

| Distribution | SUBJECT | Date |
|--------------|--------------------|------------|
| | PURCHASE ORDER LOG | 09-01-2014 |

PURPOSE: To provide a simple method of updating the job budget monthly and to keep a record of all approved expenditures including Purchase Orders, Field Purchase Orders, and Debit Memos.

PREPARED BY: Construction Secretary (CS)

PROCEDURE:

- Step I: CS sets up a loose leaf binder in accordance with Chart of Accounts selected by C.M.
- Step II: CS enters Purchase Orders and contract amounts in Purchase Order Log
- Step III: CS enters FPOs and CO when issued
- Step IV: CS totals amount column monthly
- Step V: CM reviews monthly, making revisions in budget as necessary by 12th
- Step VI: CS totals budget column and enters appropriate figures on monthly job cost report and gives to DA on 12th

EXAMPLE

OAKBROOK VILLAS

14 - 0257

BELLEVUE, FLORIDA

PERMANENT FENCING

| | | |
|-------------|----------|------|
| | Initials | Date |
| Prepared By | | |
| Approved By | | |

© WILSON JONES

07205 GREEN

7205 BUFF

1 _____ 2 _____ 3 _____ 4 _____ 5 _____

| DATE | VENDOR | PO# | CONTRACT AMOUNT | PO AMOUNT |
|---------|-------------------------------|-------|-----------------|-----------|
| 7/9/14 | OCALA FENCE LLC | 00-A | | 673500 |
| " | " | 00-A1 | | 1215000 |
| " | " | 00-A2 | | 623500 |
| " | " | 00-A3 | | 1198500 |
| " | " | 00-A5 | | 271500 |
| " | " | 00-A6 | | 216000 |
| | TOTAL | | | 41,980.00 |
| 7/14/14 | Carroll's Awning Services LLC | 00-B | | 287830 |
| | TOTAL | | | 44,858.30 |