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Personnel responsible:

Positions listed herein

Safety:


This Procedure does not require any special Safety Precautions or PPE's.

Summary:

The intent of the Procedure is to spell out clearly the Purchase Authorization limits associated with the different job levels and authorization requirement for higher expenditures.

Procedure

- The following positions are authorized to make purchases up to \$500.00 without a second signature on the purchase order: Controller, CSR Manager, Director of Manufacturing, Human Resource Manager, Maintenance Manager, Marketing/Business Manager, Plant Manager, President, Process Engineer, Production Supervisor, Repack Manager, Safety & Quality Manager and Satellite Plant Managers.
- PO purchases above \$500.00 require a second, authorized signature.
- The Plant Manager must approve purchases from \$500.00 to \$2,500.00 by his direct area manager reports. The President must approve purchases over \$500.00 by the CSR Manager, Director of Manufacturing, Marketing/Business Manager and Controller. The Director of Manufacturing shall approve manufacturing related purchases from \$2,500.00 to \$4,000.00. The Director of Manufacturing must approve purchases from \$500.00 to \$4,000.00 by the Plant Manager, Repack Manager and Satellite Managers.
- Emergency spare parts purchases up to \$5,000.00 can be authorized by the Director of Manufacturing or Plant Manager; however, within four (4) hours of the purchase an E-mail detailing the purchase must be sent to the President. A copy of the E-mail must be attached to all distributed copies of the PO.
- The Director of Manufacturing shall be the second signature on purchase orders for routine packaging supplies up to \$4,000.00. Routine packaging supplies are considered to be pallets, slip sheets, corrugated, packaging tape, stretch wrap, pallet toppers and super sacks. In the absence of the Director of Manufacturing the Plant Manager can be the second signer on purchases up to \$2,500.00. On purchases greater than \$4,000.00, the Marketing/Business Manager will be the second signer.
- Non-emergency single, spare parts purchases above \$2,500.00 must have final authorization by the President.
- A normal purchase order for office supplies under \$1,000.00 can be co-signed by another administrative manager in the absence of the President .
- The Marketing/Business Manager is authorized to be the second signature on purchases of petroleum based packages (plastic film imprints, pouches, plastic jugs, etc.) and new super sacks.
- Any PO purchase exceeding the above stated limits must be authorized by the appropriate managers with a final approval authorization by the President.
- Raw Materials - MgO and Sulfuric Acid - for the Main Plant must be approved by the Plant Manager. Satellite Plants can order raw materials without authorization; however each time an order is placed the Satellite Manager must send an E-mail the Director of Manufacturing; the Director of Manufacturing will keep a copy on file.

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- All AFE's have to be authorized through the normal authorization levels and final authorization by the President and Premier Corporate.



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TRAINING DOCUMENTATION

	EMPLOYEE	TITLE	SIGNATURE	DATE
1	Julia Green	Accounting Associate - AP		
2	Dana Johnson	Ass't to Controller		
3	Darrell Clark	Controller		
4	Debbie Souderes	CSR Manager		
5	Paul Teleki	Director of Manufacturing		
6	Doris Clark	Human Resource Manager		
7	Robert Willis	Maintenance Manager		
8	Dan Dougherty	Marketing/Business Manager		
9	Jason Bumgarner	Plant Manager		
10	Mike Wyatt	Production Supervisor		
11	Clark Williams	Repack Manager		
12	Stacy Lindsey	Safety & Quality Manager		
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24				
25				



Date : 10/20/2007

Author: Darrell Clark/Paul Teleki

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