



**Standard Operating Procedure (SOP)
Work Order Funding Request Process**

SOP No.	AS-0008	Revision:	0
Department:	Administrative Support	Date:	11/29/07
Dept. Head Approval:	<i>[Signature]</i>		12/3/07
Director Approval:	<i>[Signature]</i>		1/23/09

Purpose

To establish guidelines for Administrative Support Services to request funding for chargeable work orders.

Responsibility

Administrative Support Services employees are responsible for following this SOP.

Definitions

1. **TMA:** Facilities Management’s computer maintenance system/work order system.
2. **IU:** Intra-University transfer used to transfer funds from one University department to another.

Procedure

1. Once a work order has been identified as a chargeable work order the work order is estimated and the Supervisor/Project Manager submits a funding request form to Resource Management. Form can be found on the intranet at the following address: http://intranet.wvu.edu/facilities_services/plant/policies_procedure.html
2. Resource Management (RM) sends the customer a Credit Card Authorization form (Exhibit A) and a Chargeable Work Authorization form (Exhibit B).
3. The customer returns the completed forms to RM authorizing the work.
 - 3.A. If, the chargeable work order is not authorized by the customer RM closes the work order in TMA and changes the status to “Canceled”.
4. RM changes the status in TMA to “Funding Received”.
5. RM scans and links IU information to the work order in TMA and files P-card information for billing.
 - 5.A. If, the work order was completed by the In-house Construction group then the IU information is logged into the IU tracking spreadsheet located at T:\Project IU Payment Information
6. RM changes the work order status in TMA to “In Progress” and sends work order to the appropriate shop.
7. Process complete.

Credit Card Authorization Form

To make payment via Mastercard or VISA, please complete the following:

Contact Name: _____ Phone: _____

1. Credit Card Type: ___ MasterCard ___ VISA

2. Credit Card Number: _____

3. Expiration Date: _____

4. Card Holders Name: _____

5. Work Order Number: _____

6. College or Department: _____

A copy of the charge card verification receipt will be mailed.

Mailing Address _____

Please fax completed form to 293-7014 attention Tracy Casteel or email Tracy.Casteel@mail.wvu.edu or by phone at 293-6868.

Exhibit B

Chargeable Work Authorization

- The estimated cost for this work is: **\$ 50.00**
- | | |
|----------|-----------------|
| Material | \$ 25.00 |
| Labor | \$ 25.00 |
- The total flat rate cost for this work is: \$

If you wish to proceed with this Chargeable work request, please reply by e-mail to Lisa.Moser@mail.wvu.edu and include payment method. Credit card payment requires the cardholder name, address and phone number. (Or fill out attached credit card form and return) IU payment requires a completed IU form to be sent to Facilities Management PO BOX 6570 to the attention of Lisa Moser. If a reply is not received within 30 days, the work request will be canceled. Depending on your choice of payment, once the work request is completed the Facilities and Services EBO will either contact you for credit card information or process an IU.

If you have any questions, please contact Lisa Moser at 293-6262 or fax at 293-7014.

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