# INSTRUCTIONS FOR FILLING OUT PCA MONTHLY REPORTS

## MONTHLY REPORT — EXAMPLE REPORT

Please complete all fields.

**PCA** — Purchasing Cooperative of America

| Field | Value |
|---|---|
| Name-Awarded Contractor: | ABC Company |
| Contract Number: | PCA X-XXX-XX |
| Report Mo./Yr.: | December 2019 |
| ADMIN FEE: | # % |
| Contact Name: | Alpha Beta |
| Phone Number: | 111-222-3333 |
| email: | ABC@ABCompany.abc |

### CURRENT PROJECT TOTALS:

| # | PROJECT DESCRIPTION | MEMBER/ CUSTOMER NAME | CITY STATE | ** PURCHASE ORDER # | PROJECT DATES START | END | P.O. AMOUNT | INVOICE AMOUNT | TOTAL EST. ADMIN FEE | FEE PER INVOICE | VENDOR CHECK TO PCA 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 | Hildalgo, TX | #10022 | 2/12/2019 | 6/30/2019 | $ 250,000 | | $ 5,000.00 | | | |
| 4. | | | | | | | | | | | | |

### PENDING/FUTURE PROJECTS:

Would you like a confirmation of receipt of PCA fee payment? **Yes** **No**

Attach copies of POs/Invoices of current projects & put check in mail to PCA PO Box Address below & PDF Report&POs/Invoices to pcamerica@pcamerica.org

| # | PROJECT DESCRIPTION | MEMBER/ CUSTOMER NAME | CITY STATE | ESTIMATED PROJECT TOTAL | EST. PROJECT DATES START | END | NOTES |
|---|---|---|---|---|---|---|---|
| 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 http://www.pcamerica.org/forms

**Send CHECKS to: PCA, PO Box 604, Hico, TX 76457**

Questions? Call 844-722-6374

Rev 2/21

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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.

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.

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