

NON CULINARY/BAKING

WORK ORDER PROCEDURES

1. Customer completes Work Order Request Form and turns into Business Office. If they are Tax-Exempt, they must provide Tax-Exempt form.
2. Business Office gives Work Order Request Form to instructor to approve/deny. If approved instructor gives approx. cost, signs form and returns to Business Office.
3. Business Office has administration approve Work Order Request. Business Office assigns Work Order Request a #. If a deposit is required, the Business Office will request that from customer.
4. The instructor gets a PINK copy of Work Order Request. Instructor can begin the work requested. ****NO WORK SHOULD BE STARTED UNTIL INSTRUCTOR HAS PINK COPY****
5. When all work is complete the instructor turns in PINK copy to the Business Office. Balance due will be calculated by the Business Office and customer will be contacted. ****ALL BALANCES MUST BE PAID IN FULL BEFORE PROJECTS/AUTOMOBILES ARE RELEASED TO CUSTOMER****

WORK ORDER PROCEDURES FOR CULINARY/BAKING

1. Contact Jim Gurcsik with description of services needed.
2. **If approved by Jim Gurcsik**, customer completes Work Order Request Form and turns into Business Office. Jim Gurcsik will allocate to appropriate instructor and will create a BEO (Banquet Event Order). If they are Tax-Exempt, they must provide Tax-Exempt form.
3. Business Office gives Work Order Request Form to instructor to give approx. cost, sign form and returns to Business Office.
4. Business Office has administration approve Work Order Request. Business Office assigns Work Order Request #. If a deposit is required, the Business Office will request that from customer.
5. The instructor gets a **PINK** copy of Work Order Request. Instructor can begin the work requested. ****NO WORK SHOULD BE STARTED UNTIL INSTRUCTOR HAS PINK COPY****
6. When all work is complete the instructor turns in **PINK** copy to the Business Office. Balance due will be calculated by the Business Office and customer will be contacted. If offsite event, Business Office will provide an invoice to customer before event, which can be paid, when event is complete.