

Distribution	SUBJECT	Date
	AUTHORIZED VENDOR LIST	09-01-2014

An authorized Vendor list is maintained on the computer in the Main Office. It is accounts payable's responsibility to see that the correct information is entered into the vendor list simultaneous with the issue of the first purchase order for any vendor. AP should check and determine whether or not the vendor on the Purchase Order has been entered into the authorized Vendor list. If not, all the appropriate vendor information should be entered prior to preparing the first Purchase Order. It is extremely important to check the accuracy of the information particularly with respect to zip code, telephone number, and Federal I.D. numbers.

Note: The insurance requirements for Vendors involved in construction are different than Vendors involved in property management. A Vendor approved for work on existing properties by Flynn Management Corporation may not be approved to perform construction on behalf of Flynn Development Corporation because of stricter Workers Compensation laws.