



BILLABLES

Work/Project Expenses

Goods or services purchased to complete customer work orders



CUSTOMER WORK ORDERS
NO CHANGE TO PREVIOUS PROCESS

NO CHANGE TO THE CURRENT PROCESS

Purchase Orders and Chrome River transactions charged to:

- Revolving PTAO 101458-101-SG00045-20071
- Reference Work Order Number-Phase
 - Purchase Orders: WOXXXXXXXX-XXXXX,SHXXX – FM Requestor
 - Chrome River: XXXXXXXX-XXXXX,XXX



OVERHEAD

Shop/Employee Expenses

Goods or services purchased for Organization use



Used for:

- Items purchased for everyday use within an Org/Shop
- Items that were previously charged to an A# Work Order

NOT Used for:

- Any items purchased to complete a customer work order

FORMERLY CHARGED TO AN A# WORK ORDER

Purchase Orders and Chrome River transactions charged to:

- NEW Division PTAO (see chart below)
- NO WORK ORDER NEEDED
- Expenditure Type

Purchase Orders: Select appropriate expenditure type before submitting order
Chrome River: Select appropriate "tile" before expensing purchase

Divisions	Purchase Order PTAO	Chrome River PTAO
<b style="color: orange;">Energy & Utilities <ul style="list-style-type: none"> ➤ 20300, 20302, 20304, 20305, 20310, 20315, 20320, 20322, 20323, 20325, 20330 	161176-101-SG00077-EXP-ORG	161176-101-SG00077-ORG
<b style="color: orange;">Facilities Planning & Construction <ul style="list-style-type: none"> ➤ 20085, 20095, 20100, 20110, 20115 	161172-101-SG00077-EXP-ORG	161172-101-SG00077-ORG
<b style="color: orange;">Health System Physical Plant <ul style="list-style-type: none"> ➤ 20340, 20345, 20349, 20355, 20360, 20365, 20366 	161174-101-SG00077-EXP-ORG	161174-101-SG00077-ORG
<b style="color: orange;">Management Services <ul style="list-style-type: none"> ➤ 20070, 20080, 20130, 20135, 20140, 20143, 20145 	161171-101-SG00077-EXP-ORG	161171-101-SG00077-ORG
<b style="color: orange;">Operations and Maintenance <ul style="list-style-type: none"> ➤ 20199, 20215, 20217, 20218, 20219, 20220, 20225, 20227, 20228, 20230, 20235, 20240, 20250, 20260, 20265, 20270, 20285 	161175-101-SG00077-EXP-ORG	161175-101-SG00077-ORG
<b style="color: orange;">Project Services <ul style="list-style-type: none"> ➤ 20150, 20163, 20165, 20170, 20175, 20180, 20190, 20195 	161173-101-SG00077-EXP-ORG	161173-101-SG00077-ORG



INVENTORY

Inventory Purchases

Utilizes AiM system to manage inventory



RESTRICTED USE

Restricted to authorized FM personnel only.

AUTHORIZED ORGS:

20135, 20145, 20170, 20195, 20235, 20265, 20270

Please contact FM Finance (see contacts in *RESOURCES* section) for questions or to seek authorization.

RESOURCES

Chrome River Contacts	
Lydia Santangelo les5zw@virginia.edu (434) 982 - 5867	Frances Cruz fc7c@virginia.edu (434) 982 - 5847

Purchase Order Contacts	
Jessie McGann jfm9n@virginia.edu (434) 243 - 5192	Mavis Dickerson mdd9b@virginia.edu (434) 982 - 6524

Fiscal/Budgetary Contacts	
HSPF Operations Management Services	Shawn Gu xg7f@virginia.edu (434) 982 - 4636
Project Services FP&C	Kelli Craddock kbc3f@virginia.edu (434) 924 - 7310
Energy & Utilities	Debbie Thacker dlt@virginia.edu (434) 982 - 4632

Additional resources will be available on the FM Finance webpage
<https://www.fm.virginia.edu/depts/finance.html>