

Distribution	SUBJECT	Date
	PURCHASE ORDER FILE FOLDER	09-01-2014

PURPOSE: To organize and distribute Purchase Orders to vendors and to the job site.

ISSUED BY: Construction Secretary

WHEN ISSUED: After Purchase Orders are approved by D.M.

PROCEDURE:

1. Prepare letter size file with Acco fasteners on both sides. Type label with vendor's name and place on folder tab.
2. AP or CS puts POs in a letter size file
 - a. Green – Job Site (staple together-place loose in folder)
 - b. Gold – Invoice copy (staple together-place loose in folder)
 - c. Pink – Vendor copy (Acco fasten on right side under Supplier letter)
3. For Material Suppliers, place the following in the file:
 - a. Supplier letter – Acco fasten on right side on top of POs
 - b. Three (3) copies of Material Suppliers Acknowledgement (See Section 161). Acco fasten on left side.
4. For Subcontractors, place the following in the file:
 - a. Subcontractor letter – Acco fasten on right side on top of POs
5. Distribution:
 - a. Completed PO file folders are to be given to the CM for distribution at the job site to the vendor.
 - b. Note: Material Suppliers must sign all three copies of the Material Suppliers Acknowledgement, including attachments prior to release of Purchase Order file.
 - c. The Job Site copy (green) and Invoice copy (Gold) will be removed from the Purchase Order folder and filed in the job site file by the Superintendent.

EXAMPLE

(PROPERTY)

SUPPLIER

Dear Supplier:

Accompanying this letter is a folder. On the left side of the folder is your copy of the Material Suppliers Acknowledgement with Attachments B and C. Sign all three sets provided and return two sets to Flynn Development Corporation. On the right side of the folder are your Vendor copies of the purchase orders we have issued.

Please adhere to the following procedures in order to see that payment is made to you as quickly as possible.

1. All original invoices are to be sent directly to our home office at the following address
Flynn Development Corporation
516 Lakeview Rd. #8
Clearwater, FL 33756
2. Do not send or deliver original invoices to the job site
3. Our Clearwater office will coordinate with the Flynn Development field personnel to confirm delivery of the items on your invoice

When preparing invoices please follow these procedures

1. All invoices must have an FDC PO number or Field PO number on the invoice
2. Do not combine multiple PO numbers and/or Field PO numbers on an invoice
3. Only one FDC PO number or Field PO number per invoice

Please advise your shipping personnel that no materials are to be sent without a Flynn Development Corporation assigned Purchase Order number or Field Purchase Order number. No exceptions, please. Invoices not showing our purchase order number or field purchase order number will be returned to you for correction.

Sincerely,

Thomas F. Flynn

FLYNN DEVELOPMENT CORPORATION

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EXAMPLE

(PROPERTY)

SUBCONTRACTOR

Dear Subcontractor:

Accompanying this letter is a folder. On the right side of the folder are your pink Vendor copies of purchase orders that we have issued per your contract. The Invoice copies of the purchase orders are in the construction office. These are to be submitted when the work is fully completed for payment. You may attach your invoice to our purchase order, but we pay by purchase order only. We do not pay per your invoice. If the amount of your invoice does not match the purchase order, payment could be delayed.

All Invoice copies of purchase orders must be signed by the job superintendent when the work is completed. He will submit them to the main office for payment.

In order to release any payments due you, we must have in our files a CURRENT CERTIFICATE OF INSURANCE. See Exhibits "B" and "C" of your contract regarding insurance requirements. CHECKS WILL NOT BE ISSUED UNTIL THIS REQUIREMENT IS FULFILLED. Please do not delay in contacting your agent. You should provide your agent with a copy of Exhibits "B" and "C" from your contract. This will help your agent to issue the required proof of insurance with the proper language.

Sincerely,

Thomas F. Flynn

FLYNN DEVELOPMENT CORPORATION

Enclosures