Job - Parts and Unit Request / Ordering:

1. Once job item needs are determined, please send the request by e-mail (or copy of the items needed from the job folder) to Wayne and copy Will.
   1. If Purchase Requisition has been made, please include PR #.
   2. If Purchase Order has been made, please include PO # and attachment and make sure it is saved with the rest of the POs at:

S:\2018 Purchasing\Purchase Orders

1. If rush order / NDA, then call / see Wayne in person to notify urgency.
2. Wayne will pull items from stock as is available and materially charge to the job and provide the items (if complete) to the appropriate location and notify the Coordinators.

Hoist / Crane: Hoist staging area outside near Thomas’ office.

Motor: Motor staging area outside near Larry’s office.

Motor Hoist Repair: Binned in the Parts Warehouse until needed to complete the job.

1. Wayne will then determine who best to order the item(s) remaining to complete the job and then distribute or order himself as appropriate. If urgency is not a factor, the order will be placed on the next stock order to save on freight costs.
   1. Job requirements will be attached with appropriate Purchase Orders for reference once the items arrive.
   2. All POs with job requirements will be placed on file in the Parts Warehouse office to receive and distribute and notify once they arrive.
2. Once ordered item(s) are received and complete, Wayne will receive and they will automatically materially charge to the job and provide the items with any previously pulled item(s) complete to the appropriate location and notify the Coordinators.

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Motor: Motor staging area outside near Larry’s office.

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