

Sales and Services : Live Work

Policies

Live work is performed by students, under the supervision of an instructor, as part of their vocational/technical training program. The State Board of Education Policy 710 defines eligible recipients. Completed *Certificate of Eligibility* must be attached to work orders (WO).

To avoid competition with private enterprises, live work is restricted as follows:

1. Live work will be done only when it is essential to training and necessary for the acquisition of occupational skills leading to employment.
2. Live work will not be performed when there is any connection with or relation to the making of a financial profit by a program, organization, institution, or individual.
3. No person shall use the College for personal gain or profit.

The Director's Office on the Carver and the Associate Technical Dean's Office on Southwest campuses are responsible for handling all payments to the College.

Initiation

The instructor is responsible for determining the appropriateness of the live work project. The instructor completes the WO and certification of eligibility form. The WO must include the customer name and contact information, a complete description of the work to be performed, and an estimated cost.

The customer must pay the required deposit amount (the estimated cost) to the Director's or Dean's Office prior to the work being performed. The customer signs the WO and a copy is returned to the instructor. (Note: Jewelry repair work orders less than or equal to \$20.00 do not require a deposit.)

Service charges for live work orders are at cost plus 10% plus applicable taxes for employees of the College. The service charge is 20% plus applicable taxes for non-employees who qualify.

A copy of the WO is sent to the Main campus Business Office, where it is entered into the WO register, noting the WO number and date, receipt number and date, amount of WO, and the customer's name. The Dean of Finance reviews the WO registers on a periodic basis.

Completed WO must be taken to the Director's or Dean's Office to be cleared. Any project not paid for and picked up within the designated timeframe becomes the property of the College, and normal surplus property procedures will apply. No items are to be released until the WO charges are paid in full. Any refunds due are forwarded to the Main Campus Business Office for issuance.

Work orders are to be completed within a timely manner. The instructor must indicate the completion date on the WO.

Purchases for Resale

All WO costs must be recovered. All parts and supplies used on a WO must be included on the WO and the invoices for those parts and supplies must include the WO number.

Purchases for resale are reviewed by Business Office staff periodically and verified to WO copy. Each item on the WO should be traced to the purchase for resale. Each purchase for resale item should be traced to the applicable WO.

Written approval is required from the Associate Technical Dean or the Director of the Carver Campus for patrons to supply their own parts for repair work orders. A receipt copy must be attached to the WO. Service charges will also be calculated on patron purchased parts.