

# GILES CHEMICAL COMPANY POLICY / PROCEDURE

PO Purchasing For Maintenance

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Revision :

00 09/02/2010

Author:

Robert Willis

Job Specific

#### **Purpose:**

This procedure is designed to provide information for the modification to PO Procedure for the Maintenance Department Only.

#### **Procedure:**

- 1. All applicable purchases require a valid PO number to be given to the supplier/vendor in one of two forms:
  - a. Purchase order number issued from excel spreadsheet with the following format: M\_\_\_\_ and in numerical sequence in spreadsheet.
  - b. Existing manual purchase order(s) used on large purchases requiring signatures and when hourly maintenance employees are picking up items same day from vendor location.
- 2. The *Maintenance PO Log* maintained on //g:/pol/maintenance PO log.exe will be used for daily routine purchases with the following information proposed:
  - 1. PO number
  - 2. Amount
  - 3. Date
  - 4. Vendor
  - 5. Purpose
- 3. Purchases up to \$500 require single authorization and purchases up to \$1,500 will require verbal confirmation at morning production meeting with management and then followed up with signatures on invoice(s).
- 4. Purchases of equipment and material for \$1,500 and above will require manual PO with appropriate quote and signatures before ordering (Number of signatures driven by authorization limits).
- 5. On contract work which requires time and material supervision an estimate based on quoted labor value and materials will be reviewed and approved before beginning work.
- 6. AFE requirements remain the same.
- 7. Invoice(s) and signature(s) on invoices will continue to be official documentation of spending with *Maintenance PO Log* for supporting reference information only.



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### TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1				
2				
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4				
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Revision Number	Revision Date	Revision Author	Revision Description
00	09/02/2010	RW	New Document