

University of West Georgia

Document No.: WIC-02003
Department: Work Information Center
Title: Standard Operating Procedure for FacilityFocus Contracts and
Contractors Module
Supersedes: New

Implementation Date: 5/8/2009

Approved By: Wanda Williams 5/4/2009
(Signature) (Date)

Wanda Williams Manager – Work Information Center
(Name) (Title)

1.0 PURPOSE

To outline procedure of those functions utilized in the FacilityFocus® Contracts and Contractors Module by AssetWorks.

2.0 SCOPE

This procedure applies to those functions that are documented in the FacilityFocus® Contracts and Contractors Module by AssetWorks.

3.0 RESPONSIBILITIES

It is the responsibility of all Work Information Center personnel to comply with this procedure.

4.0 PROCEDURE

Note: The following steps provide an outline to the instructions that are listed in the FacilityFocus® Contracts and Contractors Module by AssetWorks. Please refer to these instructions for further detail.

4.1 Material Request

4.1.1 [Entering a Contractor/Vendor](#)

4.2 Purchase Order

5.0 DOCUMENTATION

| Document Identification | Location of Completed Documents | Length of Storage | Responsible for Document Management |
|---------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------|--------------------------------------------|
| UWG Contracts and Contractors Module | Facilities Shared Folders/WIC/SOP CP&F Website | Annually; based upon renewal of contract | WIC Staff |