



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Owner Direct Purchase	
Page 1 of 2	Implementing Procedure For Policy # 5.12
Date Approved: 10/26/04 Date Updated: 02/28/11	Division: Administration and Finance/Facilities

Section I – General

As a state agency, the College is required by law to develop procedures for Owner Direct Purchase of construction materials from vendors.

“Effective January 2, 2011, Section 8, Chapter 2010-138, Laws of Florida (L.O.F.), requires governmental entities (excluding the federal government) to issue a Certificate of Entitlement to each vendor and each contractor in order to purchase supplies and materials for use in public works contracts tax-exempt under Section 212.086(6), F.S.”

Section II – Requisition

At the beginning of the project, the Construction Manager or General Contractor shall submit to the College’s Construction Projects Manager (CPM) a list of materials that the Owner can purchase direct to allow for sales tax savings. For each vendor, the Construction Manager or General Contractor shall submit a Requisition for Direct Purchases form to the Owner containing the following information: Project name, Construction Manager name, address, phone number; vendor’s name, federal ID number, address, phone number; list of materials including quantities, units and amount, separating out the total price from the sales tax. The form should also have a statement that includes the following:

To ensure prompt payment, all original invoices shall be sent to the Construction Manager at the address listed above

The Construction Manager/General Contractor shall submit to the CPM an original and one copy. After receipt of this documentation, a Requisition for Purchase, with attached documentation, will be completed by the CPM, approved by the Director of Facilities, and forwarded to the Purchasing Department. The Purchasing Department will return a copy of the purchase order to the CPM and forward the original copy to the vendor. The CPM will retain a copy of the purchase order(s), along with supporting documentation for each vendor, and forward a copy to the Construction Manager/General Contractor.

Section III – Approval and Payment

Twice monthly the Construction Manager/General Contractor shall submit invoices as they become due to the CPM. These invoices shall be approved and signed by the subcontractor. The Construction Manager/General Contractor shall submit the original and one copy of the invoices and any other backup documentation along with a letter addressed to the CPM verifying the material. The Construction Manager/General Contractor shall also keep and submit to the CPM documentation that shows each individual purchase order amount, amount submitted for payment, amounts remaining and tax saved. This documentation shall be submitted twice monthly with the invoices and the letter. The dates for submittal of the invoices shall be determined for each project individually.

The invoices shall be approved by the CPM and the Director of Facilities. The original invoices, along with the receiving report, shall be forwarded to the Business Office for payment. The Facilities Office will retain a copy.

Section IV – Change Orders and Close Out

As the project progresses, any changes that need to be made to the purchase order(s) shall be submitted by the Construction Manager/General Contractor to the CPM with an explanation of the change. The CPM and the Director of Facilities will complete, approve, and submit a Request for Purchase Order Change form and forward it to the Purchasing Office.

When purchase orders need to be closed, the Construction Manager/General Contractor will submit a request to the CPM. The CPM will forward requests to close each purchase order to the Purchasing Department.

NOTE: Sample copies of forms and documents used to implement this procedure are available for review in the Purchasing Department and the Facilities Office. The College reserves the right to modify forms/documents as necessary or to accept alternatives.

Vice President, Administration and Finance

Date

Approved by President

Date

Sample 1

(Company Letterhead including name, address, phone, fax)
REQUISITION FOR DIRECT PURCHASE
(Project Name and Number)

Vendor: (name) (address) (city, state, zip) (telephone) (fax)	Date:
	Ship Via:
	Job Name and Number:
Please ship to the following: (Job Site Address) (address) (city, state, zip) (telephone) (fax)	Please bill the following: (Name) (address) (city, state, zip) (telephone) (fax)

NOTE: TO ENSURE PROMPT PAYMENT, IT IS IMPERATIVE THAT ALL ORIGINAL INVOICES, TOGETHER WITH BILLS OF LADING AND OTHER MATERIALS, GO DIRECTLY FROM THE VENDOR TO THE CONSTRUCTION MANAGER. DO NOT SEND INVOICES DIRECTLY TO THE OWNER.

Item No.	Quantity	Description	Unit	Amount
Subtotal				
Sales Tax				
Total				
Total Without Tax				

Requested By: _____

Verified By: _____
(Construction Manager)

Sample 2

(Company Letterhead including name, address, phone, fax)

(Date)

(Insert name)
Construction Projects Manager
College of Central Florida
3001 SW College Road, Building 10
Ocala, Florida 34474

Re: (Project Name)
(Project Number)
(Purchase Order Number)

Dear (Name):

The materials on the attached invoices have been received in good condition at (project name) and are approved for payment to (vendor name).

INVOICE DATE (S)	INVOICE NUMBER(S)	INVOICE AMOUNT(S)
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TOTAL_____

Material verified by: _____
(Construction Manager)

If you have any questions, please call me at (phone number).

Sincerely,

(Construction Manager)

Sample 3

(Company Letterhead including name, address, phone, fax)

(Date)

(Insert name)
Construction Projects Manager
College of Central Florida
3001 SW College Road, Building 10
Ocala, Florida 34474

Re: (Project Name)
(Project Number)
(Purchase Order Number)

Dear (Name):

Please consider this our request to increase Purchase Order # in the amount of (\$). This change is necessary due to (.....).

This increase will make the total amount of the Purchase Order (\$).

Material verified by: _____
(Construction Manager)

If you have any questions, please call.

Sincerely,

(Construction Manager)

Sample 4

(Company Letterhead including name, address, phone, fax)

(Date)

(Insert name)
Construction Projects Manager
College of Central Florida
3001 SW College Road, Building 10
Ocala, Florida 34478-1388

Re: (Project Name)
(Project Number)
(Purchase Order Number)

Dear (Name):

Please consider this our request to close out Purchase Order No. (#). Please decrease the original Purchase Order by (\$).

Original P.O. Amount \$

Decrease \$

Close Out P.O. Amount \$

If you have any questions, please call.

Sincerely,

(Construction Manager)