

# MOUNTAIN PARKS ELECTRIC, INC.

## BUSINESS FUNCTIONS POLICIES AND PROCEDURES

SUBJECT: MPEI WORK FLOW PROCEDURES- PURCHASING	POLICY NO. B-16
EFFECTIVE DATE: JULY 1, 2001	PAGE 1 OF 2
REVISED DATE: OCTOBER 22, 2003, SEPTEMBER 11, 2014, AUGUST 11, 2022	

I. OBJECTIVE

To establish a purchasing workflow procedure.

II. POLICY


- A. All inventory items require the issuance of a purchase order.
- B. All non-inventoried items and transportation equipment over \$500 require the issuance of a purchase order.
- C. All employee purchases for personal items require their Department Manager's approval.
- D. All capital budget items require a purchase order.
- E. To initiate a purchase order a purchase requisition is required from the requestor of the item signed by a Department Manager.
- F. The purchase requisition shall include the account number to be charged, the budget code if a capital item, all information concerning the order, delivery, number of items, item pricing, extension price, taxes, insurance, and freight if known.
- G. The Purchasing Agent/Warehouse Supervisor or Asst. Purchasing Agent/ Materials Clerk will issue all purchase orders. Purchase orders will be signed by the Purchasing Agent/Warehouse Supervisor, Assistant Purchasing Agent/ Materials Clerk, or in their absence by any Department Manager.
- H. The Purchasing Agent/Warehouse Supervisor is authorized to purchase inventoried items in the normal course of business without a Department Manager's signature.

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- I. In the event a written purchase order cannot be issued before the purchase, the order must still have a purchase order number to be given to the vendor for the identification of the order. The requestor of the order will supply the necessary requisition information for completion of a purchase order to the Purchasing Agent/Warehouse Supervisor or Assistant Purchasing Agent/ Materials Clerk.
- J. All deliveries shall be directed to the Purchasing Agent/Warehouseman office.
- K. Deliveries without a purchase order may be refused.
- L. Upon receipt of the items ordered, the Purchasing Agent/Warehouse Supervisor or Assistant Purchasing Agent/ Materials Clerk will record the receipt of the items and verify the delivered items against the purchase order and deliver the item or provide to the requestor a copy of the packing slip.
- M. All inventoried items will be entered into inventory upon receipt.
- N. Receiving documentation will be presented to the Accounting Department to process payment for goods received.

### III. RESPONSIBILITY

The General Manager will be responsible for the administration and compliance of this policy.



, PRESIDENT

DATE: 8/11/22