MPI Industries - Process for Subcontractor PO's / Invoicing

Moving forward MPI's process for subcontractors receiving PO's will be as follows:

1. MPI / Mike Prior will assign jobs to subcontractors.
2. Subcontractor picks up job assignments from MPI.
3. Subcontractor to email PO Request to MPI:

   - Subcontractor *must* have assignment (materials) in-hand before requesting PO.
   - EMAIL Subject Line *must* include Subcontractor "**Name**", "**PO Request**", Job "**site #**", & "**type of work**". (Example: PINN PO Request / CLFAY00035A - Civil, etc)

     - To: Lorri Shafer / lorri.shafer@mpiindustries.com
     - cc: the following:
       - chris.youmans@mpiindustries.com
       - mike.prior@mpiindustries.com
       - bobby.bardossas@mpiindustries.com
       - david.ristick@mpiindustries.com

4. Lorri will issue PO to the subcontractor.
5. Subcontractor to email Invoice to MPI:

   - Invoice *must* include a copy of PO.
   - Subject Line *must* include Subcontractor "**Name**", "**Invoice**", Job "**site #**", & "**type of work**". (Example: CTE Invoice / CLCHS00049A - Tower, etc)
   -

     - To: Chris Youmans / chris.youmans@mpiindustries.com
     - cc: the following:
       - lorri.shafer@mpiindustries.com
       - mike.prior@mpiindustries.com
       - bobby.bardossas@mpiindustries.com
       - david.ristick@mpiindustries.com
       - yordinat@ucfunding.com

6. Chris Youmans will process monies to subcontractors.

Let me know if you have any questions.
Thanks!

Lorri Shafer
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