

INTERNAL PROCEDURE

Effective Date: 11/10/2011

Approved By: John Furman, Director, Facilities Management

Authority: POL-5700.17

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 Supervisor

1. **Instructs** employee to transport metal scrap to recycling bins in FM work yard.

FM Staff

2. **Transports** metal scrap to bins in FM work yard.

FM Outdoor Maintenance Supervisor

3. When bin(s) are full, **notifies** FM warehouse staff to call Recycling Contractor to pick up scrap metal.

FM Warehouse Staff

4. FM warehouse staff **takes** a digital photo of the full scrap metal bin upon arrival of Recycling Contractor's pick-up driver. **Attaches** copy of photo to pickup receipt provided by Recycling Contractor

Recycling Contractor - Driver

5. **Picks** up scrap metal from FM premises.6. **Provides** FM warehouse staff written description of the scrap metal(s) by type and fullness of the bin(s) being picked up. There is no cash or check exchange.7. **Provides** above written description to FM Outdoor Maintenance Supervisor and a copy to FM Resource Management (RM) staff.

FM Outdoor Maintenance Supervisor

8. **Reviews** written description for reasonableness.9. **Signs** and **dates** written description to demonstrate it was reviewed.10. **Provides** above written description to RM staff.

FM RM Staff

11. **Enters** estimate information into tracking system.

PROCEDURE

- Recycling Contractor
12. **Processes** received scrap metal.
13. **Establishes** a final invoice.
14. **Emails** final invoice to WWU General Receivables at general.receivables@wwu.edu and FM RM at FM.ResourceMgmt@wwu.edu as soon as practical.
- WWU General Receivables
15. **Processes** invoice.
- FM RM Staff
16. **Maintains** invoice for reconciliation.
- Recycling Contractor
17. Within 10 days, **sends** WWU Cashier a check with account# FIRESV G542 on check to:
University Cashier, MS9004
Western Washington University
516 High Street
Bellingham, WA 98225-9004
- WWU Cashier
18. **Receives** and **processes** the check.
- FM RM Staff
19. **Reconciles** monthly financial statements for accuracy.
20. **Reports** any issues with FM Assistant Director for Fiscal/Business/Program Services.
- FM Assistant Director for Fiscal/Business/Program Services
21. **Takes** necessary steps to research and resolve concerns with any payments received or not received.