

Procedure for Handling
Special Projects with SSC

1. Department identifies the need for facility-related services and contacts SSC. The main contact is Jeff Pierce, Maintenance Supervisor with SSC and he can be reached by email at: Jeffrey.Pierce@sscscserv.com or by phone at: (903) 490-1590.
2. Department meets with SSC to discuss funding available and plan the scope of the project accordingly.
3. SSC provides a written quotation for the requested services. If deemed acceptable, the requesting department provides SSC with a FAMIS account number and the quotation must be approved by the account manager or designee.
4. Once SSC receives the departmental approval, they will deliver the quotation to the VPFA office for further approval by the Vice President for Finance and Administration.
5. If approved, the VPFA office Administrative Assistant (Tammy Kelley x3111 OR tammy.kelley@tamut.edu) will either submit an L# (orders < \$3,000) or a requisition (orders > \$3,000) and route it for approval. The document will follow the current approval routing that is set up in FAMIS for the account number being utilized. FAMIS object code 5670 will be used with either L# or P#.
6. If an L# is submitted for a project, the VPFA office Administrative Assistant will notify SSC via email of the approval and copy the requesting department.
7. If an R# is submitted for a project, it will be routed to the Purchasing Office for issuance of a PO. Once the PO is issued, the Purchasing Office will send SSC a scanned copy of the PO and copy the requesting department. SSC may not begin a project until they have received an approval via L# or P#.
8. The department is encouraged to continually monitor your project with the SSC staff.