

**EASTERN MICHIGAN
UNIVERSITY™**

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

Section:	Administration	Effective date:	May 2008
Subject:	Time and Material Contracts	Procedure Number:	A -11

Purpose

The purpose of this policy is to ensure proper control of Time and Material contract expenditures.

Procedure

1. Managers/ Project Managers/ Foremen will obtain estimates from Time and Material contractors prior to authorizing work.
2. Invoices for work authorized for less than \$10,000 may be approved by the Manager/Project Manager that authorized the work.
3. If the cost of any project/work is estimated to exceed \$10,000 then the Manager/Project Manager will obtain the appropriate director's approval prior to authorizing work.
4. Work authorized to T&M contractors should be fairly distributed between all appropriate contractors if circumstances and product/project knowledge allow.
5. Per the Time and Material contracts the following are required:
 - 5.1. For each and every payment request, the Contractor shall, in accordance with this Section, also submit a statement showing:
 - 5.1.1. Actual man-hours worked
 - 5.1.2. Materials used on the job and mark-up
 - 5.1.3. The work order number assigned by the Owner
 - 5.1.4. The Purchase Order or Contract number corresponding to the project
 - 5.2. Billings without the work order numbers may be returned to the Contractor without payments.

5.3. Final billings for completed projects should be noted as "FINAL BILLING" with the completion date also included.

5.4. Work should be invoiced within thirty days of date worked or completion of the Work.

5.5. Work not invoiced within sixty days of completion of the work will not be paid.

Authorized by:

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