

ARCHDIOCESE OF MIAMI		PURCHASE ORDER			
Tania Rodriguez Diaz Building & Property Office 9401 Biscayne Blvd. Miami Fl. 33138-2970 (305) 762-1032 trdiaz@theadom.org Tax Exempt Cert #85-8017018292C-9 Exp. 7/31/26	P.O. NUMBER	<u>AAABBB000k000H00NAME</u>			
	PO DATE	<u>00/00/2024</u>			
	PROJECT NAME	<u>PROJECT NAME</u>			
	PARISH/SCHOOL	<u>PARISH/SCHOOL NAME</u>			
TO: SUPPLIER <u>BUSINESS NAME</u> <u>CONTACT – PHONE NUMBER</u> email TAX ID: <u>00 - 0000000000</u> ADDRESS <u>LINE 1</u> <u>LINE 2</u>		SHIP TO: ADDRESS <u>LINE 1</u> <u>LINE 2</u>			
CONTRACTOR: NAME <u>BUSINESS NAME</u> <u>CONTACT – PHONE NUMBER</u> email ADDRESS <u>LINE 1</u> <u>LINE 2</u>		SUBCONTRACTOR: NAME <u>BUSINESS NAME</u>			
QTY		UNIT	DESCRIPTION	PRICE	AMOUNT
<u>1</u>		<u>ORDER</u>	<u>NOT TO EXCEED</u> <u>Rollup Door</u> (FOR MATERIALS ONLY)		<u>\$ 0,000.00</u>
NOTES: All documents attached herewith and listed below (including the Owner Direct Purchase / Sales Tax Exempt Procedures) shall be a part of the Contractor/Subcontractor agreement: 1. ADOM - PO <u>AAABBB000k000H00NAME</u> 2. ADOM - Owner Direct Purchase / Sales Tax Exempt Procedures 3. ADOM - Tax Exempt Certificate valid until 07/31/2026 4. <u>NAME</u> - Contractor Requisition Form <u>date</u> 5. <u>NAME</u> - Supplier Estimate/Quotation <u>NAME NAME 00/00/0000</u> 6. <u>NAME</u> - Supplier W9 7. <u>Other available documents</u> 8. <u>Other available documents</u>					<u>\$ 0,000.00</u>
<u>P.O. Number must appear on all forms relating to this order.</u>				Authorized by: <i>Tania RD</i> OFFICE COORDINATOR	Date: <u>00/00/2024</u>

SEE ATTACHED “Certificate of Exemption”



ARCHDIOCESE OF MIAMI PASTORAL CENTER

Owner Direct Purchase/Sales Tax Exempt Procedures

The following is a summary of the Owner's Direct Purchase process [ODP/Sales Tax Exempt]. Please read carefully and follow these instructions as indicated. This ensures that ODPs will not be unnecessarily delayed. **ODPs should always be done well in advance before you or the subcontractor is ready to place an order.**

1. All purchases (over \$5,000.00) must be made under a Purchase Order Number issued by the Archdiocese of Miami Building and Property Office. The contact person for ODPs in the Building and Property Office is the Office Coordinator, Tania Rodriguez Diaz via email at trdiaz@theadom.org PH: (305) 762-1032.
2. The General Contractor shall have any authorized subcontractors and/or material suppliers purchase materials on behalf of ADOM, by first completing and submitting the enclosed Purchase Order Authorization Form. Once completed, the authorization form shall be submitted to Tania Rodriguez Diaz via email at trdiaz@theadom.org with a copy to the ADOM Owners Representative/project manager. The contractor shall keep a copy of their records.
3. Direct Purchase Orders will be prepared, issued, and emailed to the General Contractor's office for distribution to subcontractors and suppliers (with a copy to the owner's representative/project manager).
4. Once the Purchase Order is issued, all supplier/subcontractor invoices approved for payment must be submitted, signed, and prepared for processing with the general contractor's monthly pay requisition (as detailed in point 5 below).
5. The General Contractor is to provide the following documentation with monthly **AIA G702** payment applications:
 - Vendor Direct Purchase/Sales Tax PO Summary (including monthly and vendor breakdown).
 - Monthly Direct Purchase/Sales Tax Exempt Report.
 - Material invoices approved by the general contractor and subcontractor need to include the PO# and the Project Name.
 - Copy of Deductive Change Order issued between General Contractor and Subcontractor.
 - Original Deductive (credit) Change Order issued from General Contractor to Owner with detailed backup.
 - Release of liens from the prior month's payment request.
6. ODP Payments/checks will be provided to the General Contractor, and they will arrange for pickup and distribution of ODP payments in exchange for a release of lien with the subcontractor/supplier. Any subcontractor or supplier inquiries about the status of ODP payments are to be directed to the General Contractor.
7. The Contractor shall assume all risk and remain fully responsible for all material incorporated into any project, directly purchased by the owner or not. This will include, but not be limited to, insurance, theft, storage, damage during installation, coordination, quantities ordered, submittals, protection, shipping, security, expediting, receiving, installation, cleaning, and all applicable warranties, etc. Direct purchase by the Owner according to the ODP shall not relieve the Contractor of any contract responsibilities for any material purchased and incorporated into the construction project, directly purchased by the Owner or not, except for the payments under the ODP.

David Prada - Senior Director
Building & Property Office
Archdiocese of Miami