



MD-0013 Tracking the Costs of Contracted Work

When a supervisor (*Master Foreman/Planner/Lead Foreman*) determines that a contractor is needed to complete a work order, the following data must be recorded on the work order in School Dude.

The work order will be assigned to the supervisor that is managing the contractor. Within the budget information area, the fields will follow the same rules as all other work orders, with the exception of the budget field. The budget field shall display “Contract Services.”

All costs of the contractor work must be tracked using a Purchase Transaction.

Steps:

- While viewing the work order, scroll down to the transactions section and click on New
- Purchase Transaction.
- Enter the Transaction date if it is different than the current date.
- Select Type: Contract Services
- Select Supplier from the drop down list or by the search (binoculars.) Do not manually type in the supplier’s name.
- Enter the PO number in the Invoice/PO# field.
- Select the Budget Code: Contract Services.
- Enter who purchased (or requested) the contractor.
- Enter into the description field: the call number (in format) followed by a brief description of the work completed.
- Enter Quantity as 1 and the Cost Each will be the total cost of the invoice received.
- Click Submit

When the contractor has finished their work, it is the responsibility of the assigned supervisor to change the status to complete. Once the invoice has been received from the contractor and the purchase transaction logged into the work order, the supervisor will close the work order.

Call number format shall start with “CN” followed by the call number with dashes if normally used. **No spaces should be used within the call number format when entered into School Dude.**

Examples:

CN19-200

CN800-01