All multi-coded work orders will be closed automatically. Reopening a multi-code requires review by the financial specialist.

Small Jobs -

Small job centers must include all cost through September 30. Please make your best effort at estimating cost for jobs to be worked on through close of business on September 30. Deadline for submission of small job tickets is noon on Thursday (9/30).

Cost Accounting will make an accrual for small job overheads early in September based on labor for the past 11 months. If you have specific information that will impact these calculations, please call your financial specialist.

X Accruals -

The cost of materials received and services performed must be accrued if > $2,000. Amounts < $2,000 will be accrued at the request of the project manager and financial specialist.

Please contact your financial specialist with any questions on accruals for subcontracts, purchase orders, etc. Accrual forms require verification of financial specialist and must be submitted by noon September 20.

Thank you for your cooperation and assistance.

BAG/PEF:skv