

SECTION: Instructional  
SUBJECT: Technical Division Work Orders  
SOURCE REFERENCE: GSCC Internal Policy

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NUMBER: J/1.6

## Technical Division Work Orders

The customer contacts the shop instructor concerning the work to be done and completes a work order request form. (**See Form J/1.6-A**) The instructor determines if the work is legal and beneficial to training. In a case requiring diagnostics or evaluation (for example, auto mechanics), the instructor may take a reasonable time to evaluate the problem and propose a solution to the customer. Then, the instructor completes the remainder of the work order request and forwards it to the East Broad Business Office or the Ayers Campus Business Office, where it is placed on a department waiting list. When the instructor is ready to begin work on a job, the Business Office is notified for a work order number. The instructor notifies the customer who brings in the work. The instructor tags the work with the name of the customer. When expenditures reach \$200, payment will be required before the work continues. If a job is expected to cost more than \$200, the customer is expected to pay (before the work begins) any amount estimated in excess of the \$200. The only exception to this policy is that tax-supported organizations may issue a purchase order for the work to be done. Under no circumstances will work begin until the tax-supported organization furnishes Gadsden State Community College with a written Purchase Order. The instructor purchases material as needed and charges it to the job by the work order number.

Each work order shall have submitted with it an invoice or invoice copy of the materials purchased for use on the project. Work orders presented for payment without proper documentation shall be returned to the instructor.

Items purchased in bulk by the department and used on work order projects are to be listed separately and charged according to the price paid for the materials. In addition, any materials charged for and not used on the project are to be offered to the customer who is paying for those items.

When a job is completed, the instructor totals the charges recorded on the work order, adds the applicable 10% or 20% service charge, and then adds applicable sales tax. A base minimum service charge of \$5 is to be added if the normal service charge does not equal or exceed \$5.

The instructor notifies the Business Office and the customer that the work is completed. The customer pays the Business Office the amount due and takes a copy of the receipt to the instructor who releases the work to the customer. An instructor who releases work before it is paid for is personally liable to the College for the amount owed by the customer and is subject to College disciplinary action.

If the customer does not pick up the work 30 days after notification by the instructor, the Business Office will notify the customer by registered mail that if the work is not picked up in 30 days, the work will become state property and normal surplus property procedures will apply.

The appropriate academic director/division chairperson will review and approve the waiting list each Monday. If a job is estimated to cost more than \$2,500, the academic director/division chairperson will confer with the President or designee before accepting the job.