PRO – 5700.17B  TRACKING SCRAP METAL DELIVERED TO RECYCLING CONTRACTOR

**Action by:** FM Outdoor Maintenance Supervisor  
**Action:** 1. **Ensures** that two authorized FM staff transport metal scrap from worksite to Recycling Contractor.

Recycling Contractor  
2. **Inventories** and weighs scrap metal.

3. **Provides** written description of scrap metal (Receiving Ticket) to the FM delivery staff.

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.

FM Outdoor Maintenance Supervisor or Delegate  
7. **Reviews** written description for reasonableness.

8. Provides copy of Receiving Ticket with approval to FM Budget Analyst.

Recycling Contractor  
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
**INTERNAL PROCEDURE**

**Action by:**

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

2. **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.

3. **FM Outdoor Maintenance Supervisor**
   15. Takes necessary steps to resolve issues with the Recycling Contractor.