

# STOCKTON UNIVERSITY



## PROCEDURE

### Work Order Requests

Procedure Administrator: Associate Vice President of Operations

Authority:

Effective Date: September 27, 1974; February 12, 1975; October 8, 2009; March 7, 2011

Index Cross-References: Procedure 6817: Charges for Special Work or Projects

Procedure File Number: 6805

Approved By: Dr. Herman J. Saatkamp, Jr., President

### I. PURPOSE:

To describe the use of work orders as the means of standardizing requests of the services of Plant Management personnel.

### II. BACKGROUND:

- A. The "Request for Work or Repairs," short title, "Work Order" is performed through an application program called SchoolDude.
- B. When completed the work order will be processed as the cost record for materials and labor used and become a part of the cost accounting system within Plant Management.

### III. PROCEDURE:

- A. Requests. All requests for services (repairs, new construction, custodial, etc.) involving Plant Management functions or personnel should be transmitted using SchoolDude.
- B. Cost Accounting. Upon completion of the required task or repair, the work order form is used to record the completion date, materials, and labor costs and any other relevant data. This serves as a basis for computing operating costs and other data related to the machine or area being repaired.
- C. Special Projects. Charges for special work or repairs are covered in Procedure 6817: Charges for Special Work or Projects.

### Approval History:

	Date
President	03/07/11