

PURCHASE ORDER SYSTEM

Purchase orders must be obtained PRIOR to purchase. No EXCEPTIONS!

1. The Budget and Finance Control CEO will sign all contracts with outside contractors.
2. All on-site Property Managers will be provided with a monthly budget and will be required to justify any over budget expenditures with their Property Supervisor.
3. In order to operate the property within it's budget, any individual item or single order, costing \$200 or more must have **PRIOR** approval from the Property Supervisor by way of a purchase order.
4. If you are on Rent Roll, because the budget is set by the Property Supervisor, you may only need a purchase order if you go over budget. Your Property Supervisor will instruct you.

The Property Manager should know the following information prior to calling for the purchase order:

Vendor
Quantity needed
Model Number
Price

The Property Supervisor will write the purchase order and give the Property Manager the P/O number over the telephone. The Property Supervisor will then forward a copy of the P/O to the Property Manager.

The Property Manager must file this purchase order copy in the office. When the invoice and/or packing slip are available, the Property Manager must write the P/O number on the invoice and/or packing slip and forward the same to the Bookkeeping Department for payment.

Failure to follow this policy could result in an employee reprimand or termination.