

TO: ALL CREW MEMBERS
FROM: ACCOUNTING & PRODUCTION OFFICE
DATE: [date]

PRODUCTION: [NAME OF PRODUCTION]

CORPORATE
NAME: [name of production company]

ADDRESS: [ADDRESS OF PRODUCTION COMPANY]

[also list business & tax registration numbers necessary for invoicing purposes]

The following are the basic Standard Operating Procedures which are to be followed by everyone working on the production. Failure to follow these procedures may result in orders being delayed, petty cash being refused, pay being delayed, and other consequences.

STANDARD OPERATING PROCEDURES

APPROVALS:

All purchase orders, invoices, check requisitions and time cards must be approved by a Department Head before they are submitted to the Production Manager and Accounting.

DAY CALLS:

All day call employees must be pre-approved by the Production Manager and placed with the respective union by the Production Coordinator.

OVERTIME & UPGRADES:

All overtime, upgrades, turnaround, and weekend or holiday work must be approved in advance by the Production Manager or premium charges will not be accepted or paid, NO EXCEPTIONS.

DAILY PRODUCTION REPORTS:

The Daily Production Report is the Company's official record of the workday. If there is a discrepancy between your timecard and the Production Report, the Production Report will prevail. **You are responsible for ensuring that the Assistant Directors receive your correct working hours and any pre-approved upgrades or penalties at wrap each day, in order to ensure that you are paid for your hours.**

PURCHASES & PURCHASE ORDERS:

- All purchases over \$_____ must be pre-approved by the Production Manager. Accounting will oversee the PO log of issued PO numbers. All POs must be accounted for, including voided and unused POs. POs are available from the Accounting Office or the Production Coordinator.
- Open POs will not be issued. Add-ons to previously issued and approved POs are not allowed.
- All POs must include the date of the order, the Vendor's name and full address (including zip/postal code), *[insert the applicable tax registration number(s) for the country of production]*, a full description of the items ordered, set numbers where applicable, rental period where applicable, and actual or estimated costs.

- ORIGINAL INVOICES ARE REQUIRED FOR PAYMENT, AND ALL INVOICES MUST HAVE A PURCHASE ORDER. No invoices will be paid without a PO, and no PO will be accepted without prior approval of the Department Heads and Production Manager.
- Orders for office supplies, office equipment and office furniture must be made through the Production Office.