



## VPO PROCESS

Trade Partner

1. All VPO requests **MUST** be sent to the Project Manager. Any VPO request received via other methods will be returned unprocessed.
2. Project Manager will approve request and forward to office to be issued.
3. Purchasing/Estimating Department will issue the VPO within a maximum of 24 hours of request received from PM.
4. Once the VPO has been received the trade can move forward with the work. **NOTE: Any work completed prior to VPO issuance is subject to non-payment. Invoices for additional work will no longer be accepted.**

*Please note you will have 30 days from July 13, 2021, to process any invoices for work completed prior to this date. Any invoices received after this time will be returned.*