



Accounting
**Procore Purchase
Agreements**

AC (7.102)
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Purpose:

The purpose of this Standard Operating Procedure is to ensure a formal purchase agreement is created for large or recurring purchases. These are to be written and sent out by the project manager, and tracked by the project superintendent as purchases are received on the site through one of the many daily logs in Procore.

Procedure:

- 1) Determine what vendors need to have a purchase agreement written for the project.
 - A) Concrete – use the Procore Quantities log in the Daily log tool to track delivery date, cost code, quantity, location and attach supplier tickets.
 - B) Crushed Stone – use the Procore Quantities log in the Daily log tool to track delivery date, cost code, quantity, location and attach supplier tickets.
 - C) Reinforcing Steel – use the Procore Quantities log in the Daily log tool to track delivery date, cost code, quantity, location and attach supplier tickets.
 - D) Door/Frames/Hardware – use the Procore Quantities log in the Daily log tool to track delivery date, cost code, quantity, location and attach supplier tickets.
 - E) Division 10 items (bathroom accessories, partitions, etc.) – use the Procore Quantities log in the Daily log tool to track delivery date, cost code, quantity, location and attach supplier tickets.
 - F) Dumpsters – use the Procore Dumpsters log in the Daily log tool to track the date and number of dumpsters delivered and removed, comments and attach any supplier tickets.
 - G) Temporary Toilets – use the Procore Waste log in the Daily log tool to track the date and number of toilets delivered, removed cleaned, comments and attach any supplier tickets.
 - H) Temporary Office Trailer
- 2) Purchase agreements are created in Procore by the project manager.
 - A) Purchase agreements may have multiple cost codes.
 - B) Change orders may need to be added as the project progresses.
 - C) Purchase agreement amounts are subtotal only and do not include sales tax.
- 3) Vendor invoices are received by the accounting department, assigned to the appropriate project, coded to appropriate commitment and approval process initiated.
- 4) Once the approval process is complete, payment is made to the vendor.