



MD-0014 Work Orders Involving Capital Projects

If there are current open work orders that will be completed or resolved by a confirmed and scheduled Capital project, ***it is a supervisor's responsibility to decline the work order, stating that it will be completed or resolved by a Capital project, and select the budget "1000 Replaced by CIP."*** All other fields within the budget information section are to follow the same guidelines of all other work orders.

If a work order has been completed by the Maintenance Department that is directly related to a Capital project or will be paid for under CIP's budget, the budget code "000 Capital Programs" must be selected on the work order as well as labor and purchase transactions. All other fields within the budget information section are to follow the same guidelines of all other work orders.