

PINELLAS COUNTY SCHOOLS
**OPERATING PROCEDURES FOR
MASTER & RESTRICTED BARBER
WORK ORDER**

1. All Barbering Work Orders for Pinellas County Barbering programs will be on a standard form, PCS Form # 3-3201.
2. All Barbering Work Orders will be prenumbered and controlled by the school/center bookkeeper as far as issuing orders and checking for accountability of those orders: White copy - Bookkeeper, Yellow copy - Customer, Pink copy - Remains in Department.
3. A Barbering Work Order will be prepared for every job at the time the customer requests service.
4. The service/s to be performed shall be checked on the Barbering Work Order. This Work Order shall be completed in full: price of service(s), the total price, the customer's full name, the student's name, and the customer's signature.
5. Every Barbering Work Order shall be signed by the customer prior to any work being done. In this way, the customer agrees to the conditions of the contract.
6. Services charged on a Barbering Work Order may not be crossed off without an explanation as to why they were removed, and the explanation will be initialed by the instructor.
7. Services charged on the Barbering Work Order must be paid for by the customer and not acquired as instructional/training aids. All services must be paid for before the customer may receive the service.
8. There will be no charge accounts for anyone. NO items of merchandise will be released until paid for in full.
9. The Barbering instructor will be responsible for managing cash receipts which must be submitted to the bookkeeper each day. Barbering Work Orders will be checked for accuracy and paid for at central locations.
10. The current Pinellas County Barbering Customer Price List shall be posted in the department at all times.