Purchase Order Structure

PO's are required on all Invoices that will be paid by the Corporate Office

Site GM's

- Orders placed by GM's on the CWS Connect Portal will use Site No-RN

    Example: 101-RN, 415-RN

OPs/Facilities/IT

- POs always starts with your **Employee ID**
- **Work Order PO's** (not Capex) - Employee ID-WX#-WO#

    Example: **16889-WX0701-19154** **(**if WO# not available use description)

- **Capex PO's** - Employee ID-Capex PO

    Example: **16889-EQ-0101-2024-901**

- **Split PO's** - (split to multiple locations) - Employee ID-Split-Sites

    Example: **16889-Split-Ohio** or **16889-Split-111/112/113**

Effective 05/26