

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-5700.17A Tracking Scrap Metal Picked Up By Recycling Contractor
 POL-U5352.01 Charging and Billing the Public for Goods and Services

PRO-5700.17B TRACKING SCRAP METAL DELIVERED TO RECYCLING CONTRACTOR

Action by:

FM Supervisor

Action:

1. **Obtains** approval from their Assistant Director to transport recyclable scrap metal directly to Recycling Contractor.

Supervisor **takes** a digital photo of material loaded on vehicle ready for transport to Recycle Contractor.

2. **Ensures** two authorized staff (FM Delivery Staff) transport metal scrap from worksite to Recycling Contractor.

Recycling Contractor

3. **Inventories** and **weighs** scrap metal.
4. **Provides** FM Delivery Staff a receiving ticket with required information.

FM Delivery Staff

5. **Review** receiving ticket information for reasonableness.
6. Both employees **date** and **sign** (one under "Hauler" and the other under "Seller" on the receiving ticket if concur with information.

Recycling Contractor

7. **Provides** FM Delivery staff with copy of final receiving ticket – no cash or check is to be given to the FM Delivery staff. Recycler will mail check to:
 University Cashier, MS9004
 Western Washington University
 516 High Street
 Bellingham, WA 98225-9004
8. **Emails** additional copy of receiving ticket to WWU General Receivables at general.receivables@wwu.edu

PROCEDURE

- and FM Resource Management (RM) at FM.ResourceMgmt@wwu.edu as soon as practical.
- WWU General Receivables
- FM Delivery Staff
- FM Supervisor
- FM RM Staff
- Recycling Contractor
- WWU Cashier
- FM RM Staff
- FM Assistant Director for Fiscal/Business/Program Services
9. **Enters** receiving ticket information in Banner.
 10. **Provides** receiving ticket to FM supervisor upon return to FM.
 11. **Reviews** information on receiving ticket for reasonableness.
 12. **Signs** and **dates** receipt indicating receipt reviewed.
 13. **Provides** receiving ticket to FM RM Staff.
 14. **Enters** receipt information into a tracking system.
 15. Within 10 days, **sends** check to WWU Cashier with account # FIRESV G542 on the check to:
University Cashier, MS9004
Western Washington University
516 High Street
Bellingham, WA 98225-9004
 16. **Receives** and **processes** the check.
 17. **Reconciles** monthly financial statements.
 18. **Reviews** any issues with FM Assistant Director for Fiscal/Business/Program Services.
 19. **Takes** necessary steps to research and resolve concerns with any payments received or not received.