PROCEDURES FOR MAINTENANCE CHARGES

PURPOSE
The purpose of the Charge is to reimburse the Plant Operations and Maintenance cost incurred for services rendered to various Departments throughout the University.

BACKGROUND

_MATERIALS NEEDED:_

- Building Codes Listing
- Report with all work orders by building for the month excluding Roving Maintenance.
- Work order report of Roving Maintenance.
- Any Reimbursable Expense
- Key charges monthly summary
- Gasoline and Credit Cards monthly summary
- Disk

DEFINITIONS

_Auxiliary buildings_ - Defined as any unit which generates monies and is not funded by E & G. Examples of Auxiliary are Student Union, Child Care Center, University Dinning Hall, Athletics, Etc.

BILLING PROCEDURES

1. Using Building Code Listing highlight all auxiliary buildings.
2. Take Work Order Report and charge auxiliary buildings only for labor dollars and material dollars.
3. When using the Roving Maintenance work order report, _ONLY_ charge Housing for material costs. These costs are to _billed_ to the warehouse reimbursement account, which is 350701005.
4. If there are any reimbursable expense charges, the Coordinator of Accounting will provide the billing information.
5. Key Charges Summary indicates the department and cost for keys requested. Gasoline and Credit Cards Summaries also give the usage of gasoline to charge the proper accounts for cost.
6. Invoice numbers are assigned in numerical sequence. **Be sure to check with Accountant before assigning any invoice number to avoid duplication.**
7. The following Charges will be distributed as follows:
   - Comptroller Office (4) copies
   - Assistant Director of Admin. Support & Human Resources (1) copy
   - Accountant (1) copy
   - Auxiliary (1) copy
   - File (1) copy