

**St. Cloud Technical & Community College
Policies and Procedures
Chapter S7 – General Finance Provisions**

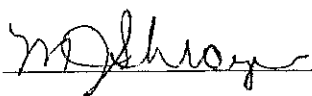
S7.6 Transportation Resale Policy

Update Revision Responsibility: Vice President of Administration

Resale activities must be integral to the college's instructional mission. This includes goods and services that are sold to students, staff and the general public provided by students participating in instructional programs. Thus, it should be clearly understood by college personnel and non-college users (customers), that the predominant theme of SCTCC resale activity is to provide quality, educational experiences for our students. As such, the focus of the lab experiences shall not be to provide timely and inexpensive services to "customers".

Products or services offered by the college shall normally be priced to recover, at a minimum, all costs related to producing the product or service. If the activity is integral to the fulfillment of the college's instructional mission, prices may be established at less than or more than full cost recovery upon approval by the president.

For any resale activity entered into, full documentation of costs and pricing determinations must be posted. The pricing structure must be in compliance with MnSCU Board Policy 7.6 and MN Statute §135A.13, taking into consideration the impact of competition with the private sector.

College President:  Date: 5/31/16
Date of Adoption: _____
Date of Implementation: _____
Date repealed or replaced: _____

St. Cloud Technical & Community College Policies and Procedures

Chapter S7 – General Finance Provisions

S7.6.1 Transportation Resale Procedure

A. Required procedures prior to accepting a project.

1. A customer submits a vehicle, equipment or project to be worked on, in a specified shop/lab area.
2. A faculty member, and student if appropriate, performs a brief inspection of the item to determine if:
 - a) The work fits into the current curriculum being taught or already taught in the program.
 - b) The work fits the overall instructional needs of the students.
 - c) The work fits the specific needs of a student.
 - d) The work can be completed in a timely fashion.
 - e) The customer is aware of and willing to abide by the terms and conditions set forth on the work order/invoice form. (See terms and conditions outlined later in this document.)
 - f) Customer signs work order.
 - g) If a down payment is needed, the customer is directed to the Business Office to make payment. The Business Office sends a copy of the receipt to the instructor, to attach to the work order/invoice.
3. If the project meets the above criteria, the following items are assessed and communicated, to the customer (all communications documented on work order):
 - a) The estimated cost of completing the project,
 - b) If reasonable, the estimated time-frame for completion of the project.
4. If not, the customer is notified that work cannot be performed.
5. The estimate is shared with the customer to determine if they want the work done according to the estimate.
6. After approval by the customer, the student and/or faculty member prepares a written, sequential work order/invoice with the estimate attached.
7. The work order/invoice must include the customer's:
 - a) Full name.
 - b) Complete address.
 - c) Telephone number.

8. The instructor assigns tasks and work commences.

B. Required procedures during the work phase.

1. The faculty/staff member assigns the project to a student or group of students, as appropriate.
2. The instructor reviews the work order/invoice, the estimate and any special instructions with the student(s), prior to beginning the project.
3. Work begins, and is monitored/supervised by the faculty member.
 - a) The faculty/staff member reviews all work order/invoices/estimates to monitor timelines and the progress of students, on a daily/weekly basis.
 - b) A variance of 10% from the quoted repair estimate is communicated to the customer via a phone call or written memorandum.
4. Upon the completion of the project, the faculty/staff member reviews the final work and signs off on the completed work order/invoice.

C. Required Procedures after work is complete.

1. The actual costs of parts and materials used are assessed to the customer.
2. A nominal shop/lab fee will be charged to cover the cost of incidental parts or materials (Normal charge assessed to be 20% of parts and materials. \$5.00 shop/hazardous materials fee. Taxes where applicable).
3. The instructor/staff reviews the work order/invoice and verifies all costs.
4. If additional work is planned for the same customer, the original work order/invoice/invoice is processed and closed. A new work order/invoice/invoice is prepared when the customer returns.
5. The completed work order/invoice is sent to the Business Office for billing/payment.
6. The customer is notified that the work is complete. The customer is directed to the SCTCC Business Office to pay for the work order/invoice.
7. The customer is issued a written receipt upon payment: A copy of the work order/invoice stamped paid with a copy of the cash register receipt attached.
8. In Auto Body, Medium Heavy Truck, and Welding the receipt must be presented to a shop/lab area faculty member before the item is released to the customer. Automotives brings the keys with the work order/invoice and once the invoice is paid, the keys are given back to customer.

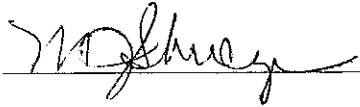
Terms and Conditions:

1. St. Cloud Technical and Community College is not responsible for loss or damage as a result of fire, theft, accident, or any other cause to vehicles or articles left in the vehicle.

2. SCTCC instructors and students, duly licensed to operate such vehicles may operate the vehicle for the purpose of testing, inspection, or delivery at the customer's risk.
3. Jobs are accepted for student training only and work is not guaranteed.
 - a) The instructor should be contacted if work is not satisfactory.
 - b) All concerns/complaints are discussed with the program faculty.
 - c) Within 7 days, the Dean of Trades and Industry is notified, in writing, as to the nature of the complaint and any action taken.
4. Work orders must be paid in full before the vehicle/equipment is released.
5. If the vehicle, equipment, or project is left at the College over 120 days after completion of the work,
 - a) The vehicle shall be reported as an "unauthorized vehicle" on government property, and impounded by local law enforcement pursuant to MN Statute §168B.04 and 169.041.
 - b) The related debt will be referred to Minnesota Collection Enterprise for collection, pursuant to MN Statute §16D.
6. Prior to work beginning, the customer must sign a work order/invoice with these conditions clearly spelled out and acknowledge that he/she understands the conditions. In Medium/Heavy Truck an annual blanket authorization for work to be performed may be received from the customer for all fleet repairs during a single year.

Notes:

1. If a faculty or student project is being worked on, another student or faculty member must complete the written estimate and work order/invoice.
2. All money is processed through the SCTCC Business Office. Under NO CIRCUMSTANCES will faculty members or students collect money from customers for work orders/invoices.
3. Work estimates/work orders/invoices are priced out at no more than actual cost. A nominal fee may be applied, to cover other incidental operating costs. In some shop/lab areas, a pre-determined standard fee per job type may be established. These fees will be posted in the shop/lab areas. These guidelines are per MnSCU policy.
4. SCTCC resale activities WILL NOT charge for labor.
5. SCTCC does not accept insurance payments for services rendered.
6. All procedures apply to the general public, SCTCC students and employees.

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