

Work Orders & Invoices

Presented by: Division of Rural Services





DEFINITION-work order

WORK ORDER refers to a process of ordering work with written documentation on a form provided by Rural Services. The form is recommended for work items not covered under the Contract. A work order form may also be used by the Commission to document routine maintenance work from the Contractor.

WHEN IS A WORK ORDER NOT REQUIRED?



WHEN DOING ROUTINE MAINTENANCE WORK

Standard Specifications defines *Routine Maintenance Work*, which consists of the Section 800 series of work items such as:

- snow removal
- sanding
- blading of the road surface
- and brushing

(Found in Appendix E – Standard Specification for Local Road Maintenance (2012), pages 36-47)

WORK ORDER REQUIREMENTS



- A completed Work Order is required for any work that is Non-Routine Maintenance Work
- The Work Order is important
- The contractor cannot perform any of this work without the completed work order
- The contractor must attach a copy of the work order with his payment invoice request
- *The Borough will not pay for work performed without a completed Work Order, if one is required*

WORK ORDER REQUIREMENTS



- **Work Orders with a cost greater than \$10,000 require written approval of Rural Services prior to performance of the work**

This requirement will help ensure

- 1) the Service Area has the required funds to perform the work, and**
- 2) large expenditures of funds are spent on appropriate and effective roadwork**

WORK ORDER FORM



ALL SUBMITTALS REQUIRE:

Service Area Work Order Form

The hardcopy version (form RS07), and
The E-version (.PDF *found online*)

or

**Work Orders can also
be processed via email**

HARD COPY 1

Page 1 of 2:
Service Area NAME
Contractor NAME
DATE

- Description of Work
- Location of Work
- Quote Total

THEN GET SIGNATURES

- CONTRACTOR
- SERVICE AREA COMMISSIONER
- RURAL SERVICES ENGINEER/MANAGER

 **Fairbanks North Star Borough** Public Works Dept/Rural Services Division
520 Fifth Avenue, First Floor, Suite D Fairbanks, Alaska 99701 (907) 459-1223 FAX (907) 459-1499

SERVICE AREA WORK ORDER FORM PO # _____
NEEDED TO COMPLETE WORK

SERVICE AREA: _____ CONTRACTOR: _____
DATE: _____ IFB / RFQ #: _____

DESCRIPTION OF WORK COMMISSIONER WRITTEN REQUEST OF WORK, USE STANDARD SPECIFICATION NUMBERS

LOCATION OF WORK WRITE A CLEAR AND ACCURATE DESCRIPTION OF WHICH ROADS WILL REQUIRE WORK

QUOTE TOTAL _____

QUOTE PROVIDED IS FOR ALL WORK REQUESTED IN THIS WORK ORDER AND SHALL NOT BE EXCEEDED WITHOUT WRITTEN AUTHORIZATION BY THE COMMISSIONER. RS REVIEW REQUIRED FOR ALL WORK ORDERS EXCEEDING \$10,000.00. BY SIGNING THIS FORM BOTH THE CONTRACTOR AND COMMISSION HAVE VERIFIED FUNDS ARE AVAILABLE ON THE P.O.

1. _____ DATE _____
CONTRACTOR SIGNATURE

2. _____ DATE _____
SERVICE AREA COMMISSIONER SIGNATURE

3. _____ DATE _____
RS ENGINEER \ MANAGER SIGNATURE

6/22/2010



REQUEST BY HARDCOPY OR EMAIL

WORK ORDER SUBMITTALS

A FIVE-STEP PROCESS:

step 1: work order request from Commissioner to Contractor

step 2: response from Contractor to Commissioner with Quote

step 3: Approval of Work Order by Commissioner

step 4: Authorization from Rural Services (Quote \$10,000 or more)

step 5: Contractor Confirmation



REFERENCE INFORMATION

WORK ORDER INFORMATION

Service Area Commissioners Handbook

Work Orders, page 7-3

and

in Appendix E,

Standard Specifications for Local Road Maintenance (2012)

Section 106: WORK ORDERS, page 8



INVOICES



DEFINITION- invoice

AN INVOICE or bill is a commercial document issued by a seller to a buyer, indicating the products, quantities, and agreed prices for products or services the seller has provided the buyer. An invoice indicates the sale transaction only. From the point of view of a seller, an invoice is a sales invoice. From the point of view of a buyer, an invoice is a purchase invoice. The document indicates the buyer and seller, *but the term invoice indicates money is owed or owing.*



RESPONSIBILITIES

CONTRACTOR RESPONSIBILITY

- 1) To send one (original) **INVOICE** to the Road Service Area Chair
- 2) To send one (original) **INVOICE** to the Rural Service office for payment
- 3) To submit a copy of the **WORK ORDER FORM** with their **INVOICE**

COMMISSIONERS RESPONSIBILITY

- 1) To inspect the work
- 2) If the work was performed as ordered
- 3) Fill out and submit an **INVOICE APPROVAL FORM** to the Rural Service office for payment

WORK REQUEST



**IF THE CONTRACTOR DID NOT COMPLETE THE WORK
PER YOUR REQUEST
PLEASE CONTACT THE CONTRACTOR
SO THE WORK CAN BE CORRECTED
PRIOR TO YOUR APPROVAL**

**No payment will be made until work is completed and
approved by the Commissioner**

INVOICE form

Service Area NAME Contractor/Vendor NAME

- Invoice #
- Invoice DATE
- Invoice Amount
- Description

**THEN SIGN
AND
SUBMIT THE FORM
(IN 1 OF 4 WAYS)
Deliver/Mail/Fax/Email**



DIVISION OF RURAL SERVICES SERVICE AREA INVOICE APPROVAL FORM

→ Service Area: _____

→ Contractor/Vendor: _____

Invoice No.: _____ Invoice Date: _____

Invoice Amount:

Description:
(optional) _____

Commissioner Approval:

I have reviewed the work performed per the invoice and to the best of my knowledge the work completed satisfies the contract for payment.

→ _____

Name Signature Date

(forms that aren't signed will not be accepted)

Please submit approval for payment as soon as possible after receipt of commission copy of invoice.

→ Submit form to FNSB Rural Services Division:

Deliver: 520 5th Ave., First Floor, Suite D
Mail: PO Box 71267, Fairbanks, AK 99707
Fax: 907-459-1499
Email: ruralservices@fnsb.us

date received

(office use only)



REFERENCE INFORMATION

INVOICE INFORMATION

Service Area Commissioners Handbook

INVOICES, pages 2-1; 2-2; 7-2

and

in Appendix E,

***Standard Specifications for Local Road Maintenance
(2012)***

Section 109: INVOICES, page 11

Questions



**Thank you for being here!
THANK YOU FOR
YOUR DEDICATION
TO THE SERVICE AREA!**

