

BAXTER

Purchase Order # Procedure

Foremen, Site Superintendents and Warehouse

All purchases **MUST** be issued a PO #, to be obtained prior to purchasing materials at a store or online.

Purchase Order #'s will be issued by Accounts Payable (Aisha – 845-471-1047 ext. 124)

The following information is required to obtain a PO #.

- Brief Description of what is being ordered
- Who is calling
- Job Name & Job Number

PO to be given to the vendor and put onto the receipt. All receipts and packing slips obtained during the work week must be dropped off at the office by end of the day **Friday** (5:00pm).

Receipts should indicate the property and apartment

Please try to limit calls to 1 time per day, per job preferably morning or end of day.