

DELEGATION OF AUTHORITY TO SUBMIT ELECTRONIC WORK REQUESTS

_____ has the authority to submit electronic work requests to the UW-Stout Physical Plant under the following account numbers:

Account Number

Account Number

Account Number

Account Number

A limit of \$1,500 in accordance with the procedures outlined on page 2 of this document has been placed on this process.

Delegated Person Signature: _____ Date _____

Delegated Person email address: _____ Date _____

Account Administrator Signature: _____ Date _____

Dean/Director Signature: _____ Date _____

Administrative Procedure Electronic Work Requests to Physical Plant

Electronic work requests will be submitted to Physical Plant via TMA I-Service Desk at the online web address <http://tma.uwstout.edu:83/>.

- Non-chargeback work requests will be submitted using a generic username and password also utilizing <http://tma.uwstout.edu:83/>.
- Physical Plant personnel will reject all chargeback work requests submitted using a generic username, indicating the work request is a chargeback and they need to contact the Account Administrator. Reference UW-Stout Policy 77-20 at <http://www.uwstout.edu/asls/policies/77-20.htm>.
- Chargeback work requests will be accepted from the Account Administrator and delegated personnel.
 - Delegated personnel must be approved by the account administrator and the appropriate Dean/Director using the delegation form.
 - Physical Plant will retain the original delegation form and send an electronic copy to the Account Administrator and the delegated person.
 - Delegated personnel work requests will be limited to \$1,500.
 - Delegated personnel will provide the Account Administrator with the work order number(s) received from Physical Plant.
- Physical Plant will e-mail the acceptance of all work requests and the assigned Physical Plant Work Order number to the e-mail address associated with the electronic work request.
- Physical Plant will assign and maintain all usernames and passwords regarding I-Service Desk access.
- Physical Plant will verify the person requesting the work has the delegated authority for the account associated with the chargeable work request, based on the information on file. If not the request will be rejected, indicating that the Account Administrator needs to be contacted.
- Physical Plant will maintain a combined list of Account Administrators and delegated personnel. Accounting Services will provide Physical Plant with additions or deletions to Account Administrators.
- Account Administrators will notify Physical Plant Business Manager of rescission of delegated authority via e-mail.

SEND COMPLETED FORMS TO DEBBY STYER, GENERAL SERVICES BUILDING