PURPOSE

This University of Nevada, Reno Facilities Services (FSD) standard operating procedure (SOP) provides guidance to staff for performing and accounting for services provided on a recharge basis.

GENERAL

Facilities Maintenance Services (FMS) occasionally receives requests to perform services that are outside the scope of maintenance; or are requested by non-funded (auxiliary) enterprises; or because of budget or time constraints, FMS is unable to meet the needs of the requestor. To accommodate such requests, FMS may be able to perform the service on a recharge basis by performing the work in-house, on an overtime basis, or through the use of contracted services.

FMS provided services often result in reduced costs for the requesting party and ensures timely equipment access, campus security, and compliance with University standards, rules and regulations. Therefore, providing services on a recharge basis often benefits both the requesting and performing parties. To facilitate this relationship, FSD maintains recharge centers to account for services provided on a recharge basis. The accounts are used to offset labor and materials associated with providing the requested service(s) with reimbursements from the requesting entity. Materials are provided and charged as actual costs on a pass through basis. Labor is charged at established recharge rates. Services may be provided by a third party.
PROCEDURE/AREAS OF RESPONSIBILITIES

Refer to the *Areas of Responsibility* below and review the Work Order Process flow in Appendix 1.

**Requesting Party:**
- Determining desired services and submitting a work request(s);
- Providing an original, signed Internal Purchase Order (IPO) for the services.

**FMS Service Center:**
- Reviewing submitted work requests and determining if the work should be performed on recharge basis;
- Requesting the trade supervisor provide the requesting party an estimate for the recharge service(s) requested;
- Contacting the requesting party to request an IPO;
- Assigning the work order to the appropriate trade upon receipt of an IPO;
- Sending a notification, including the IPO number(s) and the associated work order number(s), to FMS Accounting;
- Entering purchased materials, labor hours and inventory used into the work order;
- Verifying with the trade supervisor that all labor, materials, and inventory are entered into the work order, prior to closing the work order;
- Running a weekly report to identify closed work orders for recharge work; and
- Providing FMS Accounting a copy of the completed and closed work order stamped with “Ready to Recharge” and the original, signed IPO.

**FMS Trade Supervisor:**
- Providing an estimate to the requesting party for recharge service requests;
- Assigning work orders to appropriate technicians, or arranging for a qualified third party to perform the requested service;
- Procuring purchased materials required for the job;
- Communicating with the requesting party regarding scheduling, change orders, or work delays;
- Providing receipts or documentation, noting the work order number, to the accounting assistant; and
- Verifying with the Service Center that all labor, materials, and inventory are entered into the work order, upon job completion.

**Assigned Trade Technician:**
- Reporting labor hours to complete the work order;
- Reporting inventory parts used to complete the work order; and
- Notifying the supervisor when the work order is complete and ready for review.
FMS Accounting:
- Recording incoming IPO and work order numbers for project tracking;
- Entering the material and labor charges into the correct Recharge Workbook for tracking;
- Transferring material and labor charges from FMS departments to the correct recharge account;
- Verifying sufficient funding is received for the work order;
- Creating the work order Final Project Billing report and sending it to the requesting party;
- Processing the IPO for deposit and returning any excess funds;
- Verifying funds are received and posted correctly from recharge payments;
- The monthly reconciliation of the recharge accounts via the appropriate recharge workbook and tracking outstanding IPO, work orders, journal vouchers, PR-45 forms, deposits and other transactions; and
- Preparing the year-end financial statement for the recharge accounts.

IMPLEMENTATION

The Director, Administrative Services and the Senior Director for Facilities Maintenance Services are responsible for the implementation of this SOP within respective area(s) of responsibility.

TRAINING

All FMS supervisors and Accounting Services staff shall receive training on this SOP within 60 days of employment. Supervisors will ensure regular review of and compliance with the SOP.

COMPLIANCE

Compliance with all UNR and FSD policies and procedures is required of each employee. Failure to comply with this SOP may result in disciplinary action as outlined in the Nevada Administrative Code, the Nevada System of Higher Education Prohibitions and Penalties, and/or the Nevada System of Higher Education Board of Regents Handbook.