



## CSCS Additional Work

### Work Order Form (Remember Safety First)

**STEP 1.** Received request for additional work (is this outside the agreement? If yes follow the steps below)

*Facilities requests received via Beims only (please direct to DFM if required), Res requests authorised at appropriate level*

**STEP 2.** Request handed to CSCS Supervisor

#### CSCS SUPERVISOR

**STEP 3.** Requests needs to be authorised by client

*Establish where charges are to be costed e.g. DFM other, or RES other*

**STEP 4.** Record request details

AUTHORISED BY CLIENT:

YES

NO

Request No:

REQUEST:

COST CENTRE USED:

COST CENTRE TO BE  
CHARGED:

REQUESTED BY:

SIGN:

DATE:

AREA, BUILDING, ROOM:

YES

NO

**STEP 5.** Work Organised

**STEP 6.** Coordinate the accurate recording of labour and materials

| NAME         | START | FINISH | HOURS/KM | \$RATE | CHEMICAL | EQUIPMENT | \$ COST |
|--------------|-------|--------|----------|--------|----------|-----------|---------|
|              |       |        |          |        |          |           |         |
|              |       |        |          |        |          |           |         |
|              |       |        |          |        |          |           |         |
|              |       |        |          |        |          |           |         |
| <b>TOTAL</b> |       |        |          |        |          |           |         |



**Charles Sturt Campus Services Limited**

ABN 37 063 446 864

Registered Office:

Division of Finance, Building 8

Charles Sturt University

Wagga Wagga NSW 2678



**STEP 7.** Copy to CSCS Supervisor for payroll entry/adjustment, Copy to CSCS Finance Officer, Original filed on site

**STEP 8.** Recorded in Additional Work Register

**STEP 9.**

YES

NO

SIGN:

DATE: