Area: Instruction

Policy Name: Live Work

Policy Statement: SATC recognizes the importance of hands on work for students enrolled in technical programs. Performance of live work in the academic setting may enhance student learning and also serve citizens in the surrounding community.

Procedures: Any work, job or project will have a repair order and customer agreement form signed by the customer and must be a part of the educational process. Salina Area Technical College students and employees will be charged cost plus 10% on all parts and materials. An additional shop fee of $10.00 will be charged for every job and project. All Non-College affiliated customers will be charged material and parts cost plus 20% and a shop fee of $15.00. Additional fees for freight, hazardous waste disposal and other expenses incurred by the college will be charged on an individual and as needed basis.

All expenses incurred by the Repair Order must be charged to that Repair Order. All other teaching project expenses directly related to student instruction must be purchased from the general supply budget of the department involved.

Salina Area Technical College believes that customer service is an important part of a student's education. We will strive to do quality work. In the event a customer is dissatisfied with work done, the instructor will resolve the complaint. If the customer remains dissatisfied, he or she should submit a timely written complaint to the Vice President of Administrative Services.

It is the instructor's responsibility to ensure that the work is done properly. It is the instructor's responsibility to insure that all projects or work are paid in full before release of project. No shop work or vehicles are to be released without a paid receipt from the Salina Area Technical College Bookkeeper.

Repair Orders
  1. The customer will complete a Department Customer Agreement Form for each job or project.
  2. Department instructors will keep the signed agreement on file in their office. When work is to be started, the instructor will notify the customer to bring the vehicle/project to campus.
  3. Before beginning work on any project, the customer must sign a completed Repair Order.
  4. Repair Orders will have a number pre-assigned by the Bookkeeper and will be kept in the departments. Each department will be responsible for keeping
track of all Repair Orders and accounting for them. Additional Repair Orders will be secured from the Bookkeeper.
5. A copy of the Repair Order will be given to the Bookkeeper the same day or early the next morning.
6. When parts are secured for a project, the cost as listed on the invoice should be written on the customer’s Repair Order.
7. The invoice with the customer’s Repair Order number on it is given to the Salina Area Technical College Bookkeeper the same day of department receipt.
8. When the job/project is complete, the Repair Order will be delivered to the Bookkeeper and checked for accuracy BEFORE the customer is notified. The instructor will work with the Bookkeeper to ensure the Repair Order is complete and accurate.
9. When the Repair Order is complete and accurate, the hard copy will be returned to the department. The customer may then be called to pay and pick up the vehicle/project.
10. No work will be released without instructor inspection of the project and payment in full.

Contact: Vic President of Instruction

Related Form(s):

Adopted: September 22, 2014

Updated: