

Distribution	SUBJECT	Date
	PURCHASE ORDERS (P.O.)	09-01-2014

**PURPOSE:** To specify all the vendors and itemize all materials needed to build a project. To provide for an expeditious processing of Subcontractor and vendor bills.

**ISSUED BY:** Construction Manager

**WHEN ISSUED:** 1) When Standard Subcontractor Agreement is used, P.O. is issued after Subcontractor has signed the contract.

2) When no SSCA is used

a) P.O. is issued when supplier is selected and price quotation list is accepted by CM.

3) For allowance items, P.O. issued prior to construction start.

**PROCEDURE:** 1) If SSCA is issued, see Section 160.

2) If Material Suppliers Acknowledgement is used, see 161.

3) If no SSCA is used:

a) CM drafts P.O.

b) AP or CS types P.O. and enters information into project P.O. Log.

c) AP or CS submits P.O., Supplier Price Quotation, page from project cost book, and adding machine tape to DM for approval.

d) DM approves P.O and returns to AP or CS.

**LYNN DEVELOPMENT CORPORATION**

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

**PURCHASE ORDER**

16-Jun-14

PURCHASE ORDER  
 NUMBER

85-0161-00-D

**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: WILD OAK FARM APARTMENTS  
 STREET ADDRESS: 850 US 29 NORTH  
 CITY, STATE: CANTONMENT, FL 32533  
 JOB PHONE: 850-968-6671

VENDOR NAME: UNSPECIFIED  
 STREET ADDRESS:  
 CITY, STATE:  
 PHONE:

QUANTITY	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT PRICE	TOTAL AMOUNT
JOB PHONE				
1	EA	ADDITIONAL ALLOWANCE		750.00

SUB-TOTAL \$750.00

SALES TAX (RATE %)

DISCOUNT (RATE %) 0.00 \$0.00

\*\*\* TOTAL \*\*\* \$750.00

C-170-A

AUTHORIZED: \_\_\_\_\_ DATE 16-Jun-14

APPROVED:  \_\_\_\_\_ DATE

PURCHASE ORDER NUMBER  
 FDC FILE COPY

**FLYNN DEVELOPMENT CORPORATION**

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

**PURCHASE ORDER**

24-Jul-14

PURCHASE ORDER  
 NUMBER

85-0264-00-E

**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.

**EXAMPLE**

JOB NAME  
 STREET ADDRESS  
 CITY, STATE  
 JOB PHONE

WILD OAK FARM APARTMENTS  
 850 US 29 NORTH  
 CANTONMENT, FL 32533  
 850-968-6671

VENDOR NAME  
 STREET ADDRESS  
 CITY, STATE  
 PHONE

PEACHTREE BUSINESS PRODUCTS  
 PO BOX 670088  
 MARIETTA, GA 30066  
 800-241-4623 FAX 800-231-7150

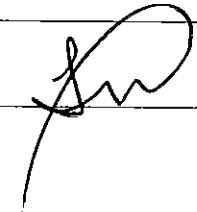
QUANTITY	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT PRICE	TOTAL AMOUNT
<b>PARKING LOT SIGNS</b>				
2	EA	SN DS5A FUTURE RESIDENT PRKG IV ON GN	35.10	70.20
6	EA	SN DS7A SPEED LIMTI 10 MPH IV ON GN	35.10	210.60
2	EA	SN DS16A LEASING OFC RIGHT ARROW IV ON GN	35.10	70.20
2	EA	SN DS17A LEASING OFC LEFT ARROW IV ON GN	35.10	70.20
2	EA	SN DS16A LEASING OFC RIGHT ARROW IV ON GN	35.10	70.20
6	EA	SN DL7A DSGER SIGN DUMPSTER RULES IV ON GN	48.60	291.60
2	EA	SNDL6B DSGER SIGN NO TRESPASSING GNON IV	48.60	97.20

PER ORDER# P3248066  
 DATED 7/23/14

SUB-TOTAL	\$880.20
SALES TAX (RATE %)	\$66.04
DISCOUNT (RATE %)	0.00
*** TOTAL ***	\$946.24

C-170-B

AUTHORIZED: \_\_\_\_\_ DATE 24-Jul-14

APPROVED:  \_\_\_\_\_ DATE

85-0264-00-E

**EMAILED**

PURCHASE ORDER NUMBER  
 FDC FILE COPY