Work Authorization

- Work Authorization Submission

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The HSC Cores Work Authorization System is the billing/invoice/quote management system that is unique to HSC Cores. It allows for those internal and external to the University of Utah to be invoiced for Core services. To learn more about how to use the Work Authorization System, see here.

> In order to begin any work, the SD2C must have a work authorization form submitted and approved through the work authorization system. Failure to perform this step in a timely manner will delay development timeline for a project quoted through the SD2C.

Once the work authorization is filled out, please email and notify the SD2C Core Director at sd2c@cores.utah.edu.

> If you have questions on completing the work authorization form, please contact one of the HSC Core Admininistration Staff and CC the SD2C Director.

The work authorization form will be approved by the HSC Core Administration Admin. Once the approval is processed with the designated requestors added, work can now begin on the project and be charged against the account provided in the Work Authorization System.