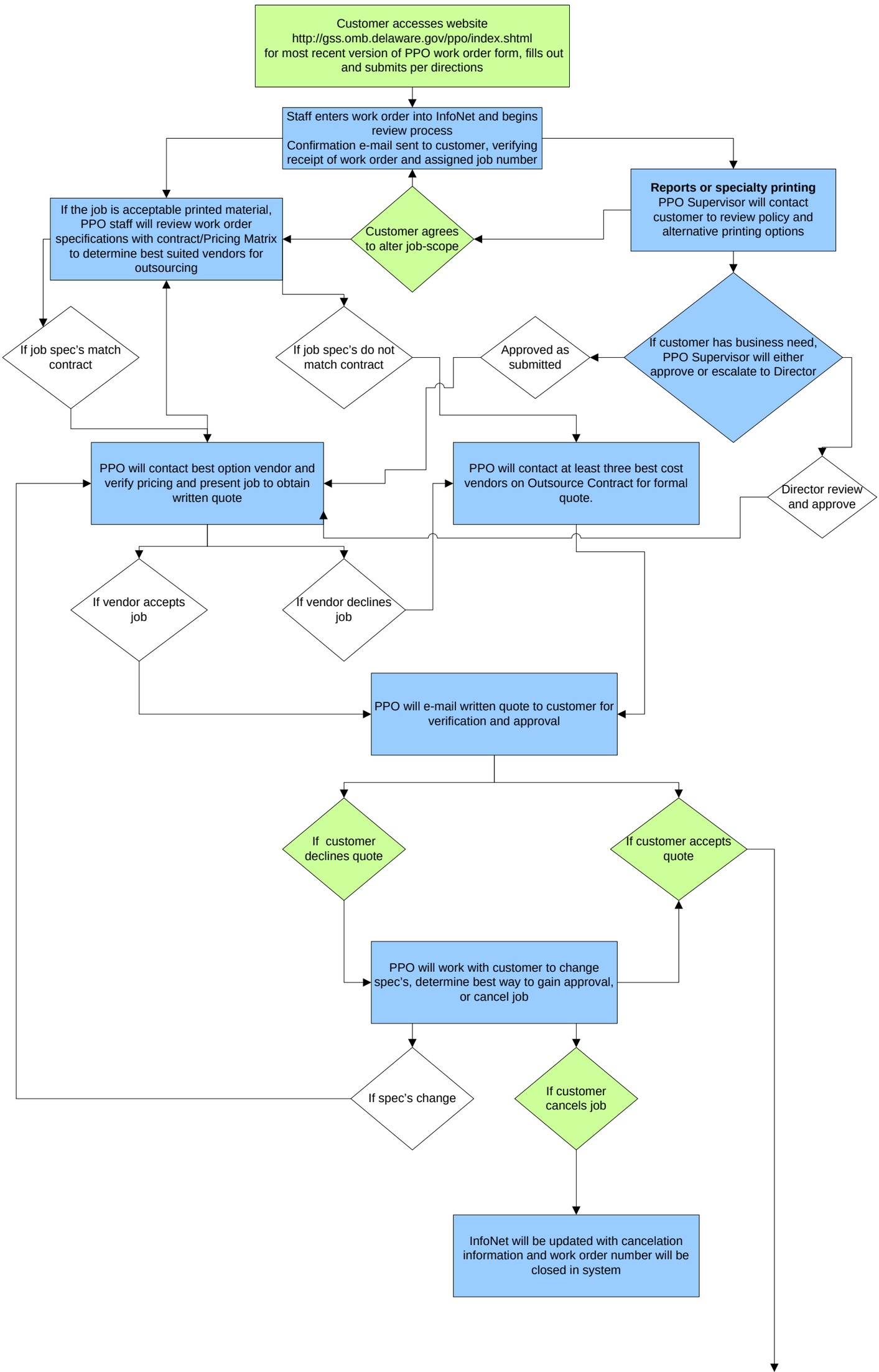
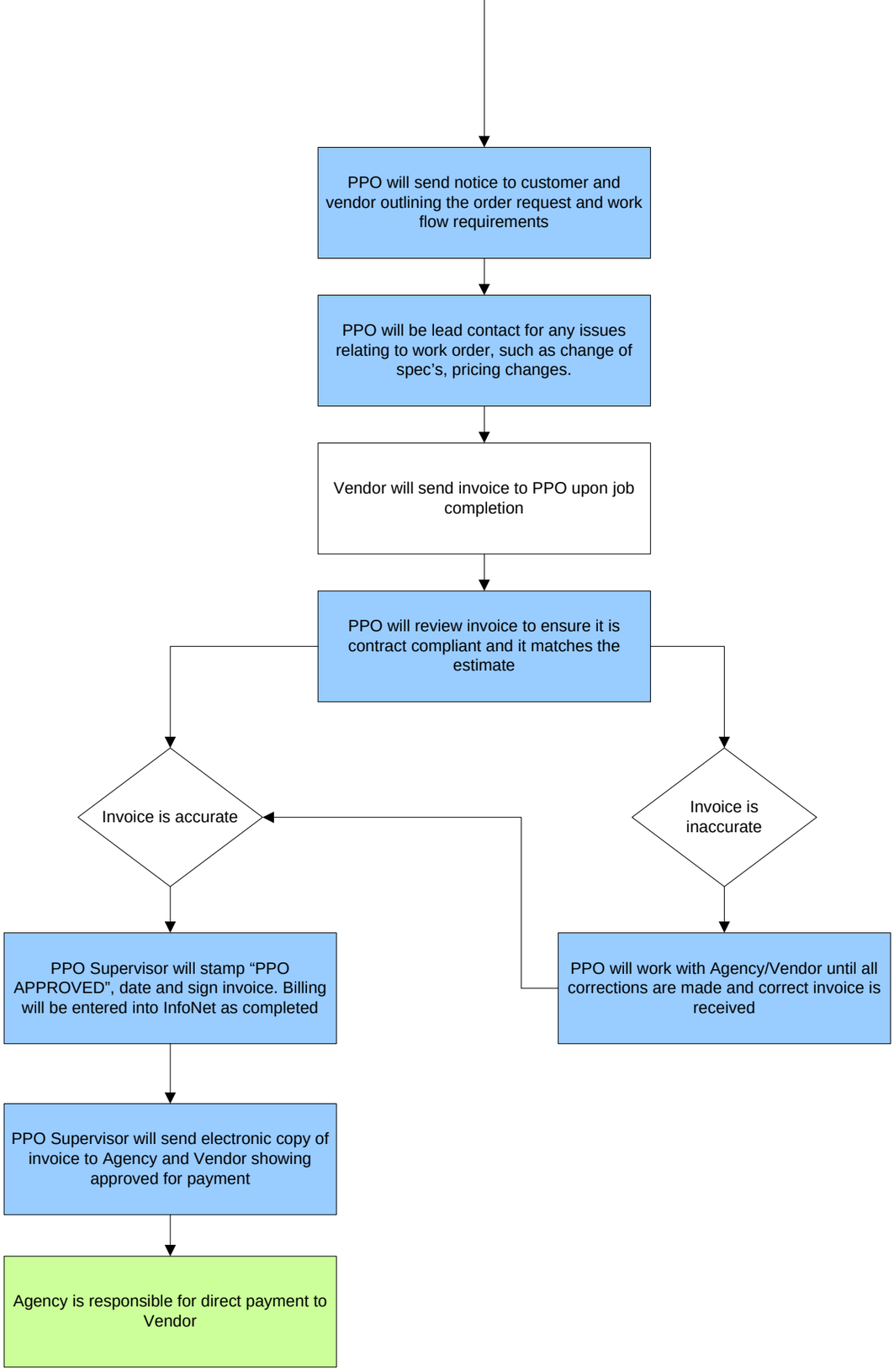
PPO Work Flow Process




PPO will send notice to customer and vendor outlining the order request and work flow requirements
PPO will be lead contact for any issues relating to work order, such as change of spec's, pricing changes.
Vendor will send invoice to PPO upon job completion
PPO will review invoice to ensure it is contract compliant and it matches the estimate
Invoice is accurate
Invoice is inaccurate
PPO Supervisor will stamp "PPO APPROVED", date and sign invoice. Billing will be entered into InfoNet as completed
PPO will work with Agency/Vendor until all corrections are made and correct invoice is received
PPO Supervisor will send electronic copy of invoice to Agency and Vendor showing approved for payment
Agency is responsible for direct payment to Vendor