

## Instructions for Work Order & Motor Pool Rental Charge Reports


1. Go to <http://www.cwu.edu/facility/> and click on 'Online Requests' button.

New Online Request Form - to submit a maintenance, repair, project or move request, [reserve or cancel a motor pool vehicle](#), check status of online requests, or run cost reports click on the button below. Your request will be placed in the queue and an email will be sent to you confirming receipt. Work is scheduled and prioritized based on resources available.


[Online Requests](#)

2. Log-in using your CWU username and password, if instructed.
3. Select the "Cost Report" option from the category request screen:


### Request Categories




**COVID-Related Material Request**  
Request COVID-Related material  
Disinfectant, hand sanitizer, gloves, etc [Click here for the training video](#)




**Repair and Maintenance**  
Find anything not functioning like it used to be?  
For example, water outages, toilets overflowing, electrical outages, broken glass and/or doors, room too cold or too hot, dripping faucets or showers, etc. [READ MORE](#)



**Project Request**  
Want to make changes to existing facilities and their functions?  
Service requests are fee based. e.g. hanging pictures/banners, moving furnitures, painting, set-up for event, etc.  
Project requests of renovation or construction may require architectural or engineering services and a building permit. [PROCESS DIAGRAM](#)



**Motor Pool**  
Need a vehicle for a field trip, touring campus, or attending a meeting out of town?  
Motor pool provides safe and reliable rental vehicles to CWU staff, faculty, and students at competitive rates. [READ MORE](#)  
Click the picture to go the motor pool request form. In the middle of form, you can view the vehicle type and rate, and check the availability.



**Cost Report**  
Want to know the cost of your work orders or vehicle rentals?  
Click the picture to generate transaction reports by Speedkey and FMS journal date.

4. From the Cost Report for Work Order or Motor Pool Rental screen, beginning entering the 10-digit speedkey with operating unit and select your speedkey from the auto-complete list. Enter dates in both the FMS Journal Start Date and the FMS Journal End Date fields (these dates can be a range or the same date if you are just looking for information for one date). Click on Generate Report. Note: The dates you use to generate these reports will be the posting date (second to last column on FMS report) and not the date you generated your FMS report.

Multiple Speedkeys (Type the number slowly, then click from the list, then type another speedkey) *	<input type="text"/>
FMS Journal Start Date*	<input type="text"/>
FMS Journal End Date*	<input type="text"/>
<a href="#">Save the Report Parameters</a>	<a href="#">Generate Report</a>