

College Operating Procedures (COP)



Procedure Title: Processing of Service Contract Application for Payment
Procedure Number: 07-0711
Originating Department: Facilities Planning & Management

Specific Authority:

Board Policy 6Hx6:1.02
Florida Statute 1001.65
Florida Administrative Code State Requirement for Educational Facility (SREF)

Procedure Actions: Adopted: 06/09/09; 07/01/09

Purpose Statement: Facilities, Planning and Management Department shall maintain spreadsheet data to monitor balance on Contract Service Purchase Orders for Custodial, Grounds and Security.

Guidelines:

Facilities, Planning and Management Department shall maintain spreadsheet data to monitor balance on Contract Service Purchase Orders for Custodial, Grounds and Security.

Procedures:

- I. Monthly bill is submitted by Contract Service Company.
- II. Follow procedure on form (attached) using information from Purchase Order.
- III. Make adjustments to application as provided by Contract Compliance Officer. Attach back up to application.
- IV. Submit application and vendors invoice to Manager Plant Operations, Ron Copass for approval by Director of Facilities Planning and Management.
- V. Forward invoice and backup deductions and/or additions to Accounts Payable for payment.

Application, invoice and back-up to be filed by Department.