

Distribution	SUBJECT	Date
	MONTHLY INVOICE PROCESSING	09-01-2014

FIELD APPROVAL

A. If invoice arrives at main office:

1. Date stamp and stamp with bill approval stamp.
2. CS or AP fax to job site for Superintendent approval.

B. If invoice arrives at job site:

1. Date stamp and bill approval stamp at the job site.
2. Project Manager approval:
 - a. Code all bills with PO number or FPO number.
 - b. Verify delivery and correct for materials. Use stamp provided.
 - c. Verify prices if purchased on FPO.
 - d. Verify completion and acceptance of work.
 - e. Make note of all differences on invoice. **Write Debit Memo if needed.**
 - f. Obtain written credit memo from material supplier before mailing to Clearwater. This must be done within 48 hours of receipt. If necessary have credit memo faxed to construction office.
 - g. Write FPO for extra materials if not written at the time of purchase.
 - h. Approve bill.
 - i. If clerk at job site, clerk should check extensions and verify that all invoices accompany statement and prices O.K. on bill statement by initialing extensions.
3. Project Manager to mail bills to main office every Friday.
4. Note: Each invoice must be stamped and approved. DO NOT APPROVE STATEMENTS. We pay by invoice only!

NOTE: All invoices received by the 25th of the month will be paid on or before second Friday of following month only if work is completed on 25th of month.

Invoices received later than that or when work is not fully completed in accordance with Purchase Order and Draw Schedule will be held until the following month.

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ACCOUNTING OFFICE PROCEDURE

- Weekly:
1. Post bills to Purchase Orders (canary copy).
 2. Check bills for correct pricing.
 3. If prices are correct, sort and put in hold file (monthly pays) or weekly file (Friday pays).
 4. If prices are incorrect, take steps to obtain corrections, then place in hold file.
 5. Give all bills for weekly pays to CM by 5:00 PM Monday.
- Monthly:
- Approximately first day of month, give all monthly bills to Construction Manager for approval. (Note: Cut off at job site is the 25th.)

ISSUING CHECKS

1. Check insurance coverage.
2. Check outstanding lien waivers.
3. Assemble bills and determine exact amount to be paid.
4. Write check and type lien waivers.
5. Checks to Construction Manager for approval and signing on approximately the 4th for monthly checks and by 12:00 PM (noon) Wednesdays for weekly pays.
6. Mail checks and lien waivers to job superintendent for distribution of checks and obtaining signatures on lien waiver on approximately the 6th day of the month for monthly pays. UPS Overnight weekly pays on Thursday.
7. Make deposits as needed to cover checks issued.

RECEIVED FEB 15 2014

FLYNN DEVELOPMENT CORPORATION

516 LAKEVIEW ROAD VILLA 8
CLEARWATER, FL 33756
(727) 449-1182 FAX (727) 447-5516

PURCHASE ORDER

4-Dec-13

PURCHASE ORDER
NUMBER

14-0671-713-A

EXAMPLE

SPECIAL INSTRUCTIONS

1. WE RESERVE THE RIGHT TO CANCEL THIS P.O. IF WORK HAS NOT STARTED OR MATERIALS NOT DELIVERED.
2. PURCHASE ORDER NO. MUST APPEAR ON ALL SHIPPING INVOICES OR CORRESPONDENCE.
3. NO LIABILITY WILL BE ASSUMED BY FDC FOR MATERIALS OR LABOR IN EXCESS OF THE AMOUNT SPECIFIED ON THIS P.O.
4. ISSUANCE OF THIS P.O. IS BINDING FOR LABOR AND MATERIALS AT PRICES SPECIFIED UNLESS NOTICE OF INABILITY TO COMPLY IS GIVEN TO FDC WITHIN 10 WORKING DAYS OF RECEIPT OF P.O.
5. ALL WORK MUST CONFORM TO FDC SUB-CONTRACTOR AGREEMENT ON FILE.

JOB NAME
STREET ADDRESS
CITY, STATE
JOB PHONE

OAKBROOK VILLAS APARTMENTS
11703 SE 57TH AVE.
BELLEVIEW, FL 34420
352-245-7977 FAX 352-245-3074

VENDOR NAME
STREET ADDRESS
CITY, STATE
PHONE

TRAVELING TOOLS RESIDENTIAL, INC.
4021 SW 31ST DR.
GAINESVILLE, FL 32608
352-275-6468

QUANTITY	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT PRICE	TOTAL AMOUNT
EXTERIOR DOORS INSTALLED-BLDG. 713				
1	LS	FRAME LABOR TO INSTALL EXTERIOR DOORS		1,575.00
ALL WORK PER CONTRACT DATED 11/29/13				

PROJECT _____ CODE _____
 RM APP. _____ AMT. _____
 PM APP. _____
 DATE _____
 CHECK NO. _____

SUB-TOTAL **\$1,575.00**

SALES TAX (RATE %)

DISCOUNT (RATE %) **0.00** ~~30.00~~

***** TOTAL *** \$1,575.00**

BILLING INSTRUCTIONS

THIS P.O. MUST BE SIGNED BY THE FDC PROJECT SUPERINTENDENT AND RETURNED WITH MATERIAL DELIVERY TICKETS TO FDC FOR PAYMENT. (VENDOR/SUBCONTRACTOR INVOICES MAY BE ATTACHED, BUT ARE NOT REQUIRED.)

AUTHORIZED: _____ DATE **4-Dec-13**

APPROVED: _____ DATE _____

WORK COMPLETION APPROVAL:

Ina D. Super DATE **1/11/14**

14-0671-713-A

PURCHASE ORDER NUMBER

C-210-B SUPERINTENDENT IN CHARGE

INVOICE COPY - PERMIT FOR PAYMENT

RECEIVED FEB 15 2014

EXAMPLE

Traveling Tools Res. Inc.
4021 SW 31st Dr
Galnesville, FL. 32608
352-275-6468

Invoice

Date: 02/14/2014
Invoice No.: 654
Due Date: 02/17/2014
Customer PO No.: 14-0671-713-A

Bill To:
Flynn Development Corp.
516 Lakeview Road, Unit 8
Clearwater, FL. 33756

Ship To:
Oakbrook Villas Apartments
11703 SE 57th Ave.
Bellevue, FL. 34420

1	Installed exterior doors Bldg. 713, per contract	\$1,575.00	\$1,575.00
PROJECT <u>14</u> CODE <u>0671-713-A</u> RM APP. <u>[Signature]</u> AMT. <u>1575-</u> PM APP. _____ DATE _____ CHECK NO. _____		Subtotal	\$1,575.00
		Total Amt	\$1,575.00
		Balance Due	\$1,575.00

Thank You for your business

C-210-A