

**UAB FACILITIES
STANDARD OFFICE INSTRUCTIONS**

**PROCEDURES FOR PAYMENT TO UAB DEPARTMENTS
FOR SERVICES PROVIDED ON FACILITIES PROJECTS**

PURPOSE:

To establish the procedures for processing payment to UAB departments for services provided on Facilities construction and renovation projects.

PROCEDURES:

- 1.0 The Project Manager will approve an estimate provided by the department that will provide the service before the services are initiated.
- 2.0 JVs will be sent to Facilities Financial Management.
 - 2.1 Shutdowns and other work accomplished by maintenance will not be charged to the project account unless the work is completed outside the realm of the normal 40-hour workweek and requires overtime pay; in which case, the time would be charged to the project account.
 - 2.2 When work is performed by Maintenance as a result of contractor error (i.e., events that cause leaking/flooding and result in damage to ceiling time or other finished surfaces, etc.), the repairs or clean-up required will be charged to the project account.
- 3.0 Each JV will identify the project name and number and have appropriate backup and copy of estimate attached. For maintenance workers, a timesheet showing regular hours worked plus any overtime being charged to projects must be attached. JVs without proper backup or incorrect backup will be returned to the submitting department for corrections.
- 4.0 Project Managers will review the JV for accuracy.
- 5.0 Facilities Financial Management will put the correct ledger 8 account on the JV and forward to Financial Accounting.
- 6.0 Facilities guarantees a five-workday turnaround for processing within the department (same as Pay Requests from outside vendors).

(END OF PROCEDURE)