

PLASTICS MOLDING COMPANY  GENERAL INSTRUCTIONS		DATE: 03/11/10	PAGE 1 OF 1
	PREPARED BY: PRESIDENT		
	APPROVED BY: GENERAL MANAGER	REVISION: B	GI-P2
TITLE: PMC ISSUED PURCHASE ORDERS			

#### 1.0 PURPOSE

The purpose of this procedure is to describe the issuing of purchase orders.

#### 2.0 SCOPE

This procedure applies to the issuing of P.O.'s to suppliers or subcontractors to PMC.

#### 3.0 RESPONSIBILITY

The Material Manager, or designee, is primarily responsible to review P.O.'s before issuing to suppliers and subcontractors.

#### 4.0 DEFINITIONS

P.O. - Purchase Orders

#### 5.0 REFERENCE DOCUMENTS

PFP4 - Purchase Order Form

#### 6.0 PROCEDURE (See Figure 1 attached)

1. The appropriate manager writes the P.O. to include any applicable specifications.
2. The Material Manager, or designee, assigns a P.O. # and the General Manager, or designee, assigns the charge # to the P.O.
3. The P.O. is typed into the computer system.
4. The General Manager reviews the typed P.O..
5. The original P.O. is sent/mailed to the supplier or subcontractor.