Processing Minor Lawn Repairs as M&S

Repairs & Maintenance · https://milo.masseyservices.com/docs/processing-minor-lawn-repairs-as-ms/

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1. In our lawn care businesses, part of satisfying a customer can involve more than extra services or implementation of agronomic protocols. From time to time, it will also involve the replacing of sod, plants and plugging of turf areas. To that end, if the cost of the plant material is $50 or less, the usual damage claim process will not be applicable. In those cases, the cost of the plant material used to satisfy our customer will be processed as M&S.

2. Under these circumstances, the following needs to be submitted to the Claims Department as soon as the repair is complete:

a. An AP Voucher and invoice for repair

b. If the invoice is for repairs on multiple accounts, please ensure that all customer account numbers and allotted dollar amounts for each account are noted on the AP Voucher.

i. For Plugging Material, the GL Code is 510050

ii. For Planting Material, the GL Code is 510200

iii. For Sodding Material, the GL Code is 510100

c. A service ticket or graph, showing the location of where the plugs/plants/sod were installed. This must be done for each customer/property included on the vendor’s invoice.