

# STOCKTON UNIVERSITY



## PROCEDURE

### Charges for Special Work or Projects

Procedure Administrator: Associate Vice President of Operations

Authority:

Effective Date: September 27, 1974; January 31, 1975; October 8, 2009; November 22, 2010

Index Cross-References: Procedure 6805: Work Order Requests

Procedure File Number: 6817

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

### I. PURPOSE:

To furnish guidance concerning charges related to unprogrammed and unfunded work accomplished by Plant Management personnel.

Charges will be made to cover labor, materials, or other costs for those projects not covered in the budgeted funding for Plant Management. The latter includes those expenses for normal repair or maintenance of the buildings, grounds and/or vehicles of Stockton University.

### II. PROCEDURE:

- A. Plant Management staff will, upon request, supply an estimated cost for repairs, renovations, etc.
- B. Budget Unit Managers will make prior approval for expenditures in writing before Plant performs work.
- C. Plant Management personnel will record the labor time, materials, or other cost factors expended on those assigned projects which are above and beyond the normal repair or maintenance of buildings, grounds, and/or vehicles belonging to Stockton University. These projects would include requests for built-in items, portable items not available from an outside vendor, services that pertain to special functions that are not directly related to the University's mission, and repairs, construction, or services for student clubs, food services, or Bookstore contractors.
- D. Expenses from these special projects are recorded on separate work orders and the labor related thereto marked with the project indicated on the time report.
- E. Normally, these projects would have lower priority than those related to the primary responsibilities assigned Plant Management.

- F. Charges will be forwarded to the Budget Department for the transfer of funds if the user is a Stockton University budget unit.

Approval History:

	Date
President	11/22/10