

## PROJECT REQUEST PROCEDURES

The purpose of the project control is to validate the learning value and to incorporate the project into the course of study. In addition, control is necessary to maintain proper business procedures. All shops are subject to these procedures when doing work for individuals or for non-BAVTS organizations. **THE ONLY EXCEPTIONS TO THESE PROCEDURES ARE ITEMS SOLD IN AN AREA WHERE RECEIPTS ARE DOCUMENTED THROUGH A CASH REGISTER OR POS SYSTEM – SCHOOL STORE, RESTAURANT, CAFETERIA, ALA CARTE LINE AND COSMETOLOGY CLINIC.**

1. Individual must make the request at the business office in person. Telephone requests will not be accepted. Individual must show proof of residency. Vehicle repair requests will be only be accepted from the registered vehicle owner. The only exceptions are vehicles driven by BAVTS secondary students that are registered to the student's parent and vehicles driven by BAVTS employees.
2. The person making the request must complete Section #1 of the form. The business office will route the request form to the appropriate instructor.
3. The instructor will review the request indicating approval or rejection. A reason is required if rejected. If approved, estimated costs must be included. Estimated material costs should include direct purchases and the use of shop inventory. Opportunity to change estimated costs will be provided after the project is begun. The Project Request form must be returned to the business office within 3 business days.
4. The administration will review the project request, contact the customer and receive a down payment before authorizing project to begin. The business office will complete sales tax and overhead for the estimated cost and return the copy to the instructor. This will be instructor's authorization to begin project.
5. **Under no circumstances should the work begin prior to receiving written approval from the business office. Under no circumstances should a customer leave a vehicle or other item for work prior to being authorized to do so by the Business Office.**
6. The actual vendor invoices or other cost documents pertaining to the project shall be turned into the business office as they are received. **Do not hold invoices until the project is completed.** When you are ordering supplies for a project, use the Project Number as your purchase order number. Be sure to list shop inventory used.
7. **Under no circumstances should you order parts or supplies in the name of Bethlehem Area Vocational Technical School and pay the vendor cash.** If a customer chooses to provide their own parts and supplies, it is the customer's responsibility to obtain the parts or supplies on their own account. It is also the customer's responsibility to bring the materials to the School. Customers may not arrange to have suppliers make deliveries directly to BAVTS.
8. Upon completion of the project, the instructor shall insert the actual final material cost, including inventory, on the designated line and return the form to the Business Office. All costs must be accountable.
9. The business office will calculate the actual cost of the project. The actual final cost calculation is at the discretion of the business office. The minimum charge of \$5.00 plus tax applies only if no supplies or materials are used in the project.
10. **Under no circumstance shall the instructor release the completed project (or keys) without first receiving proof of payment from the Business office.**