### **Project Management & Construction Services**

## Add Asbestos Disposal to work orders

#### What you need to know:

a) This process was developed to credit the waste disposal reimbursement to PMCS' Asbestos Waste Contract account (1986403956).

#### PROCEDURE

In the Work Order Closing form, select the Material tab, click on Part No., and then follow steps below:

- a) Part No. = '038-ADC'
- b) Quantity (2 cubic foot bag equivalent)
- c) Warehouse Make sure your warehouse says "BENCHSTOCK"
- d) Issued Date this will fill in automatically but should be changed to the date the supplies were used.
- e) Issued To Enter Employee ID
- f) Unit Price Enter \$3.00 for each bag equivalent

Work Order Clo	sing							≚×
WO Number	36902035	2.4 E	BEG: HAZMAT E	EVALUATION	NONLY 3.112			
Vork Order	Attributes	Task List	Crews	Labor	Material	Readings		
Issue No.	Part No	o. De	escription			Quantity	Amount	
IS375199	038-AI	<mark>DC A</mark>	SBESTOS DISF	POSAL		20.00	60.00 📤	
a	► ) This Part N							
	vill ALWAYS I				b)	Quantity Used		
0	38-ADC							
	c) MUST	say						
	BENCHS	тоск	d) Issue D	ate	e) Employe	e ID <sup>Total</sup>	60.00	
U/M		Warehouse	Issue Date		Issue	ed To 🔪 Unit Pr	ice	
BAG	-	BENCHST	🝷 FRI MAR	22, 2013	1138	6	3.0000	
							f) Enter unit \$3.00	price of

g) Click Save (F10)

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<b>f</b> Work Order Clos	ing						з×		
WO Number	36902035 2	2.4 BEG: HAZMAT EVALUATION ONLY 3.112							
Work Order Attributes Task List Crews Labor Material Readings									
issue No.	Part No.		Quantity	Amount					
IS375070	038-ADC	ASBESTOS DISPOSAL			20.00	60.00 📤	60.00 📤		

h) Then you will see the Issue No. fill in.