

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROGRAMS

TITLE: PRODUCTION SERVICES

ADOPTED: March 17, 2005

REVISED:

135. PRODUCTION SERVICES	
1. Purpose	School programs operate for the instruction of students, but it is recognized that much instruction is best provided in actual work settings and experiences. The flow and character of this work, however, should be controlled so that the instructional program is always served. It is likewise necessary that production work be properly charged.
2. Definitions	<p>Production Services/Work – Any repair, construction, fabrication, or service work performed in the Carbon Career & Technical Institute for an individual or organization other than the participating school districts.</p> <p>Customer Work Request – This form states the scope of the work requested and the person for whom it is to be performed. It requires approval before work is commenced.</p>
3. Guidelines	<p>The following steps shall be followed for services requested through school programs:</p> <ol style="list-style-type: none"> 1. External persons or organizations requesting services shall contact the instructor of the program which will perform the service. Customer Work Request form shall be initiated. Approval or disapproval will be determined. Final approval shall rest with the Administrative Director or his designee. The instructor will notify the individual and make necessary arrangements. 2. Upon completion of the services, the instructor shall prepare the necessary billing. The person or organization who is requesting the services shall be notified of completion of the work and shall pay for services rendered prior to the removal of any property from the school. <p>In order to keep accurate records and to provide materials to instructors when needed, separate accounts shall be established and account records maintained by the Business Office.</p>

135. PRODUCTION SERVICES - Pg. 2

	<p>The following guidelines shall be adhered to:</p> <ol style="list-style-type: none">1. All production work supplies and materials shall be billed through the appropriate program account.2. All work shall be paid for upon completion before leaving the school (except when the customer is a school district or governmental agency, in which case the school will bill them).3. The instructor will determine what material shall be used for each job. Each program will charge for use of miscellaneous supplies as deemed necessary. <p>The instructors' responsibilities concerning services rendered in school programs are as follows:</p> <ol style="list-style-type: none">1. Determine whether the project provides a valid educational experience appropriate to the program task listing.2. Supervise services performed.3. Properly complete required forms and make billing assessments.4. Notify the individual or organization when the work is completed.
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