

Business and Operations

WORK ORDERS

SR 3591.01

Purpose:To provide MCOE Departments with access to services provided within MCOE.

To support MCOE Departments with a web-based work order creation and tracking process.

Timeline:There are no timeline requirements for requesting a work order.

Work orders are processed on a first-in first-out basis. Exceptions may be made due to priority, life and property safety, potential hazards, funding, resource availability, and other constraints.

PROCEDURE:

1. Employee obtains information about the work to be requested and gets pre-approval from department administrator.
2. Upon approval of the department administrator, a department designee will generate online [Work Requests](#) for the Maintenance and Operations Department and/or the Technology Support Services Department (PROVIDER).
3. The following information will be needed:
 - o fund account code;
 - o requesting name/department ;
 - o name of manager approving work request;
 - o contact name/phone;
 - o location of work to be done;
 - o detailed description of work to be performed;
4. Upon receiving a completed online work request, the PROVIDER will assign appropriate resources to complete the work order.
5. Materials purchased by separate purchase order (PO) as related to a specific work order will be coded directly to the department. The PROVIDER will temporarily incur non-PO costs as needed. As expenditures (materials and labor) related to the work order are incurred, the cost will be added to the work order and included in the final billing.
6. Upon completion of the work order, a cash transfer will be made from the requesting departments account to reimburse the PROVIDER.

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 03/01/2003

Date Revised: