

INTERNAL PROCEDURE

Effective Date: 11/10/2011

Authority: POL-5700.17

Updated Date: 7/1/2019

Approved By: John Furman, Director, Facilities Management

Disposing of Scrap Metal

See Also: PRO-5700.17B Tracking Scrap Metal Delivered to Recycling Contractor
PRO-U5352.01A Charging and Billing the Public for Goods and Services

PRO – 5700.17A TRACKING SCRAP METAL PICKED UP BY RECYCLING CONTRACTOR

Action by:

Action:

FM Employee

1. **Transports** metal scrap to recycling bins in FM work yard.FM Outdoor Maintenance
Supervisor2. When bins are full, **notifies** Recycling Contractor to schedule pick up of scrap metal.

Recycling Contractor

3. **Retrieves, transports and processes** received scrap metal.4. **Creates** Scrap Recycling Scale Ticket (AKA *Receiving Ticket*), which includes date of pick up, weight and associated dollar amount.5. **Emails** copy of above to FM Outdoor Maintenance Supervisor and FM Budget Analyst.FM Outdoor Maintenance
Supervisor6. **Reviews** Receiving Ticket for reasonableness and emails approval to FM Budget Analyst.

FM Budget Analyst

7. **Maintains** documentation of Receiving Ticket for FM financial tracking and records retention.

Recycling Contractor

8. Within 30 days of pick up date, **sends** payment to WWU Cashier; includes notation on memo line of check for FM budget (**FIADFO G542**).

Mails to:

University Cashier, MS 9004
Western Washington University
516 High Street
Bellingham, WA 98225-9004

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Action by:Action:

WWU Cashier

9. **Receives** check and processes deposit to FM Fast Index.10. **Sends** copy of deposit receipt to FM Budget Analyst.

FM Budget Analyst

11. **Matches** deposit receipt with Receiving Ticket.12. **Maintains** documentation for financial tracking and records retention.13. **Reconciles** deposits with monthly financial statements.14. **Reports** any discrepancies or issues to FM Outdoor Maintenance Supervisor.

FM Outdoor Maintenance Supervisor

15. **Takes** necessary steps to resolve issues with the Recycling Contractor.