

Section: 400 – Finance Subject: 420 - Operating Budgets -Tuition/Fees
Policy: Automotive Charges/Policy Date Approved: March 16, 2010
NCC, MCC, LRCC

Policy #: 421.27 Date of Last Amendment: March 16, 2008

Effective Date: March 16, 2010

Approved: Richard A. Gustafson, Chancellor

421.27 AUTOMOTIVE CHARGES/POLICY FOR NASHUA, MANCHESTER, AND LAKES REGION COMMUNITY COLLEGES

The Automotive Department will charge all customers, including students, the cost for all parts, plus a 10% markup. All fees, including the 10% will be deposited into the Student Training Account and will cover the following, but is not limited to:

- Parts that need to be ordered immediately
- Stock items for shop that are student related
- Supplies and emergency purchases associated with the Automotive

Program

- Vendor payments for parts and supplies

The Automotive Department will charge all customers, except students a flat shop supply fee of \$10.00 for all repair orders over \$50.00 and a fee of \$5.00 for all repair orders under \$50.00. The flat shop supply fee will be deposited into the Student Training Account and will cover the following items, but is not limited to:

- Miscellaneous parts such as nuts, bolts and topping off fluids
- Supplies and tools associated with the Automotive Program

The profit generated will provide for the purchase of supplies and tools associated with the Automotive program.

All repair orders, once completed, must be paid to the business office in full within 24 hrs. Failure to do so will result in suspension of parts procurement for that student. If the repair order is not paid within 10 business days, it will go to collections. Any repair order requiring more than \$150.00 in parts will require a 50% deposit or be paid in full that day. Parts purchased are for work performed in the lab/class only and all orders must be approved by the automotive faculty members or other authorized personnel.

Student Training Account Procedures*

1. All items purchased on a Student Training purchase order must be entered on a repair order.
2. Anything ordered on Student Training MUST be for vehicles being repaired in a class by students at NCC. Parts for repairs outside of class may not be ordered through the Student Training Account.
3. Stock items may not be ordered without prior Dept Chair approval.
4. Items such as wheel weights, Freon, Brake Kleen, Oil, Anti-Freeze, etc. are not considered shop supplies and should be billed as line items.
5. Please indicate the invoice number and repair order number next to each part recorded on the purchase order. Also indicate if part was returned or if there is a core.
6. Record the vendors invoice number on the Mitchells when entering the part information. There is a line for the invoice number.
7. Please record type of work performed, who writes the RO, *all* customer information, all vehicle information, and any other important notes when writing the repair order. It helps when tracking during an audit.
8. Indicate whether the customer is a student, faculty or staff, off street customer, etc. This helps in the business office when tracking RO's.
9. ALL parts and cores returned to vendors MUST receive a credit invoice by the close of the statement period. All credit invoices should be put in the bin.
10. All repair orders should be filled out according to the System Automotive Student Training Policy. See copy of policy for more details.
11. All *repair orders* must be closed out in the same month they were created. Ex. You order parts for a long term job on 9/6 then you must close out the RO by 9/30 and have it paid within the specified time as stated in the System ST Policy. If the job will require more parts start another RO.
12. All Repair Orders/Invoices MUST be paid within 24 hours of completing the work per System Policy 421.27. Anyone not paying their invoice will NOT be allowed to purchase more parts until previous invoices are paid in full. Any invoices not paid within 10 business days will be subject to collections procedures. Any invoice requiring more than \$150.00 will require a 50% deposit or be paid in full the same day as parts are ordered.

*Note: These procedures are subject to change.

10/02/2017

Nashua Community College Auto Department

505 Amherst St

Nashua, NH. 03063

Phone - 603-882-6923 Fax - 000- -

Purchase Order Number : 000453

Print Date : 02/28/2020

Purchase Order

Vendor : Pine Motor Parts
 Pine St
 NH, NASHUA
 603-882-9710 ext. -

Terms :
 Ship Via : Deliver

Written By : Biggs, Randy
 Ref / Inv # :

Purchase Order Date : 01/28/2020

Required : 01/28/2020

Please Supply The Parts Listed Below

Part Number	Description	Quantity	Cost	Extended
F/E 499	Fiberglass Resin INV#229798B Sock Item	1.00	32.95	32.95
LIM LIB07	Limco Tint INV# 229544B RO#3394	1.00	43.13	43.13
NOD QT	Quart Cans INV 229541B Stock Item	6.00	1.75	10.50
NOR 06236	80 DA Paper INV 229168B RO 3395	1.00	25.07	25.07
NOR 62320	2 in Roloc Discs INV 229168B RO 3395	1.00	38.30	38.30
SEM 39599	Poly Putty INV 229168B RO 3395	1.00	21.09	21.09
SEM 39793	SEM Heavy Stone Guard INV# 229541B RO# 3394	2.00	26.13	52.26

Taxable Purchases : \$0.00
Nontaxable Purchases : \$223.30

Total Tax : \$0.00
Total For Purchase Order : \$223.30

Comment: