



**Standard Operating Procedure (SOP)  
Work Order Billing Process**

<b>SOP No.</b>	AS-0010	<b>Revision:</b>	0
<b>Department:</b>	Administrative Support	<b>Date:</b>	5/22/07
<b>Dept. Head Approval:</b>	<i>[Signature]</i> 5/25/07		
<b>Director Approval:</b>	<i>[Signature]</i> 5/31/07		

**Purpose**

To establish guidelines for Resource Management on the work order billing process in TMA.

**Responsibility**

Resource Management employees are responsible for following this SOP.

**Definitions**

1. TMA: Facilities Management’s computer maintenance system/work order system.

**Procedure**

1. Review billable work orders and verify method of payment via IU, Procurement Card, or invoice.
  - 1A. If payable by IU, return completed IU to department for final signature. After department signs and returns IU, change work order status in TMA to “billed” and forward IU and work order to EBO.
  - 1B. If payable via P-card, retrieve previously requested information from P-card folder, change work order status in TMA to “billed” and forward P-card information and work order to EBO.
  - 1C. If payable by invoice, prepare and forward invoice to requester, change work order status in TMA to “invoiced”. Once department pays invoice via check, IU, or P-card, change work order status in TMA to “billed” and forward payment and work order to EBO.
2. Process complete.

# AS-0010: Work Order Billing Process

May 22, 2007

