

## REFERENCES--SECRETARIAL

### A. Punctuation

One of the secretary's primary responsibilities is to ensure that quality correspondence goes out of the office. Spelling, punctuation, word usage, and typewriting style are the tools used to accomplish this end. On the pages that follow are guides to punctuation, word division, and letter-writing styles. In unusual situations, refer to a secretarial handbook or other reference source.

#### 1. Comma

- a. When two or more adjectives modify the same noun, they are separated by a comma.

A thorough, in-depth study of the sales figures was requested.

However, the comma is not used if the first adjective modifies the combined idea of the second adjective plus the noun.

A 15-cu. ft. upright freezer was delivered recently.

- b. A subordinate clause (usually introduced by as, when, if, although, etc.) followed by the main clause is separated from the main clause by a comma.

Although the airport was shut down for an hour, I still was able to fly home that night.

- c. A comma is used to separate two independent clauses that are joined by a coordinating conjunction. (and, but, or, for, nor)

She knew very little about him, and he volunteered nothing.

- d. Parenthetical expressions (added comments or explanations that could be omitted without changing the meaning of a sentence) are separated from the rest of the sentence by commas.

Your second question, on the other hand, is unanswerable.

- e. When the last member of a series of three or more items is preceded by and, or, or nor, place a comma before the conjunction as well as between the other items.

We expect you to greet customers, take dictation, and transcribe dictated material.

- f. Nonrestrictive clauses or phrases (one that may be omitted without changing the meaning of the sentence) are set off by commas.

Our guide, who wore a blue beret, was an experienced traveler.

But a restrictive clause or phrase (one essential to the meaning of the sentence) is not set off by commas.

The board member who owns a printing shop will be able to print the graduation program.

- g. A restrictive appositive (a phrase which expresses the same thing in different words) is set off by two commas, except at the end of a sentence when only one comma is necessary.

The manufacturing manager, Joseph Dowd, attended the meeting.

## 2. Semicolon

- a. A semicolon is used to separate two independent, but closely related, clauses when no conjunction is used to connect the clauses.

Some people are good managers in their willingness to accept responsibility and to delegate authority; others do not measure up.

- b. When a comma occurs within one or both of two independent clauses, a semicolon is used between the independent clauses.

We consistently use motor, rail, and air service to accommodate our diverse shipping needs; but fast service is our primary consideration.

- c. When an illustration is introduced by such an expression as namely, that is, for example, the expression should be preceded by a semicolon and followed by a comma.

The company president emphasized just one long-range goal; namely, to gain a larger share of the market.

### 3. Colon

- a. A colon is used after an expression that introduces some following material, such as an explanation of a general statement, a list, or an abbreviation.

Three countries were represented: England, France, and Belgium.

### 4. Quotation Marks

- a. Commas and periods are placed inside the closing quotation mark.

He said, "I am leaving."

- b. Colons and semicolons are placed outside of the closing quotation mark.

He spoke of his "little cottage in the country"; he might have called it a mansion.

- c. The question mark, the dash, and the exclamation point are placed within the quotation mark when they refer to the quoted matter only.

He asked, "When did you leave?"

The question mark, the dash, and the exclamation point are placed outside the quotation mark when they refer to the whole sentence.

What is the meaning of "the open door"?

## B. Spelling Rules

### 1. Syllables

- a. Words of one syllable, ending in a single consonant preceded by a single vowel, double the final consonant on the addition of a suffix beginning with a vowel. DRUGGIST
- b. Words of two or more syllables, accented on the last syllable, and ending in a single consonant preceded by a single vowel, double the final consonant on the addition of a suffix beginning with a vowel if the accent does not change. PROPELLING

(Exceptions: chagrined, chagrining, excellence, excellent, transferable, transference)

2. Suffixes (word endings)

- a. Adding suffixes beginning with consonants--Words ending in silent "e" preceded by a consonant usually retain the "e" on the addition of a suffix beginning with a consonant. COMPLETELY

(Exceptions: abridgment, acknowledgment, lodgment, judgment, ninth, wisdom, wholly)

- b. Adding suffixes beginning with vowels--Words ending in silent "e" preceded by a consonant drop the "e" on the addition of a suffix beginning with a vowel. CAUSING

(Exception: MILEAGE.)

Words ending in silent "e" preceded by the soft sounds of "c" or "g" retain the "e" on the addition of the suffix "able" or "ous." Example: ADVANTAGEOUS.)

- c. Words ending in "ie" drop the "e" and change the "i" to "y" on addition of the suffix "ing." (This is done to prevent two "i's" from coming together.) Example: LIE - LYING

- d. Words ending in "y" preceded by a consonant usually change the "y" to "i" on the addition of any suffix except the suffix "ing."

(Exceptions: CHARITABLE, BEAUTEOUS, MYSELF, PITEOUS, SECRETARYSHIP, SHYNESS)

3. "E" and "I"

When "e" and "i" occur together in a word, "e" precedes "i" when the long sound of "e" follows "c", when the two vowels are pronounced as long "a", when the two vowels are pronounced as long "i", and when the two vowels are pronounced as short "i" following the letter "f." In other cases, the "i" precedes the "e."

Examples: CEILING, FREIGHT, FORFEIT, SLEIGHT

(Exceptions: EITHER, NEITHER, FOREIGN, PROTEIN, HEIFER, SEIZE, HEIR, SOVEREIGN, HEIRESS, THEIR, LEISURE)

### C. Word Division

1. Do not divide:
  - a. Words of one syllable.  
CHARGE THROUGH NURSE
  - b. Words of five or six letters or contractions.  
PICKED WOULDN'T
  - c. Names of persons, dates, abbreviations, and numbers. Do not separate titles, initials, and professional and scholastic degrees from the name.
  - d. At the beginning syllable of one letter or at the ending syllable of two letters. (WRONG: a-dore; friend-ly)
2. Avoid dividing:
  - a. In over two successive lines.
  - b. The last word at the end of a page unless it is a legal document.
  - c. More than 2 or 3 words in a letter; 4 or 5 in a longer document.
3. Divide hyphenated words only after the hyphen.  
SELF-EDUCATED CROSS-REFERENCE
4. Divide words:
  - a. After a single-vowel syllable:  
DIVI-DED SIMU-LATION  
Exceptions: Do not divide ABLE, IBLE, or ICAL.
  - b. Between two vowels separately pronounced:  
RADI-ATOR SCI-ENCE CLI-ENTS
  - c. Preferably at a prefix or suffix:  
SEMI- -ING MIS- -TION

- d. Between double consonants unless they are at the end of the root form of the word:

NECES-SARY      TELL-ING

#### D. Use of Numbers

Numbers are written in figures more often in business letters than in any other type of composition. Almost every number that is used is inserted for quick reference, for clearness, or for emphasis.

##### 1. General Rules

- a. In business letters, write all exact numbers above ten in figures.

Board membership is composed of 15 directors.  
Sally invited four friends to the dinner.

- b. Spell out approximate numbers; that is, round numbers in even units.

Nearly twenty-six thousand people attended the exhibit.

- c. If several numbers occur in a connected group within a sentence, write all numbers, including those under ten and round numbers, in figures.

I have requisitioned 16 reams of paper, 120 scratch pads, and 8 boxes of envelopes.

- d. Always use figures for all numbers in statistical and tabular work.

- e. Very large numbers are sometimes written in the following styles: 15 million, \$10 million. This style can be used only when the hundreds and thousands are even amounts.

- f. Always spell out numbers that begin a sentence.

Sixteen employees were present.

Seventy contracts are missing from the files.

If the numbers are large (would require more than two words when spelled out), re-arrange the wording of the sentence if possible.

The exhibit was attended by 26,220 people. (Instead of: Twenty-six thousand two hundred twenty people attended the exhibit.)

- g. Spell out ordinal numbers (first, second, third, etc.) except in certain styles of dates (EXAMPLE: The 16th of August).

Mr. and Mrs. Bliss celebrated their fiftieth wedding anniversary.

## 2. Money

- a. In business correspondence, write all amounts of money in figures.

\$7   \$10.50   \$1,344   20 cents

- b. Do not include the decimal point or ciphers in even amounts of dollars that occur in the body of a letter.

I am enclosing a check for \$124 in full payment of my account.

- c. Repeat the dollar sign before each amount in a series of dollar amounts.

Small country homes for sale: price range--\$20,000 to \$40,000.

- d. When amounts under \$1 appear in the body of the letter, write the word cents after the figures.

I am sure that customers will not pay more than 50 cents for this item.

- e. Do not use the style \$.75 in sentences except when related amounts require a dollar sign.

It will cost you \$2.42 a copy to produce the company manual: \$.43 for the paper, \$.77 for the printing, and \$1.22 for the special binder.

- f. Write indefinite sums of money in words.

A few million dollars should complete the project.

## 3. Decimals, percentages, and proportions

- a. Always write decimals in figures: 99.87, .05.

- b. Express percentages in figures, except when placed at the beginning of sentences, regardless of whether the number is small (ten or under) or large (over ten).

We realized a 5 percent increase over the same period last year.

Fifteen percent of the loss was attributed to shrinkage.

Almost 15 percent of the loss was attributed to shrinkage.

- c. Always write ratios and proportions in figures.

a ratio of 5 to 1 (or 5:1)

4. Measurements

- a. In business correspondence, use figures for dimensions, measures, weights, degrees, distances, capacities, and market quotations.

The dimensions of my new office are 4 by 5 meters.

Your order for one pair of tennis shoes, size 6, has been delayed.

The thermometer now stands at 28, a rise of three degrees in the last hour.

- b. When a weight, capacity, measure, etc., consists of several words, do not separate the words by commas. The quantity is considered a single unit.

The punch bowl holds 4 quarts 1 pint.

5. Time and ages

- a. With o'clock, use figures for emphasis or words for formality. (For your reader's quick comprehension, avoid the use of o'clock in business correspondence. Use a.m. and p.m.)

3 o'clock	three o'clock
(for emphasis)	(for formality)

- b. Always use figures with a.m. or p.m.

The boat sails at 11:30 a.m.

Dinner will be served at 8 p.m.

AVOID: tomorrow p.m.      USE: tomorrow afternoon

- c. Use figures to express periods of time when they are used as technical measures or significant statistics (in discounts, interest rates, and credit terms). But spell out nontechnical references to periods of time unless the number requires more than two words.

That note is due in 6 months.

That monument was built three hundred years ago.

Our town was established over 350 years ago.

- d. Centuries and decades may be expressed in words or figures.

The 1900s                      The twentieth century

The 1970s                      The nineteen-seventies

Decades are not capitalized except in special expressions such as: the Gay Nineties, the Roaring Twenties.

6. Fractions

Ordinarily spell out a fraction that stands alone. Use figures, however, if the spelled-out form is long and awkward or if the fraction is used in a technical measurement or a computation.

A two-thirds majority will be needed.

You need to multiply by  $2/5$ .

7. Two numbers together

If two numbers form one item, spell out one of them--usually the shorter one--expressing the other in figures.

two 8-room houses                      500 four-page leaflets

8. Commas in large numbers

- a. When numbers run to four or more figures, use commas to separate thousands, hundreds of thousands, millions, etc., in whole numbers.

147,300              \$11,275,478              70,650.37248

- b. In metric quantities, use a space (not a comma) to separate digits into groups of three. Separate whole numbers and decimal fractions, counting from the decimal point.

12 945 181      0.594.31

Exception: When a four-digit number is used as a metric quantity, do not leave a space unless the number is used in a column with larger numbers.

- c. Do not use commas in year numbers, page numbers, large serial numbers, house or building numbers, room numbers, ZIP code numbers, telephone numbers, heat units, or decimal parts of numbers.

year 2000                  page 1472                  New York, NY 10021

Invoice 38162              4000 Hill Street

Room 1804                  997-2174

9. Typing figures

- a. Never divide a figure at the end of a line.
- b. Observe the greatest accuracy in typing figures. If a figure is mistyped, usually there is nothing in the surrounding text to reveal the correct figure.

## 100 MOST FREQUENTLY MISSPELLED WORDS\*

accept	criticism	laboratory	quantity
accommodate	description	loose	questionnaire
acknowledgment	difference	necessary	really
acquaintance	disappoint	oblige	receive
across	effect	occasion	recommend
affect	eligible	occurred	reference
already	endeavor	omission	referred
among	equipped	omitted	referring
analysis	especially	opportunity	schedule
apparent	exceed	original	separate
appearance	except	paid	similar
arrangement	existence	pamphlet	sincerely
attendance	experience	personal	stationery
beginning	explanation	personnel	strictly
benefited	extension	possession	their
business	February	practical	there
calendar	foreign	practically	too
canceled	fourth	preferred	undoubtedly
coming	government	principal	unnecessary
committee	guarantee	principle	using
confident	height	privilege	volume

conscientious	immediately	probably	weather
controversy	incidentally	procedure	Wednesday
convenience	its	proceed	whether
convenient	judgment	professor	writing

\*Olsten Temporary Services, Training and Development Journal, February 1985, p. 12.

## IS IT ONE WORD OR TWO?

There are a number of words that are written sometimes as one word and sometimes as two words, depending upon the meaning intended. Compare the meanings of the underlined words in the following sentences, and consider the definitions of them that are given in parentheses.

1.    a.    The customer had already (previously) paid for the merchandise before it was shipped.  
      b.    The passengers were all ready (all were ready) to leave the ship.
2.    a.    I believe that her education is altogether (entirely) too limited.  
      b.    The letters are all together (all in one group) in the file folder.
3.    a.    One should always (at all times) keep an open mind.  
      b.    We tried all ways (all means) of reducing expenses.
4.    a.    Anyway (in any case), we do not have any copies left.  
      b.    Solve the problem in any way (any manner) that you can.
5.    a.    Music helps you to forget your everyday (daily or common) cares.  
      b.    The way to learn a skill is to practice it every day (each day).
6.    a.    Everyone (everybody) likes him.  
      b.    Every one (each one) of his colleagues likes him.
7.    a.    Maybe (perhaps) you should ask for her advice.  
      b.    We may be (used as a verb) able to help you.
8.    a.    Nobody (no one) has seen the new model.  
      b.    No body (no group) of men is more dedicated than that one.
9.    a.    He needs someone (somebody) to help him.  
      b.    Some one (an individual or a single unit) of the participants will win the contest.
10.   a.    I shall call you sometime (at an indefinite time) next week.  
      b.    Some time (some amount of time) should be spent outlining a report.  
      c.    Sometimes (now and then) the tickets are sold at a discount.  
      d.    Some times (some specific times) have been easy; others, difficult.

## WORDS FREQUENTLY CONFUSED IN TRANSCRIPTION

accede -- to comply with  
exceed -- to surpass

accept -- to receive  
except -- to exclude

adapt -- to adjust  
adept -- skillful  
adopt -- to choose and take

addition -- the joining of one thing to another  
edition -- a particular version of a publication

adjoin -- next to; near  
adjourn -- to end temporarily, as a meeting

advice -- (noun) a recommendation, a suggestion  
advise -- (verb) to give counsel or information

affect -- (verb) to influence; to change  
effect -- (verb) to bring about; (noun) result, outcome

assistance -- help  
assistants -- helpers

bare -- (verb) to reveal or uncover; (adjective) revealed, uncovered  
bear -- (verb) to carry; (noun) an animal

canvas -- (noun) a heavy rough cloth  
canvass -- (verb) to solicit votes, orders, opinions, etc.

capital -- (noun) accumulated goods or money, seat of government; (adj.) most important  
capitol -- (noun) a building in which a legislature meets

cents -- less than a dollar  
sense -- feeling, meaning

choose -- to select  
chose -- past tense of the verb choose

cite -- to quote, to bring forth as proof  
sight -- vision, a scene  
site -- a plot of ground, a place

coarse -- unrefined, rough  
course -- a line of movement, a subject of study, a part of a meal

complement -- to complete by making up another's lack  
compliment -- to give praise

consul -- a government official  
council -- an assembly  
counsel -- (verb) to give advice; (noun) advice, an attorney

core -- the center or vital part  
corps -- an organized group of persons  
corpse -- a dead body

correspondence -- letters  
correspondents -- letter writers

device -- (noun) a mechanical invention, a contrivance  
devise -- (verb) to plan, to contrive, to bequeath real property by will

fair -- (noun) a trade exhibit; (adj.) just, moderately good, light in color, unclouded  
fare -- (noun) cost to a passenger for transportation, food

formally -- ceremoniously  
formerly -- previously

forth -- forward, away  
fourth -- next after third

holy -- sacred  
wholly -- entirely

its -- possessive form of it  
it's -- contraction of it is or it has

lead -- (verb) to guide or direct; (noun) a metal  
led -- past tense of the verb lead

loose -- (verb) to release; (adj.) not tight, free  
lose -- (verb) to suffer the loss of

passed -- moved beyond (past tense of the verb pass)  
past -- time gone by

patience -- calm, endurance  
patients -- persons receiving medical treatment

peace -- calm  
piece -- (noun) a part, an artistic work or composition; (verb) to join or put together

personal -- private  
personnel -- the staff

precede -- to go before  
proceed -- to advance

principal -- leader, chief, a capital sum of money  
principle -- a basic law or doctrine

quiet -- not noisy  
quite -- entirely

respectfully -- in a manner indicating special regard  
respectively -- in the order indicated

stationary -- not movable  
stationery -- writing materials

than -- introduces the second part of a comparison  
then -- at that time, next, that being so

their -- belonging to them  
there -- in that place; a function word used to introduce the verb; as in there is and there are.

to -- toward  
too -- also, more than enough  
two -- one plus one

weather -- atmospheric conditions  
whether -- whichever one of two or more

**ANSWERS AND REFERRALS FOR STUDENTS' COMMONLY ASKED QUESTIONS:**

<u>Question/Department</u>	<u>Telephone Number</u>
<b>Admissions</b>	
Undergraduate - LU 101/South Lobby	5-8300
Graduate – West Quad 100	5-1297
International – SC 102	5-5422
<b>Address, Change of</b>	
Registrar - LU B-43	5-1722
<b>Advisors</b>	
Freshman - remain with advisor until major is declared <b>and</b> complete 30 hrs. - NQ 324	5-1161
Admitted with declared or conditional Admission - NQ 324	5-1161
Honors College – CA 104	5-1024
Athletes - NQ 320	5-1184
<b>Alumni Programs</b>	
Alumni Center - 2800 Bethel Ave.	5-1080
<b>Annual Security Report</b>	
Office of the Associate Vice President for Student Services/Dean of Students – AD 238	5-5343
<b>Athletics – HP 116</b>	
Main Office	5-1671
<b>Attendance, Absences</b>	
Arrange with Professor	
<b>Auditing Classes</b>	
Admissions - LU 101/South Lobby	5-8300
Graduate School – West Quad 100	5-1297
<b>Birth Control Information</b>	
Birth Control Information Center - Health Education	5-3681
<b>Black Student Association</b>	
Office in Multicultural Affairs - 325 N. McKinley	5-1344
<b>Campus News</b>	
<u>Daily News</u>	5-8249

Catalogs	
Undergraduate - North Quad 324 (from advisor)	5-1178
New Student - Admissions, LU 101/South Lobby	5-8300
Graduate - Graduate School, West Quad 100	5-1297
Checks (University)	
Bursar - LU B-31	5-1643
Late Fees, Rooms (Bursar) - LU B-31	
Student Paychecks - On Paydays, Payroll Office AD G29	
After Paydays, Bursar's Office LU B-31	
Commencement	
Commencement Planning - LU B-4	5-1689
Computer Assistance	
U. Computing Services – Help Desk	5-1517
Correspondence and Off-Campus Courses	5-1586
Extended Education - CA 200	5-1587
Counseling	
Financial, Scholarships and	
Financial Aid - LU 245	5-5600
Personal - Counseling Center and Health Svcs. - LU 320	5-1736
(also Test Anxiety, Decision Making, Career Planning)	
Crisis Centers	
University Counseling Center - LU 320	5-1736
(after 5:00 p.m.)	747-7330
Community Information Center	288-4357
Cultural Programs	
Emens Auditorium	5-1539
Museum of Art	5-5242
Planetarium - CP Lower Level	5-8871
Observatory - CP Top Level	5-8871
Degree or Credential Application	
Advising - Information	5-1175
Department Credit by Exam	
Records - LU B-43	5-1682
Dining Facilities	
Halls	5-1967

Banquet & Catering (CA 107 – Temporary Location)	5-8326
Diploma Questions Commencement Planning - LU B-4	5-1689
Disqualification, Academic Registrar - Records, LU B-43	5-1682
Disabled Student Development SC 307	5-5293
Drop/Add First week of semester - Student Center; then LU B-42	5-1684
Drop from University (WITHDRAW) Student Ombudsperson - AD 238	5-1545
Drug Counseling Counseling Center and Health Services - LU 320	5-1731
Elevator Keys Disabled Student Development, SC 307	5-5293
Emergency Loans Scholarships & Financial Aid - LU 245	5-5600
Emergency Help (University Police) Department of Public Safety - 305 N. College	5-1111
Employment, Student Career Center - LU 220	5-5634
Enrollment Admissions - LU 101, South Lobby (Undergraduate)	5-8287
Admissions - West Quad 100 (Graduate)	5-1297
Admissions - SC 102 (International)	5-5422
Enrollment Verification Registrar - LU B-43	5-1722
Entrance Exams Admissions - LU 101, South Lobby	5-8300
Escort Service (Sun. - Thurs. 8:00 p.m. - Midnight, not during breaks)	5-5005

Excellence in Leadership (Student Life) (305 N. College – Temporary Location)	5-3476
Fees and Fines, Payment of Bursar - LU B-31	5-1645
Final Exam Schedule (SEE: "Schedule of Classes" Academic Advising, NQ 324)	
Financial Aid Scholarships & Financial Aid - LU 245	5-5600
Foreign Student Programs International Programs – SC 102	5-5422
Fraternities IFC Office - SC L-5	5-5631
Grades Academic Disqualification - Registrar - LU B-43 Academic Probation - Assistant Registrar - LU B-43 Reenrollment - Admissions - LU 101, South Lobby Reinstatement - Registrar - LU B-43 Transfer Student - Admissions - LU 101, South Lobby	5-1722 5-1722 5-8300 5-1722 5-8300
Graduate Records, Program Evaluations Graduate School – West Quad 100	5-1297
Graduation Requirements Resource Center Coordinator - NQ 320	5-1167
Grammar Crisis Line RB 291	5-8387
Greek Life – Student Life (305 N. College – Temporary Location)	5-3476
Honors College BA 104	5-1024
Hotel – L.A. Pittenger Student Hotel, SC 111	5-1555
Housing On and Off Campus Housing and Residence Life - LA 10N Ball State University Apartments	5-8000 5-5095

Illness, Treatment of Health Center – 1500 West Neely Avenue	5-8431
Information Campus Information – SC 100B (Main Floor)	5-5000
International Programs, Center for SC 102	5-5422
Intramural Sports Intramural Office (Irving Gym Fitness Room – Temporary Location)	5-7974
Legal Advice Student Attorney - SC L17	5-1888
Library Services Architecture - Architecture Bldg. 116 Main Library - Bracken Malcolm X Memorial - Multicultural Affairs 325 N. McKinley Science and Health – CN 16	5-5857 5-5143 5-1344 5-5079
Loans Scholarships & Financial Aid - LU 245 Student Aid Finance - LU 240	5-5600 5-1239
London Centre International Programs, SC 102	5-5422
Lost Articles Campus Information Center – SC 100B (Main Floor)	5-5000
Lost I.D. Cards Registrar - LU B-42	5-1722
Major, Declare or Change Advising – Freshmen, NQ 324 Sophomore - Senior, Current Advising Resource Ctr.	5-1161 5-5488
Medical Service Health Center - Neely Avenue	5-8431
Multicultural Organizations – Student Life	

(AC 402 – Temporary Location)	5-2621
Multicultural Affairs House - 325 N. McKinley	5-1344
Name/Address Change Registrar - LU B-42	5-1722
Non-Traditional Students Association Office - SC L-9 REFLEX - NQ 323	5-1094 5-8494
Notary Public SEE page IX-26 for list	
Orientation Orientation Office – LU 151	5-8290
Parking Permits Office of Parking Services – SC L1	5-1208
Payroll & Employee Benefits Change of address – AD G29	5-8461
Physically Disabled Disabled Student Development (AC 410 – Temporary Location)	5-5293
Police (University/Campus) Department of Public Safety – 200 N. McKinley	5-1111
Post Office SC L15 Main Floor (Temporary Location)	5-8428
Pre-enrollment Admissions - LU 148 University Visitors Center - LU 115, East Lobby	5-8287 5-5686
Public Information University Communications – AC 224	5-1560
Radio Stations WBST - 92.1 FM, BC 204 WCRD - 540 AM, BC 132	5-5888 5-1467
Reading Improvement	

Reading Program and Services – TC 216	5-8540
Reading Resource Center – TC 305	5-9012
Readmission	
Reenrollment - Admissions - LU 101, South Lobby	5-8300
Reinstatement - LU B-43	5-1722
Recreation	
Recreation Services Main Office (WA 140 – Temporary Location)	5-1753
Intramurals ( Irving Gym 156	5-8023
Student Center - Games and Frames	5-1943
Recruiting	
Career Center - LU 220	5-1522
Registration	
Registrar - LU B-42	5-1722
Research Computing	
University Computing Services - RB 237	5-8111
Residence Matters	
Hall Director or Housing & Residence Life - LA 10N	5-8000
Residence Hall Association	5-5125
Room Reservations	
Student Center (SC L20 – Temporary Location)	5-1850
Other buildings - Facilities assignment clerk	5-2803
Scholarships	
Scholarships and Financial Aid - LU 245	5-5600
Social Security Aid	
Scholarships and Financial Aid - LU 245	5-5600
Sororities	
Panhellenic Office - SC L-5	5-5631
Speech and Hearing Assistance	
Speech, Language, and Hearing Clinic - AC 104	5-8160
Sports Information	
Athletic Communication Office - HP 120	5-8242

Student Government Student Association ( AC 408 – Temporary Location)	5-8631
Student Organizations – Student Life (AC 402 – Temporary Location)	5-2621
Student Rights and Community Standards – SC L17	5-5036
Summer School Admissions - SEE Admissions Advising - North Quad 324	5-5488
Supplies and Sundries Bookstore (Barnes & Noble) – AJ Building	5-8080
Teaching Credentials Educational Licenses - TC 903	5-1168
Transcripts, Grades Outgoing - Transcript Clerk - LU B-43 Incoming - Undergraduate Admissions - LU 101, South Lobby Incoming - Graduate Admissions – West Quad 100 In/Out - Scholarships & Financial Aid - LU 245	5-1970 5-8300 5-1285 5-5600
Transfer of Credit Undergraduate - Admissions - LU 101, South Lobby Graduate - Graduate School – West Quad 100	5-8300 5-1285
Transfer Students Admissions - SEE Admissions	
University Visitors' Center - Lucina Hall	5-5683
Ushering Emens Auditorium	5-1543
Veterans Affairs Veterans Administration - LU 136	5-5736
Voluntary Services – Student Life (305 N. College – Temporary Location)	5-3476
Wellness Institute - PL 225	5-8259

Withdrawal from individual classes		
Inquire at respective department		
Registrar - LU B-43		5-1684
Withdrawal from Semester/Session		
Dean of Students Office - AD 238		5-1545
Work/Study Program		
Career Center - LU 220		5-5634
Scholarships & Financial Aid - LU 245		5-5600
Writing Clinic		
English Department - RB 291		5-8370

## BALL STATE UNIVERSITY NOTARY PUBLICS

<b>Name</b>	<b>Exp. Date</b>	<b>Department</b>	<b>Building Address</b>
Lambert, Erin	11/2015	Alumni Programs	AL 291
Goodpaster, Lisa	04/2016	Bureau of Business Research/MCOB	WB 149
McLaren, Naomi	03/2016	Burris Laboratory School	BU 133A
Bonneau, Judith	10/2016	Department of Computer Science	RB 455
Lindley, Nancy	10/2015	E. B. Ball Center	EB
Motley, Judy	03/2017	Office of VP Information Technology	AD 209
Miller, Susan	04/2017	Office Dean College Science & Humanities	NQ 112
Heathcote, Wendy	05/2017	Office of Payroll & Employee Benefits	AD G29
Cox, Cynthia	07/2017	Office of Student Rights	SC 224
Kelsey, Anita	12/2014	Office of the President	AD 101
Hofmann, Patty A.	02/2015	Office of the President	AD 101
Faughnder, Linda J.	02/2015	Office of VP Business Affairs	AD 103
Smith, Brenda S.	09/2015	Office of VP Student Affairs	AD238
Upchurch, Pamela	07/2017	Registration/Academic Progress	LU B43
Dewitt, Dixie	07/2015	University Libraries	BL 215
Gerhart, Hank	07/2015	University Libraries	BL 215

## BALL STATE UNIVERSITY BUILDING CODES

AB	Architecture
AC	Arts and Communications Building
AD	Administration Building
AJ	Art and Journalism Building
AL	Alumni Center, 2800 Bethel
AN	Anthony Apartments
AR	Fine Arts Building
AS	Academic Systems, 400 N. McKinley
AT	Applied Technology
AU	Emens Auditorium
AX	Architecture Annex, 1405 Cardinal Drive
AY	Indiana Academy for Science, Mathematics, and Humanities
BB	Burkhardt Building
BC	Ball Communication Building
BG	Ball Gym
BH	Boiler House
BL	Bracken Library
BT	Shafer Bell Tower
BU	Burris School
CA	Carmichael Hall
CC	Central Chiller
CL	Cooper Life Science Building
CN	Cooper Nursing Building
CP	Cooper Physical Science Building
CS	Child Study Center, 1416 Cardinal Drive
CU	Credit Union
CX	Child Study Center, 1409 Cardinal Drive
DH	DeHority Halls: Beeman, DeMotte, Tichenor, Trane
EB	E. B. and Bertha C. Ball Center
EL	Elliott Hall
EW	Elliott/Wagoner Dining
FS	Field Sports Building
FT	Fisher Football Training Complex
GH	Greenhouse
HC	Health Center
HP	Health and Physical Activity Building

IC Inventory Control, Heath Barn  
 IG Irving Gym  
  
 JA Johnson Halls A: Botsford, Swinford  
 JB Johnson Halls B: Schmidt, Wilson  
  
 KC Kitselman Conference Center  
  
 LA LaFollette Halls: Brayton, Clevenger, Edwards, Hurst, Knotts, Mysz, Shales, Shively,  
 Woody  
 LB David Letterman Communication and Media Building  
 LP Lewellen Pool  
 LU Lucina Hall  
  
 MA Multicultural Center, 325 N. McKinley  
 MB Maria Bingham Hall, Medical Education Center  
 MD Urban Design Studio, 628 S. Walnut  
 MI Music Instruction Building  
 MP McKinley Avenue Parking Garage  
 MS Muncie Symphony Office  
 MT Medical Education, 221 N. Celia  
 MU Music Building  
  
 NG North Grounds Building, 1705 Bethel  
 NO Noyer Halls: Baker, Howick, Klipple, Williams  
 NP North Parking Garage (Emens)  
 NQ North Quad Building  
 NS North Service Building, 340 N. Tilotson  
  
 PA Psychological Annex, 1408 W. Rex Street  
 PD Public Safety Department, 200 N. McKinley  
 PE Center for Peace and Conflict Studies, 310 N. McKinley  
 PH Pruis Hall  
 PL Human Performance Lab  
 PK Park Hall  
 PT Printing Services, 1902 West Petty Road  
  
 RB Robert Bell Building  
 RH Research/Contracts and Grants office, 2100 W. Riverside  
  
 SC Student Center, L.A. Pittenger

SE Studebaker Halls East: Hurlbut, Menk  
 SG South Grounds Building  
 SO Showalter Building, 3401 N. Tillotson  
 SP South Parking Garage (Student Center)  
 SR Scheidler Apartments  
 SS South Service Building/Christy Woods  
 ST Scheumann Stadium and Picnic Areas  
 SV Service and Stores, 2401 N. Tillotson  
 SW Studebaker Halls West: Davidson, Painter, Palmer, Whitcraft  
  
 TC Teachers College Building  
 TH University Theater  
 TP Telephone and Postal Services, 321 N. College  
  
 VP Visiting Professor's House, 808 Warwick  
 V1 Visiting Professor's House, 910 Warwick  
 V4 Visiting Professor's House, 1406 W. Cardinal Drive  
  
 WA Wagoner Halls: Burkhart, Jeep  
 WB Whiting Business Building  
 WC West Campus Picnic Shelter  
 WO Woodworth Halls: Brady, Crosley, Rogers, Wood  
 WQ West Quad Building  
 WR Worthen Arena

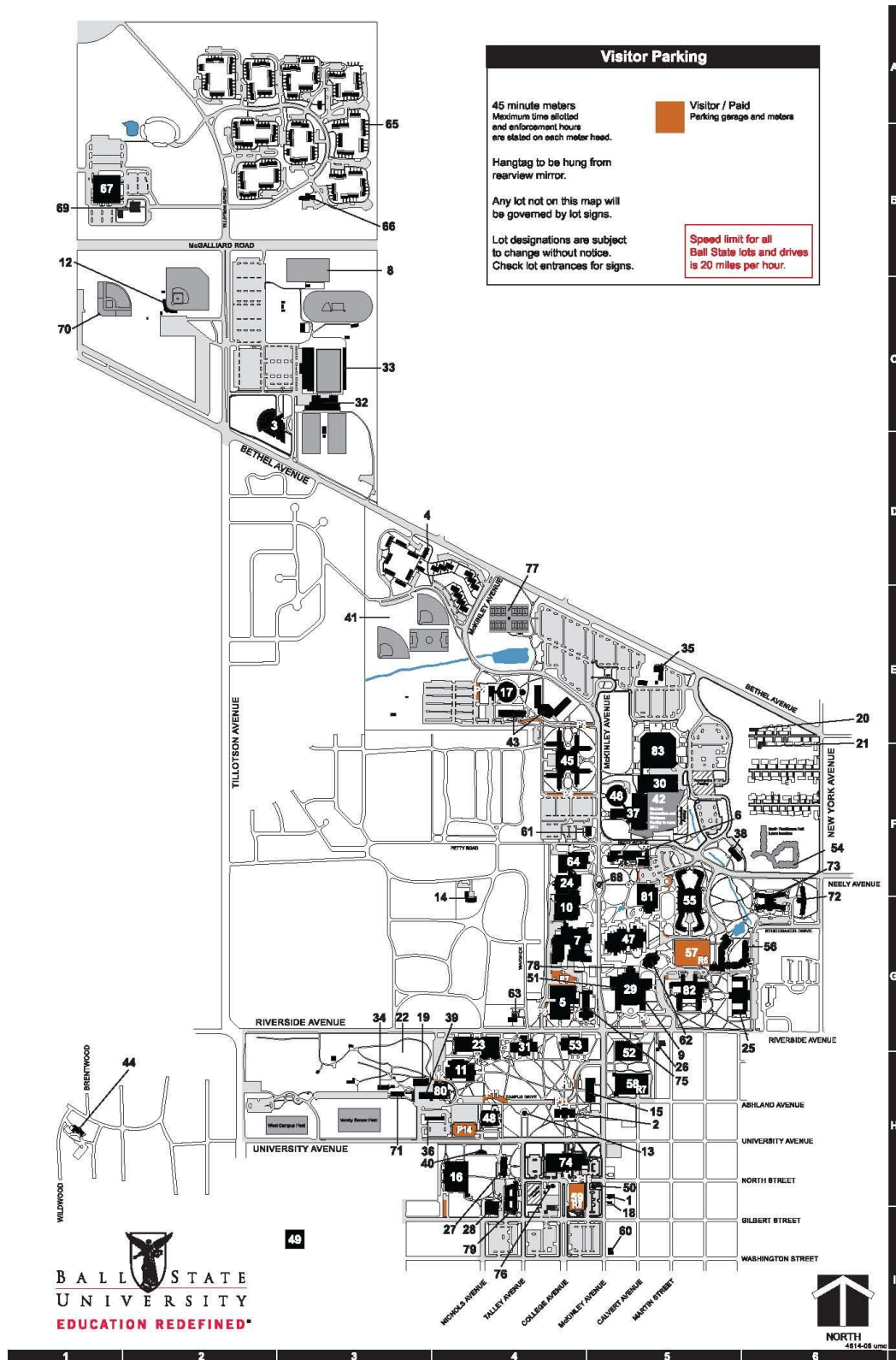
## GUEST PARKING

Visitor parking permits may be obtained from the Office of Parking Services, (5-1208). The visitor's name, vehicle license number (if available), and length of visit should be supplied at the time of the request for the permit.

In the event a guest should receive a ticket while on campus, the ticket should be given to the departmental secretary or supervisor. A note should be sent to the Office of Parking Services along with the ticket providing the name of the person who received the ticket and the fact that he/she was a visitor to the campus.

Persons who are provided visitors' permits should be reminded that displaying the card does not eliminate their responsibility for paying to park in metered zones or paid parking facilities. However, persons with visitors' permits may park in any green or yellow Faculty/Staff lot at no charge.

# CAMPUS MAP



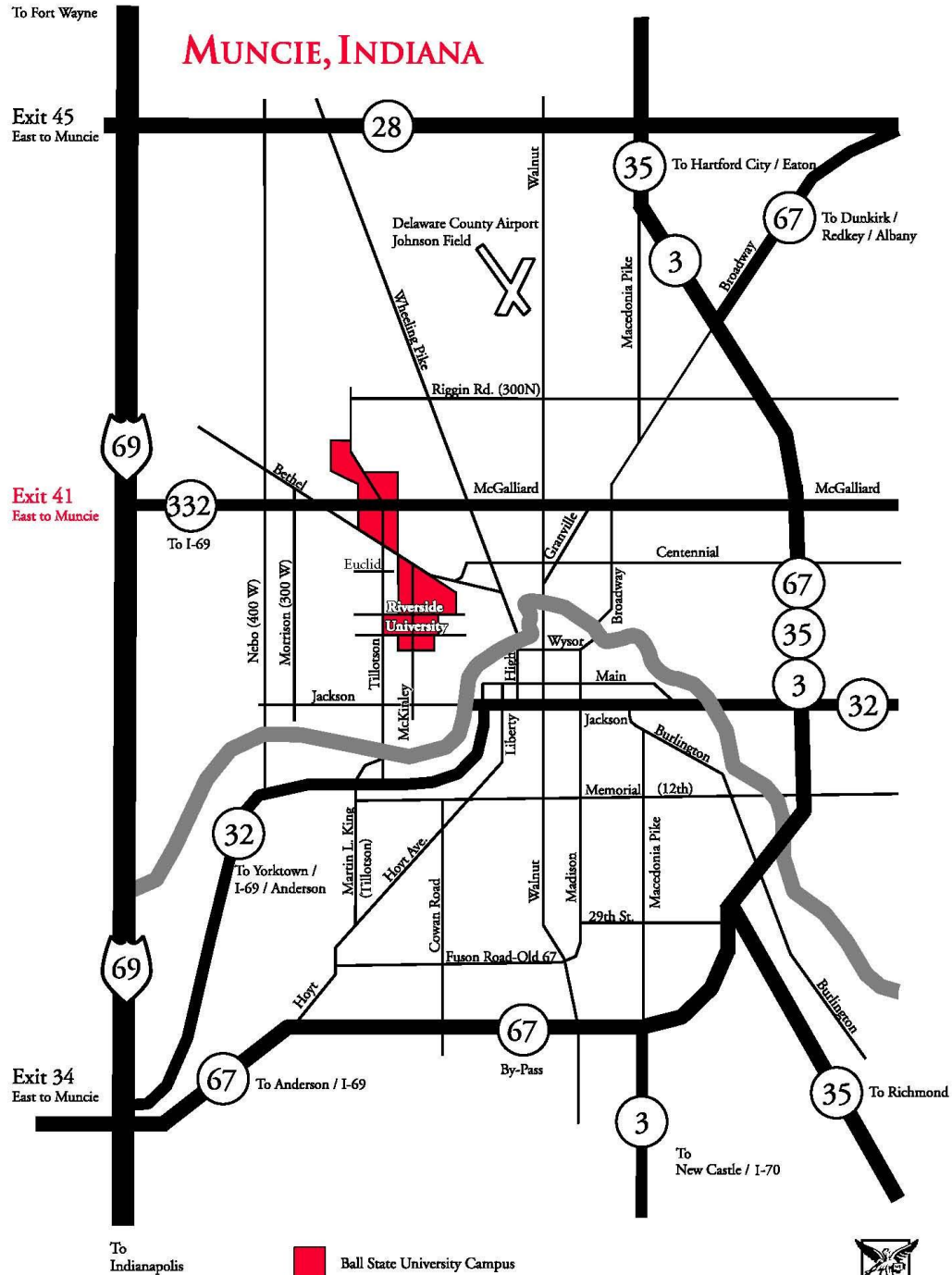
## MAP KEY

1	Academic Systems Annex.....	H5
2	Administration Building (AD)..... <i>Admissions Office, see Lucina Hall</i>	H5
3	Alumni Center (AL).....	C2
4	Anthony Apartments (AN).....	D3
5	Applied Technology Building (AT)..... <i>Aquatic Center, see Lewellen Pool</i>	G4
6	Architecture Building (AB).....	F5
7	Art and Journalism Building (AJ).....	G4
8	Artificial Turf Field.....	B3
9	Arts and Communications Building (AC).....	G5
10	Ball Communication Building (BC).....	G4
11	Ball Gymnasium (BG).....	H4
12	Baseball Diamond.....	C2
13	Beneficence.....	H4
14	Bracken House (PR)..... <i>Bracken Library (BL), see Library</i>	F4
15	Burkhardt Building (BB).....	H5
16	Burrus School/Indiana Academy (BU).....	H4
17	Carmichael Hall (CA).....	E4
18	Center for Peace and Conflict Studies (PE).....	H5
19	Central Chilling Plant (CC).....	H3
20	Child Study Center (CS).....	E6
21	Child Study Center Infant/Toddler Lab (CD).....	E6
22	Christy Woods.....	H3
23	Cooper Science Complex (CL, CN, and CP).....	G4
24	David Letterman Communication and Media Building (LB).....	F4
25	DeHority Complex (DH).....	G5
26	Edmund F. and Virginia B. Ball Honors House (opens fall 2009).....	G5
27	Elliott Hall (EL).....	H4
28	Elliott/Wagoner Dining (EW).....	I4
29	Emens Auditorium (AU)..... <i>Extended Education (CE), see Carmichael Hall</i>	G5
30	Field Sports Building (FS).....	F5
31	Fine Arts Building and Museum of Art (AR).....	H4
32	Fisher Football Training Complex (FT).....	C3
33	Football Stadium, Scheumann Stadium (ST)..... <i>Graduate School, see West Quadrangle Building</i>	C3
34	Greenhouses (GH).....	H3
35	Grounds Building (North).....	E5
36	Grounds Building (South).....	H3
37	Health and Physical Activity Building (HP).....	F5
38	Health Center, Amelia T. Wood (HC).....	F5
39	Heat Plant..... <i>Honors College, see Carmichael Hall (until fall 2009)</i> <i>Housing and Residence Life Office, see LaFollette Complex</i> <i>Human Performance Lab (PL), see Health and Physical Activity Building</i>	H3
40	Indiana Academy House (AH)..... <i>Indiana Academy, see Wagoner Complex</i> <i>International Education and Programs, see Arts and Communications, rooms 400-404</i>	H4
41	Intramural Fields.....	E3
42	Irving Gymnasium (IG) [ <b>Student Recreation and Wellness Facility to open 2010</b> ].....	F5
43	Johnson Complex: Botsford/Swinford (JA)..... and Schmidt/Wilson halls (JB).....	E4
44	Kitselman Conference Center (KC).....	H1
45	LaFollette Complex: Housing and Residence Life main office, Brayton/Clevenger, Knotts/Edwards, Myszch/Hurst, Woody/Shales, and Shively halls (LA).....	F4
46	Lewellen Pool, Aquatic Center (LP).....	F5
47	Library, Bracken (BL).....	G5
48	* Lucina Hall (LU).....	H4
49	Medical Education Center (MT)..... <i>Miller College of Business, see Whiting Business Building</i>	I3
50	Multicultural Center (MA)..... <i>Museum of Art, see Fine Arts Building</i>	H5
51	Music Building, Hargreaves (MU).....	G5
52	Music Instruction Building (MI).....	H5
53	North Quadrangle Building (NQ).....	G4
54	North Residence Hall (name TBD, opens fall 2010).....	F6
55	Noyer Complex: Howick/Williams and Baker/Kipple halls (NO).....	G5
56	Park Hall (PK).....	G5
57	Parking Garage, Emens (NP).....	G5
58	Parking Garage, McKinley Avenue (MP).....	H5
59	Parking Garage, Student Center (SP)..... <i>Parking Services, see Student Center</i>	H4
60	Police, Public Safety (PD).....	I5
61	Printing Services (PT).....	F4
62	Pruis Hall (PH).....	G5
63	Research/Contracts and Grants Office (RH).....	G4
64	Robert Bell Building (RB).....	F4
65	Scheidler Apartments (SR).....	A3
66	Scheidler Community Center.....	B3
67	** Service and Stores (SV).....	B1
68	Shafer Tower (SH).....	F5
69	Showalter Building Facilities Planning and Management (SO).....	B2
70	Softball Diamond.....	C1
71	South Shops/Christy Woods Office (SS).....	H3
72	Studebaker East Complex: Menk/Hurlbut halls (SE).....	G6
73	Studebaker West Complex: Palmer/Davidson and Painter/Whitcraft halls (SW).....	G6
74	Student Center, L. A. Pittenger (SC).....	H4
75	Teachers College Building (TC).....	G4
76	Telephone and Postal Services (TP).....	H4
77	Tennis Courts..... <i>University College, see North Quadrangle Building</i>	E4
78	University Theatre (TH).....	G5
79	Wagoner Complex: Burkhardt, Jeep (Indiana Academy) (WA).....	H4
80	West Quadrangle Building (WQ).....	H4
81	Whiting Business Building (WB).....	F5
82	Woodworth Complex: Brady/Wood and Crosley/Rogers halls (WO).....	G5
83	Worthen Arena (WR).....	F5

\* Admissions, Bursar, Career Center, Counseling Center, Registration, and Scholarships and Financial Aid are all located in Lucina Hall.

\*\* Central Receiving, Central Stores, Crafts Shops, Key Control, Purchasing, and Transportation are all located within the Services and Stores building.

# MUNCIE AREA MAP



■ Ball State University Campus



## INDIANA REPRESENTATIVES AND SENATORS\*

### Names and Addresses

The Honorable Richard G. Lugar  
306 Hart Senate Office Building  
Washington, DC 20510  
(202) 224-4814

(5th District)  
The Honorable Dan Burton  
2185 Rayburn House Office Building  
Washington, DC 20515  
(202) 225-2276

The Honorable Evan Bayh  
463 Russell Senate Office Building  
Washington, DC 20510  
(202) 224-5623

(6th District)  
The Honorable Mike Pence  
1605 Longworth House Office Building  
Washington, DC 20515  
(202) 225-3021

(1st District)  
The Honorable Peter Visclosky  
2313 Rayburn House Office Building  
Washington, DC 20515  
(202) 225-2461

(7th District)  
The Honorable Andre Carson  
1535 Longworth House Office Building  
Washington, DC 20515  
(202) 225-4011

(2nd District)  
The Honorable Joe Donnelly  
510 Cannon House Office Building  
Washington, DC 20515  
(202) 225-3915

(8th District)  
The Honorable Brad Ellsworth  
1214 Longworth House Office Building  
Washington, DC 20515  
(202) 225-4636

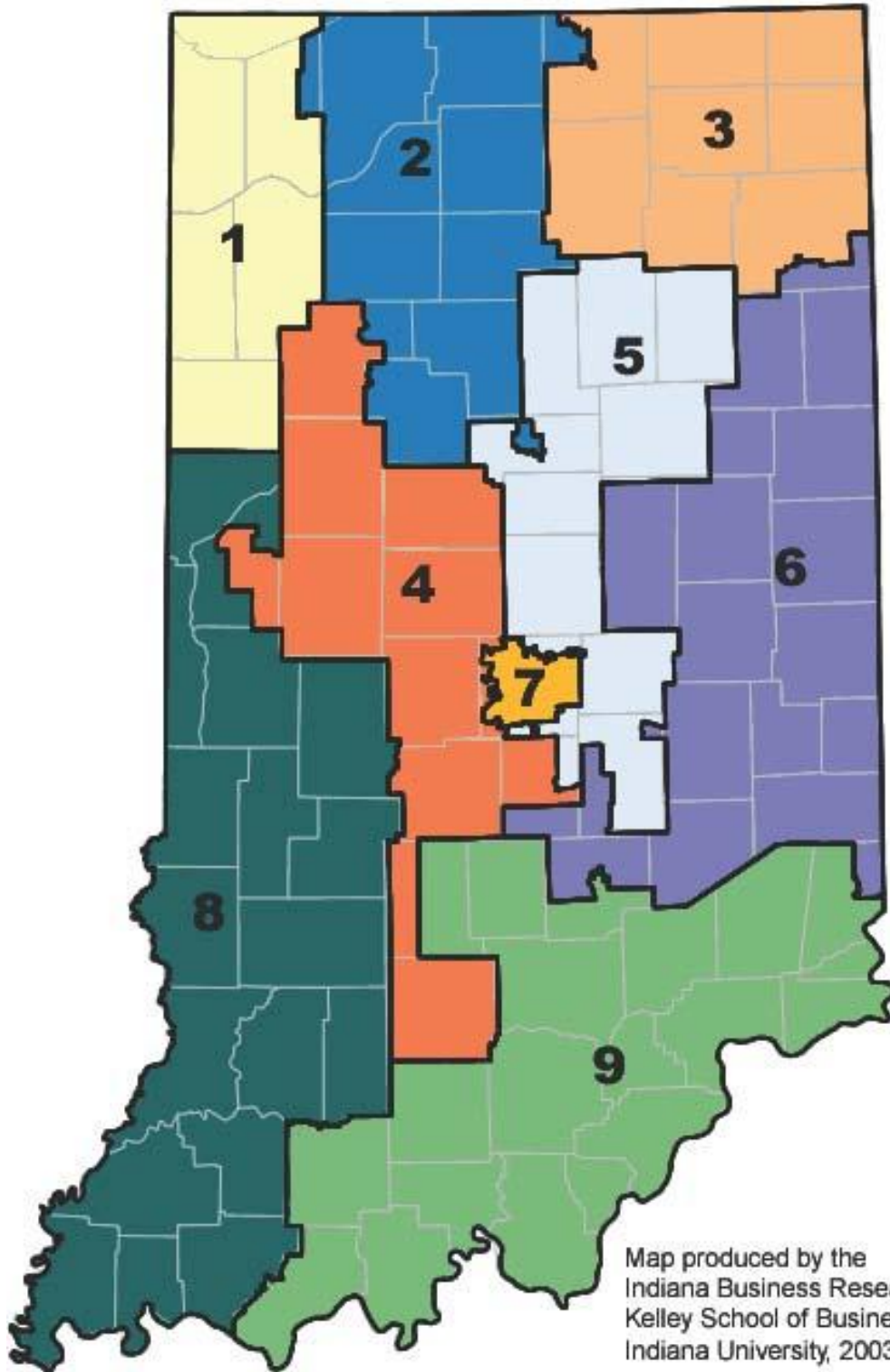
(3rd District)  
The Honorable Mark Souder  
1227 Longworth House Office Building  
Washington, DC 20515  
(202) 225-4436

(9th District)  
The Honorable Baron Hill  
1024 Longworth House Office Building  
Washington, DC 20515  
(202) 225-5315

(4th District)  
The Honorable Steve Buyer  
2230 Rayburn House Office Building  
Washington, DC 20515  
(202) 225-5037

\*Verify any of the above information with the secretary to the Vice President for Business Affairs and Treasurer (5-1033).

# Indiana Congressional Districts



Map produced by the  
Indiana Business Research Center  
Kelley School of Business,  
Indiana University, 2003

## MUNCIE, INDIANA ZIP CODES

There are seven (7) zip codes associated with Muncie, Indiana. All zip codes are within Delaware County. They have the same telephone prefix (765) and are on Eastern Standard Time.

### Muncie, Indiana Zip Codes

47302  
47303  
47304  
47305  
47306  
47307  
47308

To obtain a current zip code for a specific street, go to <http://www.usps.com/zip4/> and initiate a search by entering the Muncie street address.

Muncie area zip codes by streets are also listed in the current edition of SBC Muncie SMART Yellow Pages published by SBC Ameritech.

## TWO-LETTER STATE ABBREVIATIONS

Alabama .....	AL
Alaska .....	AK
Arizona.....	AZ
Arkansas.....	AR
California .....	CA
Colorado.....	CO
Connecticut .....	CT
Delaware .....	DE
District of Columbia .....	DC
Florida.....	FL
Georgia.....	GA
Guam.....	GU
Hawaii.....	HI
Idaho.....	ID
Illinois .....	IL
Indiana.....	IN
Iowa.....	IA
Kansas .....	KS
Kentucky .....	KY
Louisiana.....	LA
Maine .....	ME
Maryland .....	MD
Massachusetts .....	MA
Michigan .....	MI
Minnesota.....	MN
Mississippi .....	MS
Missouri .....	MO
Montana .....	MT
Nebraska .....	NB
Nevada .....	NV
New Hampshire .....	NH
New Jersey .....	NJ

New Mexico.....	NM
New York.....	NY
North Carolina .....	NC
North Dakota.....	ND
Ohio.....	OH
Oklahoma.....	OK
Oregon.....	OR
Pennsylvania .....	PA
Puerto Rico.....	PR
Rhode Island .....	RI
South Carolina .....	SC
South Dakota.....	SD
Tennessee.....	TN
Texas.....	TX
Utah.....	UT
Vermont .....	VT
Virginia .....	VA
Virgin Islands.....	VI
Washington .....	WA
West Virginia.....	WV
Wisconsin.....	WI
Wyoming.....	WY

**MOST FREQUENTLY USED EXPENDITURE SUBCODES**

(Issued by Office of the Controller)

(Effective July 1, 2003)

\*Indicates Budget Pool Account numbers. Only Budget transactions will be accepted against these account numbers. Additional Budget Pools may be utilized in some instances.

DESCRIPTION OF EXPENSE ITEMS TO BE RECORDED UNDER LISTED SUBCODE	DESCRIPTION MONTHLY ACCOUNTING REPORT
<u>SUPPLIES AND OTHER EXPENSES</u>	ACCOUNT POOL
3000* Account Pool This is the budget pool from which account expenditures for most non-payroll related expenditures will be funded.	
<u>PERSONAL AND CONTRACTUAL SERVICES</u>	
3110 Supervising Teachers For use only by office of Professional Laboratory Experience Department.	SUPERVISING TEACHERS
3120 Lecturers Payments (honoraria) to non-university employees for speaking engagements.	LECTURERS
3130 Consultants and Professional Services Payments to non-university employees for consultation or professional services.	CONSULTANTS
3140 Officials Payments to non-university employees for officiating and/or judging events.	OFFICIALS
3150 Legal Fees Payments for professional legal advice and services.	LEGAL FEES
3160 Other Contract Services	OTH CONTRACT SERVICES
3170 Travel-Related to Personal and Contractural Series	TRAVEL-PERS & CONT SERV
3210 Supplies Generally, these items are consumable, may be perishable, have a limited useful life, and are subject to material change. In addition, minor equipment, such as office equipment and/or hand tools costing less than \$100.00 are included in this subcode.	SUPPLIES
3219 Purchasing Card Charges	PURCHASING CARD CHGS
3220 Warewashing Supplies	WAREWASHING SUPPLIES
3230 Custodial Supplies	CUSTODIAL SUPPLIES
3240 Paper Supplies	PAPER SUPPLIES
3250 Replacement-Tableware	REPLACEMENT-TABLEWARE
3260 Replacement-Small Kitch Equipment	REPL-SMALL KITCH EQ
3270 Office Supplies (Restricted Fund only)	OFFICE SUPPLIES
3280 Instructional Supplies (Restricted Fund only)	INSTRUCTIONAL SUPPLIES
3290 Research Supplies (Restricted Fund only)	RESEARCH SUPPLIES

3460	Cost Sharing-Direct	COST SHARING-DIRECT
3510	Equipment Maintenance and Repair All maintenance and repairs to equipment not covered by maintenance contracts including supplies consumed in the maintenance and repair work.	EQUIPMENT MAINT & REPAIR
3520	Building All maintenance and repairs not covered by maintenance contracts (3530) and excluding structural improvements to buildings (6310).	BUILDING MAINT & REPAIR
3530	Equipment Maintenance Contract Maintenance agreements with vendors to repair or maintain equipment.	EQUIP MAINT CONTRACT
3540	Motor Vehicle Maintenance All maintenance and repairs to motor vehicles owned by the university.	MOTOR VEHICLE MAINTENANCE
3550	Other Maintenance and Repair	MAINT & REPAIR OTHER
3560	Physical Plant-General Services	PHYSICAL PLANT-GEN SER
3570	Maintenance Supplies	MAINT SUPPLIES
3580	Computer Equipment Maintenance	COMPUTER EQUIP MAINT
3610	Equipment Rental	EQUIPMENT-RENTAL
3620	Computer Equipment Rental of computer terminals and related equipment.	COMPUTER EQUIP RENTAL
3630	Facilities-Rental Rental of facilities either on or off campus.	FACILITIES RENTAL
3640	Film-Rental Rental of films from on campus sources or from off-campus vendors.	FILM RENTAL
3650	Campus Related Bus Service	CHARTER BUS SERVICES
3660	Student Center Internal Rent Charge	RENT CHARGE-STU CTR
3670	Other Rental	OTHER RENTALS
3680	Laundry Service	LAUNDRY SERVICES
3690	Rental-Agency Vehicles	RENTAL AGENCY VEH
3710	Printing & Duplicating Costs (on campus sources) Intrauniversity charges for printing and duplicating work done by the Print Shop.	PRINTING & DUP ON-CAMPUS
3720	Printing Cost (off campus vendor) Costs for printing or duplicating work done by an off campus vendor.	PRINTING-OFF CAMPUS
3730	Supplies for Printing & Duplicating Paper, toner, and other supplies used for Xerox, 3M, and other duplicating equipment.	PRINT & DUP SUPPLIES
3740	Copy Machine Rental Rental of Xerox, 3M, and similar duplicating machines.	COPY MACHINE RENTAL
3750	Photography	PHOTOGRAPHY
3810	Subscriptions & Publications	SUBSCR & PUBL
3820	Audio and Visual Aids	AUDIO-VISUAL AIDS
3910	Association Dues	ASSOCIATION DUES
4110	Computer Services	COMPUTER SERVICE
4120	Computer Software-Purchase	COMP SOFTWARE-PURCH
4130	Computer Software-Rental	COMP SOFTWARE-RENTAL
4140	Computer Software-Maintenance	COMP SOFTWARE-MAINT
4150	Software Cost Share	SOFTWARE COST SHARE
4210	Postage Costs	POSTAGE COSTS
4220	Freight Charges	FREIGHT CHARGES
4230	Postage - 1st & Priority	PSTG-1ST & PRIORITY

4231	Postage - 1st Class Presort	PSTG-1ST PRESORT
4232	Postage - Miscellaneous	PSTG-MISC
4233	Postage - 3rd & 4th Class	PSTG-3RD & 4TH CLASS
4234	Postage - 2nd Class	PSTG-2ND CLASS
4235	Postage - 3rd Class Bulk	PSTG-3RD CLASS BULK
4236	Postage - Federal Express	PSTG-FEDERAL EXPRES
4237	Postage - Express Mail	PSTG-EXPRESS MAIL
4238	Postage - Business Reply	PSTG-BUSINESS REPLY
4239	Postage - Postage Due	PSTG-POSTAGE DUE
4240	Postage - Class 11	PSTG-CLASS 11
4241	Bulk Mail Processing	BULK MAIL PROCESSING
4310	Long Distance Phone Charges	LONG DISTANCE CHGS
4320	Phone Toll Charges	PHONE-TOLL
4330	Telephone Equipment and Other Related Charges	TELE EQUIP CHGS
4410	Insurance General	GENERAL INSURANCE
4510	Electricity	ELECTRICITY
4520	Coal	COAL
4530	Oil for Heating	OIL FOR HEATING
4540	Gas for Heating	GAS FOR HEATING
4550	Water	WATER
4560	Sewage	SEWAGE
4570	Gas	GAS
4610	Indirect Cost	INDIRECT COSTS
4710	Medical and Hospital Services	MED & HOSP CHARGES
4720	Medical, Dental, and Training Supplies	MED & DENT TRNG SUP
4730	Waste Collection	WASTE COLLECTION
4740	Production Cost-Audio	PROD COSTS-AUDIO
4750	Production Cost-Video	PROD COSTS-VIDEO
4760	Cash Short	CASH SHORT
4770	State Taxes-Gross Income	STATE TAX-GROSS INC
4771	Use Tax	USE TAX
4775	Unrelated Business Income Tax	UNRLTD BUS INC TAX
4790	Trustee Fee-Bond Indenture	BOND-TRUSTEE FEE
4780	Bank Service Charge Card	BANK SRVC/CHG CARD
4810	Gasoline and Oil	GASOLINE & OIL
4820	Stipends	STIPENDS
4830	Award	AWARD
4840	Advertising	ADVERTISING
4850	Bad Debt Expense	BAD DEBTS
4860	Guarantees	GUARANTEES
4870	Meals & Lodging	MEALS & LODGING
4880	Refund Prior Years' Adjustment	REFUND PRIOR YR ADJ
4890	Miscellaneous Expense (not specified elsewhere)	MISC EXPENSE
4910	Graduation	GRADUATION
4920	Check Forgery Loss	CHECK FORGERY LOSS
4950	Off Campus Bus Service	OFF CAMPUS BUS SER
	<u>CAPITAL EXPENDITURES</u>	
6120	Motor Vehicles	VEHICLES
6130	Education & Research Equipment	EDU & RES EQUIP
6140	Office Equipment	OFF EQUIPMENT
6150	Machinery	MACHINERY
6160	Computer Equipment	COMPUTER EQUIPMENT

6210	Book Acquisitions	BOOK ACQUISITIONS
6220	Periodical Acquisitions	PERIODICAL ACQUISITION
6230	Educational Resources	EDUC RESOURCES
6240	Library Binding	LIBRARY BINDING
6310	Structures, Additions & Betterments This subcode is used for improvements and additions to buildings or structures. This includes Physical Plant Labor when charged by the Physical Plant.	STRUCT ADD & BETTER
6320	New Construction This subcode is used for construction of new buildings or structures.	NEW CONSTRUCTION
6410	Campus Land Improvements Improvements to campus land other than structures. This does not include maintenance of campus land.	CAMPUS LAND IMPROVMT
6510	Equipment and Furnishings Construction Limited to new equipment capitalized with construction of a facility.	EQUIP & FURN-CONTR
6610	Real Estate	REAL ESTATE
6710	Art Objects	ART OBJECTS
7000*	Purchase of Goods for Resale	GOODS FOR RESALE
7110	Food	FOOD FOR RESALE
7120	Groceries	GROCERIES
7210	Bookstore	BOOKSTORE
7220	Freight	FREIGHT
7230	Bookstore Cost	BOOKSTORE COST
7240	Bookstore Cash Discount	BOOKSTORE CSH DISCOUNT
7310	Sundry Products	SUNDRY PRODUCTS-RESALE
7410	Paper Related Products	PAPER PRODUCTS
7510	Inventory-Custodial	INVENTORY-CUSTODIAL
7520	Inventory-Electrical	INVENTORY-ELECTRICAL
7530	Inventory-Hardware & Steel	INVENTORY-HDW & STEEL
7540	Inventory-Office Supplies	INVENTORY-OFF SUPP
7550	Inventory-Paint	INVENTORY-PAINT
7560	Inventory-Plumbing	INVENTORY-PLUMBING
7570	Inventory-Equipment	INVENTORY-EQUIPMENT
7580	Inventory-Lumber	INVENTORY-LUMBER
7590	Inventory-Dining Service Supplies	INV DINING SER SUP
7710	Work Order-Requisition	W/O REQUISITION
7720	Work Order-Stores	W/O STORES
7960	Inventory Variance	INVENTORY VARIANCE
7970	Purchase Returns and Allowances	PUR RET & ALLOW
7980	Provision for Inventory Loss	INVENTORY LOSS
	<u>FINANCIAL AID</u>	
8110	Scholarships	SCHOLARSHIPS
8150	Scholarship Loan-Pre-Service	SCHOLAR LN-PRE-SERV
8160	Scholarship Loan-In-Service	SCHOLAR LN-IN-SERV
8210	Fellowships	FELLOWSHIPS

8310	Grant-in-Aid	GRANT-IN-AID
8350	Grant-in-Aid Renewal Year (SEDG only)	GRANT-IN-AID RENEWAL
8410	Remitted Fees-General	REMIT-GENERAL
8510	Remitted Fees-Nonresident	REMIT-NONRESIDENT
8610	Remitted Fees-Graduate	REMIT-GRADUATE
8700*	University Motor Vehicle Budget Pool	UNIV MOTOR VEHICLES
8710	Motor Pool Mileage	MTR POOL DLY MILEAGE
8720	Motor Pool Daily Usage	MTR POOL DAILY USAGE
8730	Motor Pool Bus Usage	MOTOR POOL BUS USAGE
8740	Motor Pool Monthly Mileage	MTR POOL MTHLY MILE
8750	Motor Pool Monthly Usage	MTR POOL MTHLY USAGE
8760	Motor Pool Fuel & Maintenance	MTR POOL FUEL & MNTC
8800*	Travel Budget Pool	
8810	Travel-Professional University Business	TRAVEL-PROF UNIV BUS
8815	Reimbursement Personal Auto	REIMB PERS AUTO PROF
8820	Travel-Professional Meetings	TRAVEL-PROF MEETINGS
8825	Reimbursement Personal Auto Meetings	REIMB PERS AUTO MTGS
8830	Travel-University Business-Staff & Serv. Pers.	TRAVEL-UNIV-BUS-STAF
8835	Reimbursement Personal Auto Staff	REIMB PERS AUTO STAF
8840	Travel-Staff Personnel Professional Meetings	TRAVEL-STAFF PROF MT
8845	Reimbursement Auto-Staff Meetings	REIMB AUTO - STAFF MT
8860	Student-Travel	TRAVEL - STUDENT
8865	Reimbursement Personal Auto Student	REIMB PERS AUTO STDN
8870	Travel-Candidate	TRAVEL - CANDIDATE
8875	Reimbursement Personal Auto Candidate	REIMB PERS AUTO CAND
8880	Team Travel	TEAM TRAVEL
8885	Reimbursement Personal Auto Team	REIMB PERS AUTO TEAM
8890	Travel Personal Mileage Reimbursement	TRAVEL-PERS-MILG-REI

**CERTIFIED PROFESSIONAL SECRETARY (CPS)**  
**And**  
**CERTIFIED ADMINISTRATIVE PROFESSIONAL (CAP)**

No matter in what field of endeavor, the common bond of all who seek professional status is the recognition of an accepted body of knowledge, maintenance of professional standards, a quest for growth and development, and pride in performance.

The Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP) rating offers a significant, measurable and attainable goal for career-oriented secretaries and administrative assistants who want to be identified as exceptional. It provides the assurance which comes from having met accepted professional standards.

Administrative professionals may apply to take the CPS or CAP exam if they have completed two to four years of experience as an administrative professional in the past 15 years. An employed professional or student may be eligible to take the CPS exam without the previous requirements having been met.

The CPS exam is a one-day exam given in three parts. The CAP exam is a one and a half day exam with four parts. The exams are administered each May and November at over 250 locations in the United States, Canada and other countries.

The CPS exam covers the areas of:

- Part 1: Finance and Business Law (Economics, Accounting, Business Law)
- Part 2: Office Systems and Administration (Office Technology, Office Administration, Business Communications)
- Part 3: Management (Behavioral Science in Business, Human Resource Management, Organization and Management)

The CAP exam covers the areas of:

- Part 1: Finance and Business Law (Economics, Accounting, Business Law)
- Part 2: Office Systems and Administration (Office Technology, Office Administration, Business Communications)
- Part 3: Management (Behavioral Science in Business, Human Resource Management, Organization and Management)
- Part 4: Organization Management (Team Skills, Strategic Planning, Advanced Administration)

Requirements:

- A. With Bachelor's degree, verification of 2 years office-related experience
- B. With Associate degree, verification of 3 years office-related experience
- C. With no degree, verification of 4 years office-related experience
- D. Total experience must include 12 months continuous with one employer in the past five years
- E. Experience of less than two continuous months is not acceptable
- F. An official transcript or copy of your degree must be provided

Many CPS and CAP holders have received the benefit of receiving college credit for attaining the CPS and/or CAP rating.

Cost for the CPS examination:

A processing fee of \$35 for IAAP members/\$60 for non-IAAP members plus an examination fee of \$160.

Cost for the CAP examination:

A processing fee of \$35 for IAAP members/\$60 for non-IAAP members plus an examination fee of \$225.

Review Classes:

Contact the Business Education and Office Administration Department at the university about CPS or CAP review courses (5-5227).

Additional Information: Contact the following organization for additional information.

International Association of Administrative Professionals  
10502 NW Ambassador Drive  
PO Box 20404  
Kansas City, MO 64195-0404  
Web site: [www.iaap-hq.org](http://www.iaap-hq.org)  
Tel: (816) 891-6600 ext 2248, 2225, or 2227  
Fax: (816) 891-9118  
E-mail: [cps@iaap-hq.org](mailto:cps@iaap-hq.org)

## ABBREVIATIONS FOR STREET DESIGNATORS (STREET SUFFIXES)

Alley	ALY	Flats	FLT
Annex	ANX	Ford	FRD
Arcade	ARC	Forest	FRST
Avenue	AVE	Forge	FRG
Bayou	BYU	Fork	FRK
Beach	BCH	Forks	FRKS
Bend	BND	Fort	FT
Bluff	BLF	Freeway	FWY
Bottom	BTM	Gardens	GDNS
Boulevard	BLVD	Gateway	GTWY
Branch	BR	Glen	GLN
Bridge	BRG	Green	GRN
Brook	BRK	Grove	GRV
Burg	BBG	Harbor	HBR
Bypass	BYP	Haven	HVN
Camp	CP	Heights	HTS
Canyon	CYN	Highway	HWY
Cape	CPE	Hill	HL
Causeway	CSWY	Hills	HLS
Center	CTR	Hollow	HOLW
Circle	CIR	Inlet	INLT
Cliffs	CLFS	Island	IS
Club	CLB	Islands	ISS
Corner	COR	Isle	ISLE
Corners	CORS	Junction	JCT
Course	CRSE	Key	KY
Court	CT	Knolls	KNLS
Courts	CTS	Lake	LK
Cove	CV	Lakes	LKS
Creek	CRK	Landing	LNDG
Crescent	CRES	Lane	LN
Crossing	XING	Light	LGT
Dale	DL	Loaf	LF
Dam	DM	Locks	LCKS
Divide	DV	Lodge	LDG
Drive	DR	Loop	LOOP
Estates	EST	Mall	MALL
Expressway	EXPY	Manor	MNR
Extension	EXT	Meadows	MDWS
Fall	FALL	Mill	ML
Falls	FLS	Mills	MLS
Ferry	FRY	Mission	MSN
Field	FLD	Mount	MT
Fields	FLDS	Mountain	MTN

Neck	NCK	Valley	VLY
Orchard	ORCH	Viaduct	VIA
Oval	OVAL	View	VW
Park	PARK	Village	VLG
Parkway	PKY	Ville	VL
Pass	PASS	Vista	VIS
Path	PATH	Walk	WALK
Pike	PIKE	Way	WAY
Pines	PINES	Wells	WLS
Place	PL		
Plain	PLN		
Plains	PLNS		
Plaza	PLZ		
Point	PT		
Port	PRT		
Prairie	PR		
Radial	RADL		
Ranch	RNCH		
Rapids	RPDS		
Rest	RST		
Ridge	RDG		
River	RIV		
Road	RD		
Row	ROW		
Run	RUN		
Shoal	SHL		
Shoals	SHLS		
Shore	SHR		
Shores	SHRS		
Spring	SPG		
Springs	SPGS		
Spur	SPUR		
Square	SQ		
Station	STA		
Stravenue	STRA		
Stream	STRM		
Street	ST		
Summit	SMT		
Terrace	TER		
Trace	TRCE		
Track	TRAK		
Trail	TRL		
Trailer	TRLR		
Tunnel	TUNL		
Turnpike	TPKE		
Union	UN		

**SUGGESTED RECORDS RETENTION SCHEDULE  
FOR MOST OFFICES AT BALL STATE UNIVERSITY  
2009**

These recommendations exclude the Offices of Human Resources, University Compliance, Accounting, Payroll, and other selected offices with retention schedules mandated by law.

**NOTE: DESTROY** means “**SHRED**” not just dispose of in a wastebasket.

**PERSONNEL RECORDS—APPLICANTS NOT HIRED (FACULTY & PROFESSIONAL)**

Includes application letters, vitas or resumes, letters of reference, transcripts, reference checks, and other attachments.

RETENTION PERIOD: **DESTROY** two (2) years from date position filled.\*

**PERSONNEL RECORDS—CURRENT EMPLOYEES (FACULTY & PROFESSIONAL)**

Includes correspondence, management notes, faculty promotion and tenure materials, copies of performance evaluations/appraisals, and other documents.

RETENTION PERIOD: **DESTROY** two (2) years after resignation, termination, or death of employee.\*

**PERSONNEL RECORDS—APPLICANTS NOT HIRED (STAFF & SERVICE)**

Includes copies of applications, cover letters, resumes, transcripts, letters of reference, reference checks, other attachments, bid sheets, and processing forms.

RETENTION PERIOD: None, but **DO NOT DESTROY**; return materials to University Human Resource Services.

**PERSONNEL RECORDS—CURRENT EMPLOYEES (STAFF & SERVICES)**

Includes correspondence, management notes, copies of performance appraisals, and other documents.

RETENTION PERIOD: **DESTROY** two (2) years after resignation, termination, or death of employee.\*

**PERSONNEL RECORDS—APPLICANTS NOT HIRED (STUDENTS)**

Includes copies of cover letters, resumes, transcripts, letters of reference, processing forms, and other documents.

RETENTION PERIOD: **DESTROY** One (1) year from date position filled.\*

## **PERSONNEL RECORDS—CURRENT EMPLOYEES (STUDENTS)**

Includes correspondence, management notes, copies of performance evaluations, and other documents.

RETENTION PERIOD: **DESTROY** one (1) year after resignation, termination, or death of student employee.:

**NOTE:** Before **DESTROYING** any material relating to a grant, contact the Contracts and Grants Office to determine if there is wording in the grant that would require retaining hard copy materials for audit purposes longer than three years plus the current fiscal year.

## **FINANCIAL INFORMATION**

Includes copies of purchase orders, journal vouchers, printing and duplicating requests, telephone charge statements, copy machine charges, petty cash vouchers, central stores requisitions, labor distribution reports, financial accounts statements, and other attached or related documents. May include other budget related documents.

RETENTION PERIOD: **RETAIN** three (3) fiscal years plus the current fiscal year.

EXCEPTION: Documents related to major equipment purchases will be maintained for the life of the equipment.

## **TRAVEL RECORDS**

Includes Authorizations for Travel, Vehicle Requests, Cash Advances, Travel Expense Vouchers, Receipts, etc.

RETENTION PERIOD: **RETAIN** one (1) fiscal year plus the current fiscal year.

## **ATTENDANCE RECORDS—Departmental**

Includes individual absence reports and group absence reports for exempt personnel.

RETENTION PERIOD: **DESTROY** three (3) years after the end of the fiscal year.\*

Copies of work records for non-exempt personnel.

RETENTION PERIOD: **DESTROY** three (3) years after the end of the fiscal year.\*

\* When a charge of discrimination or a lawsuit has been filed, all personnel records of the employee filing the charge must be preserved until a decision has been reached. Contact University Human Resource Services or University Compliance for questions as to whether records should be destroyed.

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