

Work Order Billing Process and Tips

Billable Status Choices and Usage –

- Non Billable –
 - Work covered under contract
 - Cost remains under \$5,719.94

- PM5K –
 - Maintenance work that goes over \$5,719.94.
 - SSC pays the 1st \$5,719.94
 - Must be approved by TAMU
 - No markup allowed

- Billable –
 - Events
 - Special Requests
 - Building Not on Contract
 - 100% funded by customer (or majority funded)
 - Can be under or over \$5,719.94

- Deferred -
 - Must be approved by TAMU no matter the \$ amount
 - Items that have been designated as deferred
 - Items that should have been replaced many years ago

- SSC Pay –
 - Items would typically be covered under contract
 - SSC is covering entire cost

Budget Estimates –

- All SSC Labor (include supervisor time on PM5K)
- All parts from the warehouse with 12% markup (all work orders)
- All parts from outside contractors with 5% markup if applicable (see above)
- All labor from outside contractors with 5% markup if applicable (see above)
- New Project Estimate Form in the Work Order Report folder on the network