

Distribution	SUBJECT	Date
	INDEX - POLICIES AND PROCEDURES	09-01-2014

<u>NO.</u>	<u>DESCRIPTION</u>	<u>CURRENT DATE</u>
000	MANUAL RECEIPT	09-01-2014
010	INTRODUCTION	09-01-2014
020	INDEX	09-01-2014
030	COMPANY HISTORY/PHILOSOPHY	09-01-2014
040	DESCRIPTION OF OPERATIONS	09-01-2014
050	ORGANIZATIONAL STRUCTURE Multiple Family Section	09-01-2014
060	FORMS AND REPORT REQUIREMENTS	09-01-2014
090	JOB DESCRIPTION - Project Manager	09-01-2014
091	JOB DESCRIPTION - Construction Manager	09-01-2014
100	STANDARDS OF PERFORMANCE - Project Manager	09-01-2014
101	STANDARDS OF PERFORMANCE - Construction Manager	09-01-2014
110	SUPPLIES AT JOB SITE	09-01-2014
120	BIDDING PROCEDURE	09-01-2014
121	PLAN DEPOSIT RECIEPT	09-01-2014
122	REQUEST FOR QUOTATION	09-01-2014
125	TELEPHONE AND VERBAL QUOTATIONS	09-01-2014
130	JOB BUDGETS	09-01-2014
140	PROJECT SCHEDULES	09-01-2014
141	WEEKLY MEETINGS	09-01-2014
145	VENDOR INFORMATION SHEET	09-01-2014
150	CONSTRUCTION FILES	09-01-2014
160	STANDARD SUBCONTRACTOR AGREEMENT (SSCA)	09-01-2014
161	MATERIAL SUPPLIERS ACKNOWLEDGMENT	09-01-2014
170	PURCHASE ORDERS (PO)	09-01-2014
171	PURCHASE ORDER FILE FOLDER	09-01-2014
172	CONSTRUCTION COST CODES	09-01-2014
180	DEBIT MEMOS (DM)	09-01-2014
190	FIELD PURCHASE ORDER (FPO)	09-01-2014
195	REQUEST FOR EXPENDITURE APPROVAL	09-01-2014

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200	USDA-RD CHANGE ORDERS FORM RD 1924-7	09-01-2014
210	MONTHLY INVOICE PROCESSING	09-01-2014
220	INTERIM PAYMENT REQUESTS	09-01-2014
230	RECEIPT OF REQUIRED DOCUMENTS	09-01-2014
240	SUBCONTRACTOR INSURANCE REQUIREMENTS	09-01-2014
250	WAIVER OF LIEN	09-01-2014
260	PURCHASE ORDER LOG	09-01-2014
270	MONTHLY JOB COST REPORT	09-01-2014
280	INSPECTIONS	09-01-2014
288	PRE-START DAILY REPORT	09-01-2014
290	DAILY LOG FOR M/F CONSTRUCTION PROJECTS	09-01-2014
300	JOB PICTURES	09-01-2014
310	NOTICE TO OWNER	09-01-2014
320	SUBCONTRACTOR NON-PERFORMANCE	09-01-2014
330	MONTHLY DRAW REQUEST	09-01-2014
340	RELEASE OF RETAINAGE/FINAL PAYMENTS	09-01-2014
350	DELIVERY TICKETS	09-01-2014
360	VISITOR PROCEDURE	09-01-2014
370	GOVERNMENT REGULATIONS AND POSTERS	09-01-2014
390	ON-SITE HIRING PROCEDURES (Employees)	09-01-2014
400	PAYROLL PROCEDURES	09-01-2014
410	EXPENSE REPORTS	09-01-2014
420	VENDOR LIST	09-01-2014
430	PETTY CASH	09-01-2014
440	PUNCH OUT PROCEDURES	09-01-2014
450	THEFTS/SECURITY PROCEDURE	09-01-2014
460	EMPLOYEE INJURY REPORTS	09-01-2014
461	INCIDENT REPORTS	09-01-2014

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SAMPLE FORMS

<u>NO.</u>	<u>AVAILABLE ON WEBSITE</u>	<u>DESCRIPTION</u>	<u>CURRENT DATE</u>
C-121-A	X	PLAN DEPOSIT RECEIPT	09-01-2014
C-122-A		REQUEST FOR QUOTATION	09-01-2014
C-122-B		QUOTATION SUMMARY	09-01-2014
C-125-A	X	TELEPHONE QUOTATION	09-01-2014
C-140-A	X	WEEKLY SCHEDULE	09-01-2014
C-140-B		MASTER SCHEDULE	09-01-2014
C-141-A	X	JOB MEETING REPORT	09-01-2014
C-145-A	X	VENDOR INFORMATION SHEET	09-01-2014
C-150-A	X	CONSTRUCTION FILE T.O.C. L/SIDE	09-01-2014
C-150-B	X	CONSTRUCTION FILE T.O.C. R/SIDE	09-01-2014
C-160-A		STANDARD SUBCONTRACTOR AGREEMENT	09-01-2014
C-161-A		MATERIAL SUPPLIERS ACKNOWLEDGEMENT	09-01-2014
C-170-A,C-170-B		PURCHASE ORDER	09-01-2014
C-171-A		PURCHASE ORDER SUPPLIER LETTER	09-01-2014
C-171-B		PURCHASE ORDER SUBCONTRACTOR LETTER	09-01-2014
C-172-A	X	CONSTRUCTION COST CODES	09-01-2014
C-180-A		DEBIT MEMO	09-01-2014
C-190-A		FIELD PURCHASE ORDER	09-01-2014
C-190-B		FIELD PURCHASE ORDER LOG	09-01-2014
C-195-A	X	RQUEST FOR EXPENDITURE APPROVAL	09-01-2014
C-200-A		USDA CONTRACT CHANGE ORDER	09-01-2014
C-210-A		INVOICE	09-01-2014
C-210-B		INVOICE (P.O. FORM)	09-01-2014
C-220-A		EARLY PAYMENT AGREEMENT	09-01-2014
C-240-A		SUBCONTRACTOR INS. REQUIREMENTS	09-01-2014
C-250-A		WAIVER OF LIEN	09-01-2014
C-260-A		PURCHASE ORDER LOG	09-01-2014
C-270-A		MONTHLY JOB COST REPORT	09-01-2014
C-288-A	X	PRE-START DAILY REPORT	09-01-2014
C-290-A	X	DAILY CONSTRUCTION LOG	09-01-2014
C-310-A		NOTICE TO OWNER FILE INDEX	09-01-2014
C-310-B		LETTER TO SUBCONTRACTOR	09-01-2014
C-310-C		LETTER TO LIENOR	09-01-2014
C-330-A		DRAW REQUEST (AIA FORM)	09-01-2014
C-340-A		SUBCONTRACTOR/SUPPLIER FINAL LETTER	09-01-2014
C-340-B		SUBCONTRACTOR/SUPPLIER GUARANTEE	09-01-2014
C-340-C		FINAL LIEN WAIVER	09-01-2014
C-390-A	X	EMPLOYEE ENROLLMENT PACKAGE SAMPLE	09-01-2014
C-400-A	X	EMPLOYEE ATTENDANCE RECORD	09-01-2014

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P-4	X	EXPENSE REPORT	09-01-2014
A-5, A-6	X	PETTY CASH	09-01-2014
C-440-A		PUNCHLIST	09-01-2014
P-11	X	EMPLOYEE INJURY REPORT	09-01-2014
R-10	X	INCIDENT REPORT	09-01-2014