

## INTERNAL PROCEDURE

Effective Date: 11/10/2011

Updated Date: 7/1/2019

Approved By: John Furman, Director, Facilities Management

Authority: POL-5700.17

Disposing of Scrap Metal

See Also: PRO-5700.17A Tracking Scrap Metal Picked Up by Recycling Contractor  
PRO-U5352.01A Charging and Billing the Public for Goods and Services

### PRO – 5700.17B TRACKING SCRAP METAL DELIVERED TO RECYCLING CONTRACTOR

#### Action by:

#### Action:

FM Outdoor Maintenance  
Supervisor

Recycling Contractor

FM Delivery Staff

FM Outdoor Maintenance  
Supervisor or Delegate

Recycling Contractor

1. **Ensures** that two authorized FM staff transport metal scrap from worksite to Recycling Contractor.
2. **Inventories** and weighs scrap metal.
3. **Provides** written description of scrap metal (Receiving Ticket) to the FM delivery staff.
4. **Reviews** Receiving Ticket for reasonableness.
5. Both FM employees **sign and date** the Receiving Ticket (one under "Hauler" and the other under "Seller") to verify that they concur with required information.
6. **Provide** the signed Receiving Ticket to FM Outdoor Maintenance Supervisor.
7. **Reviews** written description for reasonableness.
8. Provides copy of Receiving Ticket with approval to FM Budget Analyst.
9. 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.