Purpose:

Crain Construction, Inc. Material Purchase Options: There are three (3) ways to purchase material for projects: **Procore Purchase Agreements**, **Company Credit Card** (Blue Comdata Card), **Procore Electronic FPO** (Field Purchase Order).

Procedure:

1) Procore Purchase Agreement:
   For large or recurring purchases, a Procore purchase agreement is to be used. They are to be written and sent out by the project manager, and tracked by the project superintendent as purchases are received on site through one of the many daily logs in Procore. Examples are as follows:

   A) Concrete
   B) Crushed Stone
   C) Reinforcing Steel
   D) Doors/Frames/Hardware
   E) Division 10 Items (bathroom accessories, partitions, etc.)
   F) Dumpsters
   G) Temporary Toilets
   H) Temporary Office Trailer

2) Blue Comdata Credit Card Purchases:
   If material is not purchased through a Procore Purchase Agreement, the Blue Comdata Credit Card is to be used unless the supplier charges a credit card fee or prefers not to use credit cards. When using the Blue Comdata Card, use the HH2 document flow procedures to document the purchase. It is critical to take a photo or scan the receipt into HH2, and provide the job number, cost code and cost category for each purchase.

3) Procore Electronic FPO (Field Purchase Order) Purchases:
   If material cannot be purchased with a Procore Purchase Agreement or a blue Comdata credit card, a Procore Electronic FPO (Field Purchase Order) is to be used. If material is purchased at Home Depot or Lowes, use your Home Depot or Lowes credit card in lieu of using the Blue Comdata Card, unless there is some sort of hardship at the point of sale. Crain receives discounts on purchases and more favorable payment terms at these stores if we use their store specific credit card. For each Home Depot or Lowes purchase, an FPO needs to be generated as per the procedure below.

   These FPO's can be accessed in the Correspondence Tool within Procore. Once in the FPO tool, the FPO number will be automatically generated. This number is to be given to the supplier when purchasing the material and must be used by the supplier when invoicing. To complete the FPO, the purchaser must fill out the following on the FPO form in Procore:

A) Subject – Enter the vendor's name followed by a brief subject.
   (Example: Ram Tool – concrete accessories)
B) Cost Code (If multiple codes are needed, add them to the description)
C) Description of Purchase (More detailed description with quantities, additional cost codes, etc.)
D) Attachments from the supplier documenting the purchase (receipt, confirmation, ticket, etc.)
E) Vendor (existing) OR Vendor (new) – Only use the vendor (new) option if the vendor is not shown in the pop-up menu for vendor (existing)
F) Estimated Cost (optional)
G) Name of purchaser

Once these fields are completed, make sure the status is set to "open" and click "save" in the bottom right-hand corner.

Once the purchase has been received and verified, the Project Manager will change the status to "closed" and click "save".