

Louisiana State University

Office of Facility Services

Operating Instruction 8001

Revision: 3
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SUBJECT: AUDIT OF THE BILLING PROCESS

I. General

- A. Costs associated with projects for which estimates have been created by Work Control shall be reviewed by appropriate personnel on a routine basis.
- B. If actual costs associated with such projects are not comparable to estimates, a review by appropriate personnel shall be performed.
- C. If as a result of a review adjustments to costs are necessary, the Assistant Director of the Business Office shall be informed.

II. Cost Reporting

- A. The Facility Services Business Office shall provide cost data applicable to estimated projects to the Director of Resources, Assistant Director of Work Control and Planner/Estimators on a weekly basis for review.

III. Additional Actions

- A. If additional actions are considered necessary after reviews are complete, the Director of Resources or Assistant Director of Work Control shall meet with the appropriate departmental personnel in order to correct any operational issues, which may be causing the variances from estimated costs.