



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

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SUBJECT  
GENERAL

SUB-TOPIC

**SERVICES PROVIDED, Continued**

DEPARTMENTAL SERVICES

Departmental services are provided by the Physical Plant at the request of individual departments and are paid for by the requesting department. Such services are defined as those performed on furniture, furnishings and equipment assigned to a department or those which will directly benefit the requesting department. Examples include, but are not limited to:

- Fabrication of furnishings or equipment for departmental use,
- Repair of equipment which is on a departmental inventory,
- Supply of materials for departmental use, and
- Rendering of requested services by a department to meet its own needs.

When materials and labor are provided for a departmental request, charges are made to appropriate departmental accounts. Certain types of Physical Plant labor, such as professional services by engineers and landscape architects, design and drafting time, and supervision of the project are not charges against the requesting department, but instead are absorbed by the Physical Plant. Prior to requesting departmental services, a department may request a cost estimate of the labor and material costs for the specific project to insure that the department has adequate funds to cover the cost of a project.

Making a request for Physical Plant services is described under "Request for Services," this section.