

Distribution	SUBJECT	Date
	FIELD PURCHASE ORDER (FPO)	09-01-2014

PURPOSE: A document used to order material or labor not provided for on original Purchase Order.

ISSUED BY:

- A. If under \$100, Project Manager
- B. If between \$100 and \$500, by Project Manager with verbal approval from CM (Project Manager to note date and time he received CM approval on FPO.)
- C. If over \$500, by CM only.

PROCEDURE FOR PREPARATION:

1. Complete form by writing in data as described on FPO.
2. Fax to main office as soon as issued even if price not known
3. Note delivery ticket invoice number on FPO if available

If possible obtain subcontractor signature or name of person quoting prices for materials and date of price.

NOTE: ALL FPO'S ARE TO BE WRITTEN AT TIME OF ORDER. DO NOT WAIT UNTIL THE INVOICE IS RECEIVED. MAIL THE PINK AND GOLD COPY TO THE OFFICE.

DISTRIBUTION:

- White - Vendor; give or mail to vendor
- Canary - Site; file on clipboard
- Pink - Accounting; mail to office
- Green - Invoice
- Gold - Job file; mail to office

FPO: Issue sequentially starting with the number 001

ACCOUNTING DISTRIBUTION:

- White - Vendor
- Canary - Site
- Pink - Accounting
- Green - Invoice
- Gold - Job File

EXAMPLE

FIELD PURCHASE ORDER

FLYNN DEVELOPMENT CORPORATION

Field Purchase Order No. 76-032

Cost Code 76-0761

Terms: _____

Job Location: Rolling Hills Apts.
11150 Rolling Hills Rd.
Dunnellon, FL 34431

Supt: Mark Cameron

Phone: 727-455-3559

TO: LOWE'S
13705 US HWY 41
LADY CAKE, FL
FAX 352-873-4652

Quantity	Quantity Received	Unit	Description/Specifications	Unit Price	Total Amount
170		EA	24" DOWNSPOUT CONCRETE SPLASH PADS # 10380	6.99	1188.30
1		EA	STEEL WALL MOUNT HOSE ROLL # 12773	9.99	9.99
1		EA	5/8" X 50' NEVER KINK # 6082	28.99	28.99

Budget Error Vandalism/Theft Customer Satisfaction
 Field Condition Change in Method Other
 Debit Memo Reference _____ Subcontractor _____
 Comments _____

1226 28
 20 00
 Subtotal \$ 1246 28
 Sales Tax (Rate _____ %) \$ 85 84
 Total \$ 1332 12

WE AGREE hereby to the above items and prices.

5478
8/22/14
 AUTHORIZED SIGNATURE (SUBCONTRACTOR)
MICHAEL HEONICKER

Authorized [Signature] Date 8/22/14
 Approved [Signature] Date 8/28/14

ACCEPTED — The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

WHITE - VENDOR — CANARY - SITE — PINK - ACCOUNTING — GOLD - FILE — GREEN - INVOICE

EXAMPLE

ROLLING HILLS APARTMENTS

76 - FPO

DUNNELLON, FLORIDA

FIELD PURCHASE ORDERS

	Initials	Date
Prepared By		
Approved By		

WILSON JONES 67205 GREEN 7205 BUFF

DATE	VENDOR	FPO#	COST CODE	FPO AMOUNT
10/18/13	QUALITY SERV. ROOFING	001	0757	60000
10/18	MANNING BLDG	002	0659	43698
10/22	QUALITY SERV. ROOF	003	0757	65750
10/30	QUALITY SERV. ROOF	004	0757	8000
12/12	MANNING BLDG SUPPLY	005	0847	13592
		006		
		007		
		008		
		009		
		010		
		011		
1/14/14	LOWE'S	012	1625	31972
2/24	MANNING BLDG SUPPLY	013	0847	7674
2/24	LOWE'S	014	1625	42513
4/10	SHERWIN WILLIAMS	015	0947	16227
3/6	MANNING BLDG SUPPLY	016	0642	7511
4/21	MANNING	017	0871	5482
4/21	LOWE'S	018	0913	8965
4/21	LOWE'S	019	0913	59542
4/14	GATOR SUPPLY	020	0913	12533
4/18	MANNING BLDG SUPPLY	021	0659	5577
5/12	Gator Gypsum	022	0913	28031
5/9	MANNING BLDG	023	0659	50485
5/12	MANNING BLDG	024	0659	32977
5/9	MANNING	025	0659	26428
5/12	LOWE'S	026	0252	15387
5/22	MANNING BLDG	027	0659	3864
6/4	LOWE'S	028	0924	18326
6/6	MANNING BLDG	029	0659	5292
6/6	LOWE'S	030	0811	13461
		6/11/14 included	031	
8/28	LOWE'S	031-045	032	133212
		to Mark	033	
			034	
			035	
			036	
			037	
			038	
			039	
			040	