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

<table>
<thead>
<tr>
<th>Document Identification</th>
<th>Location of Completed Documents</th>
<th>Length of Storage</th>
<th>Responsible for Document Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>UWG Contracts and Contractors Module</td>
<td>Facilities Shared Folders/WIC/SOP CP&amp;F Website</td>
<td>Annually; based upon renewal of contract</td>
<td>WIC Staff</td>
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</tbody>
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