



ARCHDIOCESE OF MIAMI PASTORAL CENTER

DIRECT OWNER PURCHASE FORM

Please furnish one (1) completed form for EACH Company that you will be purchasing supplies from on this project.

DATE OF REQUEST: _____

PROJECT NAME: _____

Address: _____
City State Zip

GENERAL CONTRACTOR: _____

Contact Person: _____

Address: _____
City State Zip

Phone: _____ Email Address: _____

Authorized Signature for Approval: _____

SUBCONTRACTOR: _____

SUPPLIER: _____

Contact Person: _____

Address: _____
City State Zip

Phone: _____ Email Address: _____

SUPPLIER TAX ID#: _____

BRIEF DESCRIPTION OF MATERIALS TO BE PURCHASED:

PRICE OF MATERIALS: _____

Sales Tax Amount: _____

Total: _____ (this amount will be credited to owner from your contract)



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Owner Direct Purchase/Sales Tax Exempt Procedures

The following is a summary of the Owner Direct Purchase (ODP)/Sales Tax Exempt process. Please read carefully and follow these instructions as indicated. This insures that ODP's will not be unnecessarily delayed. **ODP's 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 ODP's in the Building and Property Office is the Office Coordinator, Tania Rodriguez Diaz via email at trdiaz@theadom.org- phone 305-762-1032.
2. The General Contractor shall have any authorized subcontractors and/or material suppliers purchase materials on behalf of the 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 copy to the ADOM Owners Representative/project manager. Contractor shall keep a copy for their records.
3. Direct Purchase Orders will be prepared, issued, and emailed to the General Contractors office for distribution to subcontractors and suppliers (with copy to the owners 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 contractors monthly pay requisition (as detailed in point 5 below).
5. General Contractor to provide the following documentation with monthly AIA G702 payment applications;
 - a. Vendor Direct Purchase/Sales Tax PO Summary (including monthly and vendor breakdown)
 - b. Monthly Direct Purchase/Sales Tax Exempt Report
 - c. Material invoices approved by general contractor and sub-contractor needs to include the PO # and the Project Name
 - d. Copy of Deductive Change Order issued between General Contractor and Subcontractor
 - e. Original Deductive (credit) Change Order issued from General Contractor to Owner with detailed backup.
 - f. Release of liens from prior months payment request
6. ODP Payments/checks will be provided to the General Contractor and they will arrange for pick up and distribution of ODP payments in exchange for a release of lien with subcontractor/supplier. Any sub contractor or supplier inquiries pertaining to 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 pursuant 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, with the exception of the payments under the ODP.

David Prada, Senior Director
Building and Property Office
Archdiocese of Miami