

INSTRUCTIONS FOR FILLING OUT PCA MONTHLY REPORTS

SAMPLE COMPLETED MONTHLY REPORT



Please complete all fields.

Name-Awarded <u>June 1, 2016</u>	
Contractor: <u>ABC Inc.</u>	Contact Name: <u>Amy Jones</u>
Contract Number: <u>3-104-14</u>	Phone Number: <u>444-444-4444</u>
Report Mo./Yr.: <u>May 2016</u>	email: <u>Amy.Jones@abc.com</u>
ADMIN FEE: <u>2%</u>	

Fill in the CURRENT PROJECT section with active approved P.O.s. If None, report NO ACTIVITY.

Copies of purchase orders are supplemental to your contract and may be attached to the Monthly Report or sent to PCA separately.

CURRENT PROJECT TOTALS:

#	PROJECT DESCRIPTION	MEMBER/ CUSTOMER NAME	CITY STATE	** PURCHASE ORDER #	PROJECT DATES		P.O. AMOUNT	INVOICE AMOUNT	TOTAL EST. ADMIN FEE	FEE PER INVOICE	VENDOR CHECK TO PCA	
					START	END					DATE	AMOUNT
1.	Walkway	Houston ISD	Houston, TX	BD #1357	4/1/2016	4/30/2016	\$ 100,000		\$ 2,000.00			
	PROGRESS PAYMENT							\$ 50,000		\$ 1,000.00	4/15/2016	\$ 1,000.00
	Additional Upgrade to Walkway	Houston ISD	Houston, TX	BD #1357	4/18/2016	4/30/2016	\$ 5,000	\$ 5,000	\$ 100.00	\$ 100.00	COMPLETE	-
	FINAL PAYMENT							\$ 50,000	\$ -	\$ 1,000.00	5/10/2016 COMPLETE	\$ 1,100.00
2.	Stadium Lighting	Dallas ISD	Dallas, TX	#453EN	4/1/2016	5/15/2016	\$ 25,000	\$ 25,000	\$ 500.00	\$ 500.00	6/15/16 COMPLETE	\$ 500.00
3.	JOC Rehab-Annex	San Antonio, City of	San Antonio, TX	#1022	4/12/2016	6/15/2016	\$ 250,000		\$ 5,000.00			
4.												

For purchase orders that have mobilization (project start-up) or progress payments, list these payments on separate lines and pay the PCA fee as instructed in the contract.

Add any P.O. changes, additional work or items that qualify to be added to the P.O. on additional lines. Send copy of P.O. extension to PCA.

PENDING/FUTURE PROJECTS:

#	PROJECT DESCRIPTION	MEMBER/ CUSTOMER NAME	CITY STATE	ESTIMATED PROJECT TOTAL	EST. PROJECT DATES		NOTES
					START	END	
1.	Renovation @ City Hall	El Paso, City of (3)	El Paso, TX	\$ 1,100,000	8/1/2016	12/31/2016	(2) I put the check in the mail to the Houston address
2.							
3.							
4.							

Include DATE of check approval. PCA understands that accounting may take several more days to process a request for payment. Add COMPLETE if project or P.O. has been completed.

** Attach copies of Purchase Order(s). Please use additional pages as necessary. Also on <http://www.pcamerica.org/forms> Questions? Call 844-722-6300 Send CHECKS to PCA, 11811 North Freeway, #500, Houston, Texas 77060

All Admin Fees shall be paid upon receipt of vendor payment.

Pending or possible future projects or purchase orders shall be listed here. When approved and signed P.O. is received, move to the Current Project section.

If purchase order is not received or project is cancelled, remove from list. There is no reason to continue to report.

Use the notes section to convey any important or informational items.