

SECTION: Business Affairs/Purchasing
SUBJECT: Physical Plant Work/Invoice Approval

ISSUED BY: Office of Business Affairs
REPLACES:
APPROVED BY: Vice President for Business Affairs and Treasurer
EFFECTIVE DATE: July 1996

Physical plant work/invoice approval

At the time of a Work Order request: The Physical Plant will provide an estimate on work requests that are expected to exceed two-hundred dollars in total. Funding oversight is the responsibility of the individual requesting the work, similar to any request made to an outside vendor. Instructions for Physical Plant Work Orders can be found on page 300.5.12.

The Physical Plant will review invoices for the Work Order on accounts outside their area and then send them on to the Work Order requester for their signature before payment processing. Work Order charges are not posted instantly to account balances, requiring the department head to monitor their account.