
	<b>GILES CHEMICAL ~ PREMIER MAGNESIA</b>		
	<b>Company Procedure</b>		
	Title: <b>PO Purchasing For Maintenance</b>	Number: <b>M12-PR-100-015</b>	
	Owner: <b>Robert Willis</b>	Revision: <b>1</b>	
	Effective Date: <b>05/20/13</b>	Page: <b>1 of 2</b>	

## 1.0 Purpose

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

## 2.0 Scope

When appropriate supplies need to be purchased by Maintenance with spending limits of \$500.00 and \$1,500.00 described below.

## 3.0 Responsibility

Maintenance Department

## 4.0 Safety Considerations

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

## 5.0 Materials/Equipment



- PO log and current number

## 6.0 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 numbers 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

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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.

## 7.0 Reference Documents

N/A

## 8.0 Change Information

Document review- updated format using new template and numbering system.

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