

# Oklahoma State University Policy and Procedures

**PROCUREMENT OF PHYSICAL PLANT SERVICES**

**3-0812  
BUSINESS & FINANCE  
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## INTRODUCTION AND GENERAL STATEMENT

1.01 The attached form, "CAMPUS ORDER FOR PHYSICAL PLANT SERVICES," will be utilized by all sections of the University to request services provided by the Physical Plant whenever such services are to be charged to an account designated by the requestor.

## PURPOSE AND SCOPE

2.01 "Campus Order" services include: estimates of cost to perform work, the performance of work, and material issuance from the Physical Plant Storeroom (including keys). A fiscally responsible person of the department requesting the services must authorize the performance of the services and provide proper accounting data. Please note that written estimates will not normally be prepared for jobs under \$500. The completed form will be the only paperwork required to obtain any of the services. The forms will be provided in carbon sets with six sheets in the set. The procedures will be somewhat different for each type of service as outlined below.

## PROCEDURES

3.01 Cost Estimates for Jobs Over \$500 - Written cost estimates will normally be prepared only for jobs in excess of \$500. The requesting department will retain the last copy of the set and forward the other five copies to the Physical Plant. After the estimate has been made, Physical Plant will retain copy 5 and complete copies 1, 2, 3, and 4 with the estimated cost in Section 10 along with any other necessary information concerning completion date, etc. The four copies will be returned to the requesting department. The requesting department should enter any required information on its file copy (No. 6). The work then can be authorized by transmitting the first four copies of the set with appropriate signatures on each copy through the dean or director's office and then through the Accounting Section of the Comptroller's office. Copy 4 will be retained by the dean's or director's office. Upon approval in the

Comptroller's Office, copy 2 will be retained by the Accounting Section and copies 1 and 3 will be transmitted to the Physical Plant. This completes the authorization.

3.02 Upon completion of the job, copy 1 is returned by Physical Plant to the Accounting Section of the Comptroller's office, and payments are then made by book transfer of the encumbered funds. Partial payments are made on larger jobs as appropriate.

3.03 When requests for cost estimates are submitted and Physical Plant subsequently determines that the work can be accomplished for less than \$500, the estimate request will be automatically converted to a work order chargeable to the accounting data shown in Section 2. If this happens, copy 4 will be stamped to indicate the change and will be returned to the requesting department.

3.04 Performance of Work for Jobs Under \$500 - If the work will cost less than \$500, it may be authorized by the department head, and it will not involve routing of forms to the Comptroller nor require that the funds be encumbered. The requesting department should retain the last copy and send the other five copies to the Physical Plant. The work will be performed and upon completion will be charged to the account indicated in accordance with the direct charge procedure authorized in December, 1967. If a request for performance of work thought by the department to be less than \$500 exceeds this amount, the

Physical Plant will automatically change the request to a cost estimate and follow the procedure described in paragraph 3.01.

### 3.05 Material Issue

a. Material Order Under \$500 - Material issue for less than \$500 may be authorized by the department head and will not involve routing of forms to the Comptroller nor require that the funds be encumbered. The requesting department should retain the last copy and take the first five copies of the Campus Order form to the Physical Plant Storeroom. The storeroom will issue the material after which the bill will be prepared by Physical Plant and processed through the normal direct charge procedure. This procedure will be used for the issuance of additional keys except for master keys and grand master keys. Requests for master keys must be sent to the Director, Physical Plant.

b. Material Order for \$500 or Over - Procedure identical to "Cost Estimates for Jobs Over \$500."

c. Detailed information concerning the storeroom operation is contained in Policy and Procedures Letter 3-0815.

3.06 Telephone Service - The Campus Order request will generate work by Physical Plant and by the telephone company to provide the service. Charges made against the Campus Order will cover only the plant costs. The telephone company's one-time costs to start the service are billed to the account which pays for the recurring cost of the service through the computerized billing system. Cost estimates for projects which include telephone changes do not include the one-time costs. Persons requesting telephone service are reminded that one-time charges are expensive. Information as to the order-of-magnitude of these costs can be obtained from the Telephone Service Clerk, X7174.

3.07 Call-in Service - The above procedures will not preclude telephonic requests to correct emergency situations such as utility outages, water leaks, or other urgent matters which could not be foreseen. Most of these requests will be for routine services for which Physical Plant will pay. However, if the emergency relates to something for which the requesting department is required to pay, a confirming written Campus Order form must be sent to Physical Plant. It will also be necessary to provide the Account Number when the request is made. If a call-in request is made for service which should not be handled as a call-in, the requestor will be required to submit a completed Campus Order form. Call X7154 for call-in service.

3.08 Complete instructions for filling out the Campus Order form are listed on the back of the form.

Revised: November 1983