TIMESLIP PROCEDURE:

New work orders will be entered by the Business Manager as new clients and coded as INACTIVE once they are closed. The Contract Administrator will be responsible for adding new Permanent Improvement Projects (PIP’s) and MUHA project numbers as new clients and code them INACTIVE when projects are closed.

1. An invoice for total E&F time is issued against those projects listed in the attached recap. From that amount subtract what has been paid to date and re-issue an invoice for the balance. The project will then pay that balance. Once this is done, the BILLED TO codes can be corrected to the project number eliminating MUHA. No PIP should be billed to MUHA.

2. UMA, Parking Management, MUHA, HSF, MUHA project numbers and clients other than work orders and PIP’s should be billed monthly.

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