for Return Processing Division, Income Tax (C-41).

First Letter	Document Type	Explanation	See Sample
B	Bulletin	Provides general information, guidelines and/or discussions.	1
C	Chart (other than organization)	Shows information about a subject or activity quickly and simply, usually in table format.	2
D	Decision Table	Presents various combinations of conditions involved in making decision and the resulting actions to be taken.	3
E	Policy	States a definite course of method of action to guide and determine present and future decisions. Issued by management at the department, bureau, office or division level.	4
F	Form Instruction	Explains how to complete a form. (See Standard ST-03007.)	5
J	Job Outline	Gives detailed step-by-step instructions for one specific task performed by one employee. Normally referenced within a procedure. (See Standard ST-03001.)	6
O	Organization Chart	Shows in graphic format the principal elements of organization at the department, bureau, office and division level.	7
P	Procedure	Shows a selected cycle of action involving more than one employee or group (bureau, office, division, section or unit). (See Standard ST-03001.)	8

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First Letter	Document Type	Explanation	See Sample
R	Responsibility Statement	States the overall responsibility of an employee's position or a section and lists the specific functional responsibilities.	9
S	Standard	Defines principles used to establish the required quality level of an activity, such as writing procedures or designing forms. Provides a measure of comparison for that activity.	10
Y	Flow Chart	Charts a general overview of a work flow involving several divisions, offices or bureaus. Refers to appropriate procedures or job outlines for more detailed information.	11
Z	Purpose and Objectives	States the overall purpose or goal of a division/office/bureau and lists its functional objectives.	12

SAMPLE 1
BULLETIN (B)

1836 (Rev. 11-04)
Treasury Documentation

Subject: Department of Treasury, Purpose, History, Organization, Mission Statement, Values, and Vision
For: EMPLOYEE HANDBOOK   Also See: BT-03064

Identification BT-03019 Bulletin
Effective Date 4-1-2005
Replaces BT-03019 (6-1-2001)

Page 1 of 2

Purpose

The purpose of the Department of Treasury is to collect state taxes, to invest, control and disburse state monies, to protect the credit of the state and its municipalities, to prescribe and audit the accounting systems for county and municipal governments, to develop and maintain a uniform method of appraising real and personal property upon which property taxes are assessed, and to escheat unclaimed personal property.

History

The present Department of Treasury came into being on November 28, 1965, as a result of the Executive Organization Act of 1965. Prior to that date, many of the divisions of Treasury existed as independent agencies or as parts of other departments. The Executive Organization Act brought these related functions together as the Michigan Department of Treasury, one of the principal departments of State government.

Organization

The Department of Treasury is administered by the State Treasurer; Chief Deputy Treasurer for Administrative Services, Financial Services, Tax and Economic Policy, Program Management, Customer Service, Tax Compliance and Tax Processing; Deputy Treasurer for Local Government Services, Student Financial Services and Bond Finance; Deputy Treasurer for Programs; and Director of Investments. It is organized into various Bureaus and Offices. Within each bureau/office are divisions, which may be divided further into sections and units.

For a clearer understanding of the Department's structure, refer to the Department's organization charts, the Treasury Telephone Directory, or the Treasury listing in the State of Michigan Telephone Directory.

Mission Statement, Values and Vision

The Department's Mission Statement is: Treasury exists to provide quality financial, tax, and administrative services.

Our **Values** to accomplish the mission and vision are:

- Integrity - reflecting the highest standards
- Trust - communication and cooperation
- Respect - recognition and appreciation for one another
- Dedication - to excellence

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SAMPLE 2
CHART (C)

1836 (Rev. 11-04)
Treasury Documentation

Subject: Treasury Documentation, Document Identifiers and Types

For: DOCUMENT COORDINATOR HANDBOOK

Also See: BT-03000; CT-03040; ST-03001, 07

Identification CT-03041 Chart
Effective Date 1-1-2007
Replaces CT-03041 (8-1-1995)

Page 1 of 3

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Examples: ET-03022 is a Policy (E) for all Treasury employees (T).

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SAMPLE 3
DECISION TABLE (D)

1836 (Rev. 02-01) IS, Formerly M-1200
TREASURY DOCUMENTATION

Subject
Farmland Eligible for Property Tax Credit

For
Return Processing Division
Income Tax Section
Farmland Unit

Also See
CC-41021; JC-41054

Identification DC-41001
Decision Table

Effective 9-1-2001

Page 1 of 1

Replaces
DC-41001 (1-1-1997)

Beginning with the 1990 Tax Year

Owner					
Taxpayer:					
Owns farm	Y	Y	Y	Y	Y
Meets gross receipts	Y	Y	N	N	N
Lives on farm	Y	N	Y (Less than 10 yrs.)	Y (10 yrs. or more)	N
Eligible Property:					
All farmland (doesn't have to be contiguous unless rented to others)	X	X			
Home plus 5 acres*			X		
Home and all contiguous or adjacent unoccupied land				X	
None					X

*Renters qualify under this category also.

End

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SAMPLE 4
POLICY (E)

1836 (Rev. 11-04)
Treasury Documentation

Subject: Treasury Official Documentation and Unit-Specific Documents

For: EMPLOYEE HANDBOOK
DOCUMENT COORDINATOR HANDBOOK

Also See:

Identification ET-03114 Policy
Effective Date 2-1-2005
Replaces ET-03114 (2-1-2001)

Page 1 of 2

Treasury Official Documentation

Treasury's official documentation includes bulletins, charts, decision tables, flow charts, form instructions, job outlines, organization charts, policies, procedures, purpose and objectives, responsibility statements, standards, subject indexes and tables of contents.

A document is official only when it is:

1. Processed by and reviewed for compliance with departmental standards by Forms and Document Services (FDS).

2. Reviewed and approved by all appropriate Treasury management and staff.

3. Published on form 1836 TREASURY DOCUMENTATION and disseminated to appropriate Treasury staff.

All approved/distributed documents become part of the Treasury Documentation File which is maintained by FDS. These documents remain in full force and effect until replaced or officially designated as obsolete (reviewed and approved to be removed from the Treasury Documentation File, and the Master Table of Contents and Subject Index).

Unit-Specific Documents

Unit-Specific Documents include policies, work rules, directives or similar documents that apply to a specific area within Treasury and are not incorporated in Treasury Official Documentation. These documents remain in effect for the calendar year in which they were promulgated and for the succeeding calendar year. During that time, they can be: (1) reissued with a new effective date, (2) officially designated as obsolete, or (3) if appropriate, incorporated in Treasury Official Documentation. If no action is taken, Unit-Specific Documents will expire.

A Unit-Specific Document:

1. May include an expiration date. However, the expiration date cannot go beyond the calendar year following the year in which the document was issued.

2. Must be submitted to the Human Resources Division for review prior to implementation.

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SAMPLE 5
FORM INSTRUCTION (F)

1836 (Rev. 11-04)
Treasury Documentation

Subject: Form AS-1 Procurement Initiation Letter

For: PURCHASING GUIDE *Also See*:

Identification FT-03025 Form Instruction
Effective Date 11-1-2006
Replaces FT-03025 (12-1-2005)

Page 1 of 5

Requester

Note: Step numbers below match circled position numbers on attached sample form AS-1 PROCUREMENT INITIATION LETTER. (Form AS-1 is available on Treasury's Intranet.)

Section 1 - Department Identification

1. Enters department name.
2. Enters current date.
3. Enters contact person's name.
4. Enters contact person's phone number.
5. Enters contact person's e-mail address and fax number.

Section 2 - Purchase Request Identification

6. Checkmarks appropriate box to identify type of request.
   A. "REQ" (Requisition) if for new request.
   B. "PO" (Purchase Order) if for current single-year contract already in place (amendment).
   C. "BPO" (Blanket Purchase Order) if for a multi-year contract already in place (amendment).

Form AS-1 (Rev 11/05)

Department of Management and Budget, Acquisition Services
Procurement Initiation Letter

This form must accompany all new requisitions, and requests for amendments/extensions submitted to Acquisition Services.

Section 1. Department Identification

1. Department:	1	2. Date:	2	5. E-mail:	5
3. Contact Person:	3	4. Phone #:	4	Fax #:	

Section 2. Purchase Request Identification

Check One: 6 REQ ☐ PO ☐ BPO ☐

6. ☐ New Request 7 or 8	a. Requisition #: 8		b. Type of Purchase: ☐ Commodity ☐ Service ☐ IT	
7. ☐ One Time Purchase 7 OR	8. ☐ Multi-Year Contract: 8		a. From: 8	b. To: 8

9 9. ☐ Amendment	a. Contract/PO #: 9	b. Contract Period: 9 or 10	c. Current Contract Value: $ 9	d. Amendment Cost: $ 9

10 10. ☐ Contract Extension	a. Contract #: 10	b. Contract Period: 10	c. Current Value of Contract: $ 10	d. Length of Extension: 10	e. Value of Extension: $ 10

11. Vendor Name or Recommended Vendor (if applicable): 11

Section 3. Government Estimate

12. Enter Estimated Value: $ 12

a. Government Estimated Based On:
12a
☐ Competitive Quotes (Please attach)
☐ Historical Pricing/Previous Contract Value
☐ Market Research (GSA Pricing, Contract in another State, Web Research)
☐ Other (Please attach details)

b. Has the amount in box 12 above been approved in Department Budget?
12b
☐ Yes
☐ No If NO, please provide the amount that has been approved: $

Section 4. Purchase Justification

13a. Description of Product/Service Requested:
13

b. Purpose/Business Case of New Contract, Amendment, or Extension and Expected Outcomes:

SAMPLE 6
JOB OUTLINE (J)

1836 (Rev. 11-04)
Treasury Documentation

Subject: Treasury Documents for Review Report, Review and Update

For: DOCUMENT COORDINATOR HANDBOOK

Also See: ET-03040; PT-03082 ST-03000, 01, 09

Identification JT-03050 Job Outline
Effective Date 5-1-2006
Replaces JT-03050 (11-1-1995)

Page 1 of 3

Document Coordinator

Note: Refers to Policy ET-03040 on reviewing and updating documents that are past their review date.

WHEN: Quarterly (First of March, June, September, December)

1. Receives e-mail from Forms and Document Services (FDS) advising the Documents in Review (DFR) report has been posted in the online procedure manual folder/Web page.

   Note: The DFR lists documents up for review in the current quarter and/or documents with review date in previous quarter(s) for bureau/office/division (B/O/D).

2. Prints out copy of document(s) that is up for review in current quarter from online procedure manual.

3. Reviews each document to determine whether it is accurate and up to date, including:

   A. Form numbers and titles
   B. Job titles
   C. B/O/D, section and/or unit names
   D. References to other documents.

4. Obtains input from management/supervisory staff and/or involved employees, according to internal procedures for review of documents.

   <u>**OK as Is**</u>

5. **If document is still accurate and needs no further changes or updating**:

   A. Sends e-mail to FDS Document Analyst advising document is “OK as is” and needs no further updates.

   Or

   B. Writes “Ok as is,” initials and date on printout and sends to FDS Document Analyst.

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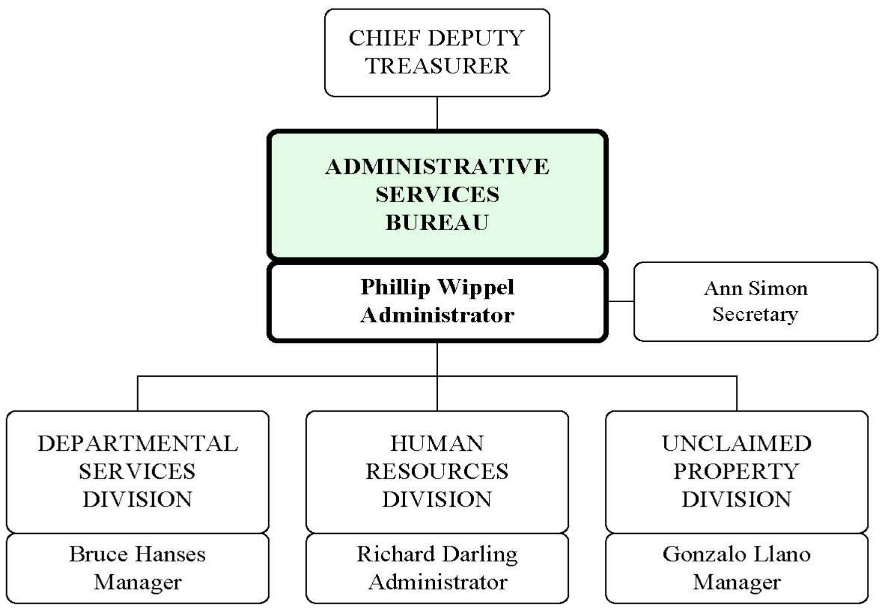
SAMPLE 7
ORGANIZATION CHART (O)

1836 (Rev. 11-04)
Treasury Documentation

Subject: Administrative Services Bureau, Organization

For: Administrative Services Bureau **Also See:** OH-40001; OM-20001, 60001

Identification OM-00001 Organization Chart
Effective Date 7-1-2006
Replaces OM-00001 (3-1-2006)
Page 1 of 1



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SAMPLEL 8
PROCEDURE (P)

1836 (Rev. 11-04)
Treasury Documentation

Subject: Documents for Review Report, Review and Take Action

For: DOCUMENT COORDINATOR HANDBOOK

Also See: ET-03010, 40; JM-42021; JT-03050; PM-46041, 50, 403

Identification PT-03082 Procedure
Effective Date 5-1-2006
Replaces PT-03082 (11-1-1995)

Page 1 of 3

Staff, Forms and Document Services (FDS)	**WHEN: Quarterly (First of March, June, September, December)** 1. Compiles Documents for Review (DFR) reports in Access documentation database listing documents with review date in the next quarter and/or previous quarter(s) ("outstanding") and publishes reports in appropriate folders in the public (P:\) shared drive or secure Intranet folders, according to Job Outline JM-42021.
Document Coordinator	2. Reviews documents for accuracy and revises as needed, according to Job Outline JT-03050. A. Obtains copy of document from online procedure manual. 3. Returns documents to FDS for processing.
Staff, FDS	4. Processes documents and sends revised drafts to Document Coordinator for review and approval, according to Procedure PM-46041. A. If Document Coordinator editing document using Word tracking, sends Word file to Document Coordinator.
Document Coordinator	5. Reviews revised drafts for accuracy and completeness. 6. If no further changes to drafts are required: A. Completes form 2542 DOCUMENTATION REVIEW AND APPROVALS. (1) Under "Review Date," notes if document should be reviewed in 1, 2, or 3 years by checking appropriate box. (2) Notes other recipients that should have document put into their shared directories or .pdf file e-mailed to them. (3) In "Approver" area, enters current date, own initials, and checks Approved box. B. Routes for further approval within division if needed. C. Returns approved drafts, all work papers and 2542 to FDS.

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SAMPLE 9
RESPONSIBILITY STATEMENT (R)

1836 (Rev. 11-04)
Treasury Documentation

Subject: Document Coordinator, Responsibilities

For: DOCUMENT COORDINATOR HANDBOOK   Also See:

Identification RT-03016 Responsibility Statement
Effective Date 7-1-2005
Replaces RT-03016 (11-1-95)

Page 1 of 1

Document Coordinators are Treasury employees who have been appointed to act as liaisons to Forms and Document Services in writing, revising and maintaining official Treasury documentation for their area (bureau, office, division, etc.).

Document Coordinators are responsible for:

1. Maintaining current documentation, developing new documents, and revising or obsoleting existing documents as changes in work cycles take place.
2. Consulting with Document Analyst in Forms and Document Services on writing and processing documentation.
3. Identifying and documenting work cycles according to guidelines in the DOCUMENT COORDINATOR HANDBOOK.
4. Consulting with management on policies, procedures and standards.
5. Interviewing supervisors and/or employees who perform specific tasks within the work cycle.
6. Obtaining appropriate approvals on documents from within area as required by area's internal procedures.
7. Determining other recipients that need document(s) put into their Procedure Manual shared directory or have .pdf file e-mailed to them.
8. Notifying employees of approved documents published in or deleted from their Procedure Manual shared directory.
9. Training employees on how to access and use the Procedure Manual.
10. Reviewing monthly Treasury Documentation Update and requesting copies of other documents be added to area's Procedure Manual shared directory, if appropriate.
11. Reviewing quarterly Documents for Review report and revising, updating or obsoleting documents as needed.
12. Reviewing quarterly Documents in Process Follow-up report (listing all documents currently in process and initials of person/area who currently has document for action) and following up with staff on those documents that have not had any recent action.

End

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SAMPLE 10
STANDARD (S)

1836 (Rev. 11-04)
Treasury Documentation

Subject: Form Instructions, Prepare

For: DOCUMENT COORDINATOR HANDBOOK

Also See:

Identification ST-03007 Standard
Effective Date 10-1-2006
Replaces ST-03007 (11-1-1995)

Page 1 of 1

Notes: Document Coordinators will prepare a current sample form to be used with Form Instruction and will verify that step numbers in Form Instruction correspond to circled position numbers on sample form **or** advise Forms and Document Services (FDS) that previous sample form is still okay to use.

The Document Coordinator will supply an electronic version of the sample form; otherwise, an **original white paper copy** of the sample form is acceptable.

For exceptions to this Standard, contact FDS.

1. Form Instructions will be written in Playscript format.

2. Form Instructions will include an introductory note, such as:

   "Step numbers below match circled position numbers on attached sample form [form number and full title in all capital letters]."

3. **Most recent version** of form must be used as a sample form.

4. If a sample letter is used, the letter must use **current dates and references** and be on current letterhead (see Treasury Intranet).

5. The full and correct form title will be used.

6. Step numbers in Form Instruction will correspond to circled position numbers (or line numbers) on attached sample form.

   A. If needed, brief notes may be added to steps to explain entry to be made at that point.

7. Submit electronic sample form with position numbers indicated at locations on the form corresponding to each step of the Form Instruction.

   A. If needed, print or type brief explanations (enclosed in parentheses) following the position numbers on the sample form to explain the entry to be made at that point.

8. Sample form will be placed on same page as text when space allows.

End

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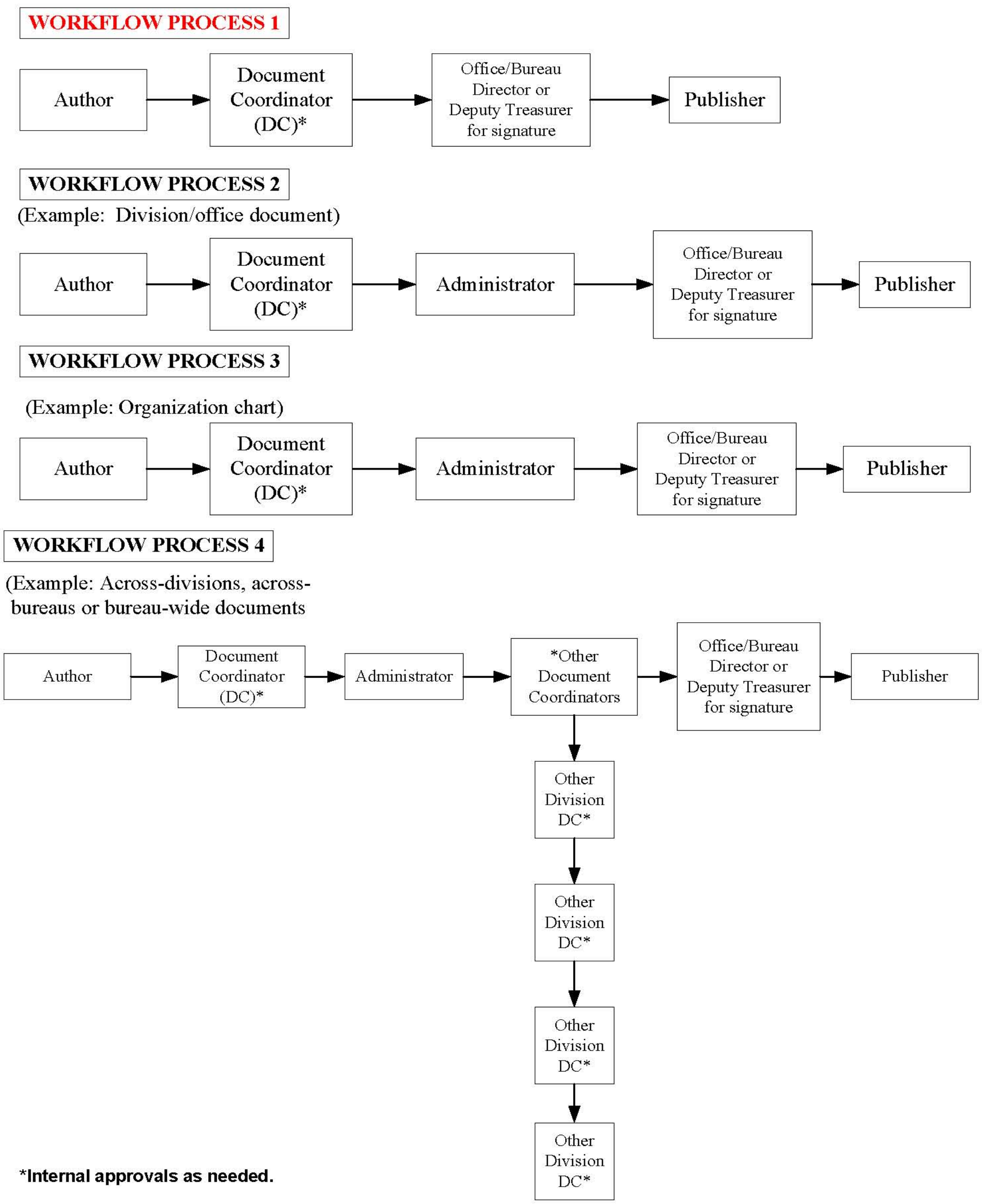
SAMPLE 11
FLOW CHART (Y)

6/12/03

APPROVAL WORKFLOW



***Internal approvals as needed.**

SAMPLE 12
PURPOSE AND OBJECTIVES (Z)

1836 (Rev. 11-04)
Treasury Documentation

Subject: Forms and Document Services, Purpose and Objectives

For: Departmental Services Division
Forms and Document Services

Also See:

Identification ZM-55001
Purpose and Objectives
Effective Date 10-1-2006
Replaces
ZM-55001 (7-1-2004)
ZM-40001 (11-1-1984)

Page 1 of 2

PURPOSE

The purpose of Forms and Document Services (FDS), Departmental Services Division, is to provide the Department of Treasury (Department) with expertise regarding forms design, forms management, documentation development, records management and language use. FDS works closely with all Department offices/divisions to best serve the publication and documentation needs of the Department.

OBJECTIVES

The overall objectives of FDS include, but are not limited to:

1. Reviewing, designing and approving all departmental forms. This includes tax returns, internal and public forms, instructional material, form letters, envelopes and letterhead.

2. Wherever possible, minimizing the need for paper forms systems by combining existing forms or proposing systematic alternatives. This includes developing and encouraging the use of electronic forms to reduce agency printing costs.

3. Making final decisions regarding form specifications to ensure compliance with the State Paperwork Reduction Act, departmental standards and form design standards.

4. Reviewing and approving all printing requests and coordinating distribution and storage of documents.

5. Representing the Department to all third parties involved in the printing and distribution of Treasury publications, including development of contract specifications and contract management.

6. Managing the Department’s policy and program for and approval of privately-printed substitute forms.

7. Staying abreast of changes in forms, publication and secure document technologies, and recommending new systems when appropriate.

8. Marketing, developing and coordinating distribution of CD-ROM applications.

9. Coordinating Materials Management Services Warehouse, Department of Management and Budget, communications. Monitoring the Department’s storage needs and identifying efficiencies and cost savings.

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