

## Procedures to IDB ALL departments for services performed by Facilities Department

*These procedures are set in place to ensure accuracy of charges, inform all parties involved with the charges so final bills are agreed upon, create uniformity for all departments at SLCC regarding Facilities charges, as well as follow correct Business and Accounting Practices by reimbursing expenses incurred at the time when the work was done.*

All rates are posted on the Facilities Website: <http://i.slcc.edu/facilities/events.aspx>

- The department requesting services from Facilities will enter a work order through FIXIT with the date and cost code to be billed for the event and details of what they need from Facilities.
- The Supervisor(s) in charge of the Facilities Department(s) to be involved with the event will create an "Estimate of Probable Costs" quote based on the figures from the Facilities website. This estimate will be e-mailed to the person who entered the work order.
- If no response is received within **2 days** from the person who entered the work order, Facilities will plan on fulfilling the agreement of the work order for the event as per the estimate.
- After the event is over, the Facilities Supervisor(s) ensures all charges for the event are accurate.
- The Facilities Supervisor(s) will e-mail to the person who entered the work order the **finalized charges**, along with any detail of set-up and/or coverage of the event.
- The person who entered the work order for the event then has **10 days** to review the bill and send an e-mail back to the Supervisor(s) of discrepancies, if any, with which they might not agree. Renegotiation of charges can be made at that point until the finalized billing is agreed upon by all parties involved.
- If the Facilities Supervisor(s) do not hear back from the person who entered the work order within 10 days regarding the charges, it is understood that the department **agrees** with the finalized bill.
- The Facilities Accountant will send an e-mail to the person who entered the work order informing the department their account will be charged through Interdepartmental Billing (IDB) within the next 24 hours.
- The Facilities Accountant will IDB the department the finalized agreed-upon rate.