


## INSTRUCTIONS FOR FILLING OUT PCA MONTHLY REPORTS

MONTHLY REPORT		EXAMPLE REPORT											
 <small>Purchasing Cooperative of America</small>		Please complete all fields.											
Name-Awarded Contractor: ABC Company		Contact Name: Alpha Beta											
Contract Number: PCA X-XXX-XX		Phone Number: 111-222-3333											
Report Mo./Yr.: December 2019		email: ABC@ABCompany.abc											
ADMIN FEE: # %													
<b>CURRENT PROJECT TOTALS:</b>													
#	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	School-Name ISD	Houston, TX	BD #1357	12/1/2019	12/30/2019	\$ 100,000		\$ 2,000.00				
	Progress payment for above project							\$ 50,000		\$ 1,000.00	12/15/2020	\$ 1,000.00	
	Additional upgrade to walkway	School-Name ISD	Houston, TX	BD #1357 change order	12/18/2019	12/30/2019	\$ 5,000	\$ 5,000	\$ 100.00	\$ 100.00	COMPLETE	\$ 1,100.00	
	Final Payment							\$ 50,000		\$ 1,000.00	12/30/2020 COMPLETE		
2.	Stadium Lighting	Different School-Name ISD	Dallas, TX	#453EN	12/1/2019	12/15/2019	\$ 25,000	\$ 25,000	\$ 500.00	\$ 500.00	12/15/2020 COMPLETE	\$ 500.00	
3.	JOC Rehab-Annex	Municipality Name	Hidalgo, TX	#10022	2/12/2019	6/30/2019	\$ 250,000		\$ 5,000.00				
4.													
<b>PENDING/FUTURE PROJECTS:</b>				Would you like a confirmation of receipt of PCA fee payment?		Yes	No						
#	PROJECT DESCRIPTION	MEMBER/CUSTOMER NAME	CITY STATE	ESTIMATED PROJECT TOTAL	EST. PROJECT DATES		NOTES	Attach copies of POs/Invoices of current projects & put check in mail to PCA Address below (with Suite 500 or USPS will return it).					
					START	END							
1.	Renovation City Hall	El Paso, City of	El Paso, TX	\$ 11,000	8/1/2019	10/30/2019	waiting on PO						
2.													
3.													
4.													
** Attach copies of Purchase Order(s). Please use additional pages as necessary		Also on <a href="http://www.pcamerica.org/forms">http://www.pcamerica.org/forms</a>		Send CHECKS to PCA, 11811 North Freeway Ste 500, Houston, Texas 77060		Questions? Call 844-722-6374		Rev 12/19					

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. ALL POs / Invoices should reference contract number.

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.

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.

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

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

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.

The Monthly Report Form is located: <http://www.pcamerica.org/forms> for download