

Work Orders & Invoices

Presented by: Division of Rural Services





Overview

Work Orders

- Definition
- When a work order is required
- When a work order is *not* required
- Work order form
- How to properly fill out a work order
- How to submit a work order

Invoices

- When to expect an invoice
- Responsibilities associated with invoices (commissioner & contractor)
- Invoices associated with work orders
- Invoice Approval Form
- How to properly fill out an Invoice Approval Form
- Timelines for Invoice Approval



DEFINITION-work order

A **work order** is written documentation of a request to perform work that is provided to your contractor *before* the work has been done.

A work order can be a formal request on the template provided by Rural Services, email communication or other forms of written communication.



When a Work Order is REQUIRED



- A completed Work Order is required for any work that is Non-Routine Maintenance Work
- The contractor cannot perform any of this work without the completed work order
- The contractor must attach a copy of the work order with his payment invoice request
- *The Borough will not pay for work performed without a completed Work Order, if one is required*



WORK ORDER REQUIREMENTS



- Work Orders with a cost greater than \$10,000 require written approval of Rural Services prior to performance of the work

This requirement will help ensure

- 1) the Service Area has the required funds to perform the work, and
- 2) large expenditures of funds are spent on appropriate and effective roadwork

WHEN IS A WORK ORDER NOT REQUIRED?



WHEN DOING ROUTINE MAINTENANCE WORK

Standard Specifications defines *Routine Maintenance Work*, which consists of the Section 800 series of work items such as:

- snow removal
- sanding
- blading of the road surface
- and brushing



WORK ORDER FORM



ALL SUBMITTALS REQUIRE:

Service Area Work Order Form

**The hardcopy version (form RS07), and
The E-version (.PDF *found online*)**

or

**Work Orders can also
be processed via email**

HARD COPY 1

Page 1 of 2:

Service Area NAME
Contractor NAME
DATE

- Description of Work
- Location of Work
- Quote Total

THEN GET SIGNATURES

- CONTRACTOR
- SERVICE AREA COMMISSIONER
- RURAL SERVICES ENGINEER/MANAGER

 **Fairbanks North Star Borough** Public Works Dept/Rural Services Division
520 Fifth Avenue, First Floor, Suite D Fairbanks, Alaska 99701 (907) 459-1223 FAX (907) 459-1499

SERVICE AREA WORK ORDER FORM PO # _____
NEEDED TO COMPLETE WORK

SERVICE AREA: _____ CONTRACTOR: _____
DATE: _____ IFB / RFQ #: _____

DESCRIPTION OF WORK COMMISSIONER WRITTEN REQUEST OF WORK, USE STANDARD SPECIFICATION NUMBERS

LOCATION OF WORK WRITE A CLEAR AND ACCURATE DESCRIPTION OF WHICH ROADS WILL REQUIRE WORK

QUOTE TOTAL

QUOTE PROVIDED IS FOR ALL WORK REQUESTED IN THIS WORK ORDER AND SHALL NOT BE EXCEEDED WITHOUT WRITTEN AUTHORIZATION BY THE COMMISSIONER. RS REVIEW REQUIRED FOR ALL WORK ORDERS EXCEEDING \$10,000.00. BY SIGNING THIS FORM BOTH THE CONTRACTOR AND COMMISSION HAVE VERIFIED FUNDS ARE AVAILABLE ON THE P.O.

1. _____ DATE _____
CONTRACTOR SIGNATURE

2. _____ DATE _____
SERVICE AREA COMMISSIONER SIGNATURE

3. _____ DATE _____
RS ENGINEER \ MANAGER SIGNATURE

6/22/2010



How to Submit a Work Order

WORK ORDER SUBMITTALS

A FIVE-STEP PROCESS:

step 1: work order request from Commissioner to Contractor

step 2: response from Contractor to Commissioner with Quote

step 3: Approval of Work Order by Commissioner

step 4: Authorization from Rural Services (Quote \$10,000 or more)

step 5: Contractor Confirmation



REFERENCE INFORMATION

WORK ORDER INFORMATION

Service Area Commissioners Handbook

Work Orders, page 7-3

and

in Appendix E,

Standard Specifications for Local Road Maintenance (2012)

Section 106: WORK ORDERS, page 8



INVOICES



When to Expect an Invoice



- No later than 30 days after the work is completed
- Commissioners & Rural Services receives a copy
- Contractors can send via USPS or Email



RESPONSIBILITIES

CONTRACTOR RESPONSIBILITY

- 1) To send one (original) **INVOICE** to the Road Service Area Chair
- 2) To send one (original) **INVOICE** to the Rural Service office for payment
- 3) To submit a copy of the **WORK ORDER FORM** with their **INVOICE** (if applicable)

COMMISSIONERS RESPONSIBILITY

- 1) To inspect the work
- 2) If the work was performed as ordered
- 3) Fill out and submit an **INVOICE APPROVAL FORM** to the Rural Service office for payment
- 4) Pay invoice within 30 days of *date of invoice*



WORK REQUEST



**IF THE CONTRACTOR DID NOT COMPLETE THE WORK
PER YOUR REQUEST
PLEASE CONTACT THE CONTRACTOR
SO THE WORK CAN BE CORRECTED
PRIOR TO YOUR APPROVAL**

**No payment will be made until work is completed and
approved by the Commissioner**



REFERENCE INFORMATION

INVOICE INFORMATION

Service Area Commissioners Handbook

INVOICES, pages 2-1; 2-2; 7-2

and

in Appendix E,

***Standard Specifications for Local Road Maintenance
(2012)***

Section 109: INVOICES, page11



Questions





Thank you for being here!
THANK YOU FOR
YOUR DEDICATION
TO THE SERVICE AREA!

