SAMPLE 03 PURCHASING

Purchase Order PO-26118-003

Purchase orders are written from the approved submittals and the leveled quote, with exact quantities, colors, staged delivery dates and jobsite instructions, so the buyout ties back to the estimate and the schedule.

BUYER	Summit Surfaces & Interiors, LLC
VENDOR	Keystone Flooring Supply
JOB	26-118 – Riverside MOB
PO DATE	09/28/26
TERMS	Net 30, 2% 10
QUOTE REF.	KFS-Q-58817 (08/10/26)

VENDOR	BILL TO	SHIP TO (JOBSITE)
Keystone Flooring Supply	**Summit Surfaces & Interiors, LLC**	**Riverside Medical Office Build-Out**
[Street address]	c/o Accounts Payable	1450 Riverbend Pkwy, Suite 200
Anytown, ST 00000	[Street address]	Anytown, ST 00000
Attn: Order Desk – R. Delgado	Anytown, ST 00000	Attn: M. Ellison, Northgate Supt.
[Phone] · [Email]	Ref. job 26-118 on all invoices	Call 24 hrs before delivery

Ln	Product / Description	Qty	Unit	Unit Price	Extension	Delivery
1	**LVT-1 – Meridian MedLoc LVT 7"x48", 20 mil, 2.5 mm** Color: Driftwood Ash (ML-204)	5,627	SF	$3.62	$20,369.74	D2 – 11/11/26
2	**CPT-1 – Fieldline Modular carpet tile 24"x24"** Color: Slate Weave (FL-118), quarter-turn	2,783	SF	$2.98	$8,293.34	D2 – 11/11/26
3	**SV-1 – Clinica Homogeneous sheet vinyl 6'-6" roll** Color: Mist Grey (CH-31), incl. weld rod	1,165	SF	$5.18	$6,034.70	D1 – 10/28/26
4	**SV-1 flash cove cap strip & fillet** 6" cove, extruded vinyl cap	324	LF	$1.05	$340.20	D1 – 10/28/26
5	**RB-1 – 4" rubber cove base, coiled 120' rolls** Color: Pewter (RB-07), 1/8" gauge	2,389	LF	$1.38	$3,296.82	D2 – 11/11/26
6	**Transition strips & reducers (assorted, per schedule)** Rubber, color-matched to RB-1	34	EA	$26.50	$901.00	D2 – 11/11/26
	Subtotal				**$39,235.80**	
	Sales tax @ 7.75%				**$3,040.77**	
	Freight to jobsite				**Included**	
	PURCHASE ORDER TOTAL				**$42,276.57**	

Staged deliveries: D1 = 10/28/26 (SV-1 & cove cap for Procedure/Lab rooms); D2 = 11/11/26 (LVT-1, CPT-1, RB-1, transitions). Deliveries 7:00 AM–2:00 PM, Mon–Fri, via rear dock (Bay 3). Liftgate required.

Dye lots: each product to ship from a single dye/production lot. Include 2% attic stock in original cartons, labeled "Attic Stock – Riverside MOB."

Submittals: products per approved submittals 09 65 13-01, 09 65 16-01, 09 65 19-01, 09 68 13-01. No substitutions without written approval.

Pricing: per leveled quote KFS-Q-58817, held through 10/15/26. Invoice per delivery, referencing PO and job number. Packing slips to accompany each delivery.

Authorized by (Buyer)	Vendor acceptance	Issued by
_____ D. Whitfield, Summit Surfaces & Interiors	_____ Keystone Flooring Supply	Axentra Purchasing Desk for Summit Surfaces & Interiors

SAMPLE – Fictional project for demonstration. All names, companies, quantities and figures are fictional.

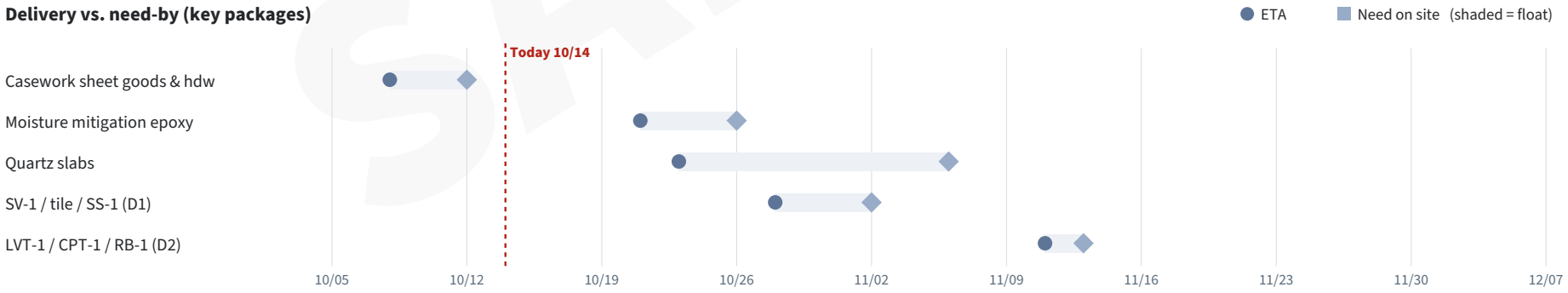
Material Procurement Log & Schedule – Job 26-118

Status as of 10/14/26. Need-by dates derived from the project schedule (see Project Management sample). Budget = estimate material cost (pre-tax). ETA reflects scheduled (staged) release, not vendor lead time.

Material	Vendor	PO No.	Submittal	Sub. Status	Lead (wks)	Ordered	ETA	Need On Site	Float (days)	Status	Budget	Committed	Variance
PL-1 TFM panels, HPL laminate, edgebanding	Cascade Panel & Hardware	PO-26118-001	06 41 16-01	Approved	2	09/30	10/08	10/12	4	Received	$21,400	$20,960	$440
Cabinet hardware (hinges, slides, pulls)	Cascade Panel & Hardware	PO-26118-001	06 41 16-02	Approved	2	09/30	10/08	10/12	4	Received	$6,950	$7,120	($170)
QZ-1 quartz slabs 3 cm, 126"x63" (3 slabs)	Stonebridge Slab Supply	PO-26118-002	12 36 61-01	Approved	2–3	10/05	10/23	11/06	14	Ordered	$4,750	$4,440	$310
LVT-1 luxury vinyl plank	Keystone Flooring Supply	PO-26118-003	09 65 19-01	Approved	3	09/28	11/11	11/13	2	Ordered	$21,664	$20,370	$1,294
CPT-1 carpet tile	Keystone Flooring Supply	PO-26118-003	09 68 13-01	Approved	3	09/28	11/11	11/16	5	Ordered	$8,627	$8,293	$334
SV-1 sheet vinyl + flash cove cap	Keystone Flooring Supply	PO-26118-003	09 65 16-01	Approved	4	09/28	10/28	11/02	5	Ordered	$6,647	$6,375	$272
RB-1 rubber base & transitions	Keystone Flooring Supply	PO-26118-003	09 65 13-01	Approved	3	09/28	11/11	12/07	26	Ordered	$4,416	$4,198	$218
PT-1 floor tile 12x24 + setting materials	Harbor Tile & Stone	PO-26118-004	09 30 13-01	Approved	4	09/30	10/28	11/02	5	Ordered	$1,702	$1,655	$47
PT-2 wall tile 3x12 + setting materials	Harbor Tile & Stone	PO-26118-004	09 30 13-02	Approved	4	09/30	10/28	11/02	5	Ordered	$5,703	$5,520	$183
PT-1 tile cove base	Harbor Tile & Stone	PO-26118-004	09 30 13-01	Approved	4	09/30	10/28	11/02	5	Ordered	$919	$940	($21)
SS-1 solid surface sheets 1/2"	Apex Solid Surface Distributors	PO-26118-005	12 36 61-02	Approved as Noted	2	10/12	10/26	11/02	7	Ordered	$5,100	$4,880	$220
Moisture mitigation epoxy (CO-001)	Keystone Flooring Supply	PO-26118-006	09 05 61-01	Approved	1–2	10/09	10/21	10/26	5	Ordered	$2,388	$2,310	$78
Floor protection – ram board	Keystone Flooring Supply	(to release)	n/a	–	1	10/26	11/02	11/16	14	Not Started	$2,880	–	–
TOTAL											**$93,146**	**$87,061**	**$3,205**

Float = need-on-site minus ETA. Variance = budget minus committed (positive = buyout savings) on released POs. Ram board not yet released; budget carried.

Delivery vs. need-by (key packages)



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