
TECHNICAL REPAIR PARTS BILLING PROCEDURE (TEC-P007)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This procedure outlines the billing process for WSD Technology Department repairs requiring parts for building/department ADPE and A/V equipment.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Computer Technician, Digital A/V Technician

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Operational Technology

4.0 DEFINITIONS:

- 4.1 ADPE – Automated Data Processing Equipment. All servers and computers (regardless of configuration or platform), all laser printers (regardless of manufacture or model) and associated ADPE.
- 4.2 A/V – Audio and Visual. All equipment of audio and visual nature utilized by the Wenatchee School District.
- 4.3 Tech WOS – Technology Work Order System

5.0 PROCEDURE:

- 5.1 The Director of Operational Technology will submit to the Director of Accounting a list of budget codes for that should be used to cover equipment repairs requiring parts.
- 5.2 Request for technology maintenance support will come through the Technology Work Order System (Tech WOS) database.
- 5.3 The appropriate technician will then inspect the equipment:
 - 5.3.1 Computer Technician
 - 5.3.1.1 If repair parts are required and total cost is \$10.00 and under, the technician's budget within the Technology Department will absorb the cost.
 - 5.3.1.2 If repair parts are required and total cost is over \$10.00, then the technician will initiate ordering parts.
 - 5.3.1.3 Parts will either be ordered through the technician budget line, a pre-arranged budget line, or the assigned procurement card and billing handled by the department director.
 - 5.3.2 Digital A/V Technician
 - 5.3.2.1 If repair parts are required and total cost is \$50.00 and under, the technician's budget within the Technology Department will absorb the cost.

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5.3.2.2 If repair parts are required and total cost is over \$5.00, then the technician will initiate ordering parts. When invoicing comes in, the budget code submitted with the repair request will be charged directly for the part.

5.3.2.3 Parts will either be ordered through the technician budget line, a pre-arranged budget line, or the assigned procurement card and billing handled by the department director.

5.4 Invoicing is under the control of the Business and Finance Department.

5.4.1 When the appropriate technician receives the invoice for the required repair part, that technician will then apply the budget code supplied by the building provided at the initial request for maintenance through the Tech WOS.

5.4.2 Paragraph 5.3 will dictate the course of cost absorption by the technician's budget or building/department coverage of cost.

5.4.3 The invoice will then be recorded for payment using a procurement card. Quarterly reconciliation of procurement card charges will be submitted on the Tech WOS and all records submitted to Business and Finance for processing. Direct billing will then be applied either to the technician's budget specified for payment or to the budget code provided.

6.0 ASSOCIATED DOCUMENTS:

6.1 None

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Request for maintenance	Technology Department – electronic	One year	As desired	None

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
05-Feb-03	A	Original Release
16-Sept-05	B	Added 4.3; updated 5.1.1 to include role of Budget and Finance; updated 5.1.2 to reflect use of Tech WOS; updated dollar amounts in 5.3.2.1 and 5.3.2.2; added Tech WOS information to 5.4.1; updated financial information in 5.4.3; updated record retention table to reflect use of electronic storage
15-Sept-06	C	Corrected typo in 5.4.3
24-Jul-07	D	2.0, 3.0 Approval authorities modified, 5.4.3 changed to quarterly.
27-JUL-12	E	Section 5.0 updated
07-OCT-13	F	Section 5.3.2.2 changed from \$50.00 to \$5.00

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