


| | | | |
|---|--|---------------|------------------------------------|
|  | GILES CHEMICAL | | |
| | COMPANY PROCEDURE | | |
| | Purchase Authorization Limits | Page : 1 of 3 | Revision : 03 Date : 09/02/2010 |
| | Author: Darrell Clark/Matt Haynes | | |

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, Production Manager, President, Process Engineer, Production Supervisor, Repack Manager, Safety & Quality Manager, Greendale and ESP Managers.
- PO purchases above \$500.00 require a second, authorized signature.
- The Production Manager may approve purchases from \$500.00 to \$2,500.00 by area managers in the absence of the Director of Manufacturing. 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 up to \$4,000.00. 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. The Production Manager can be the sole signer on routine packaging purchases up to \$2,500.00. On purchases greater than \$4,000.00, the Marketing/Business Manager will be the second signer.
- 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 Production 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.
- All AFE's have to be authorized through the normal authorization levels and final authorization by the President and Premier Corporate.



**GILES CHEMICAL
COMPANY PROCEDURE**

Purchase Authorization Limits

Page : 2 of 3

Revision : 03
Date : 09/02/2010

Author: **Darrell Clark/Matt Haynes**

TRAINING DOCUMENTATION

| | EMPLOYEE | TITLE | SIGNATURE | DATE |
|----|-----------------|----------------------------|-----------|------|
| 1 | Julia Green | Accounting Associate-AP | | |
| 2 | Dana Johnson | Ass't Controller | | |
| 3 | Darrell Clark | Controller | | |
| 4 | Debbie Souderes | CSR Manager | | |
| 5 | Matt Haynes | Director of Manufacturing | | |
| 6 | Doris Clark | Human Resource Manager | | |
| 7 | Robert Willis | Maintenance Manager | | |
| 8 | Dan Dougherty | Marketing/Business Manager | | |
| 9 | Jason Bumgarner | Production Manager | | |
| 10 | Clark Williams | Repack Manager | | |
| 11 | Stacy Lindsey | Safety & Quality Manager | | |
| 12 | John Torres | ESP Manager | | |
| 13 | Mike Sonderman | Greendale Manager | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | | | |
| 22 | | | | |
| 23 | | | | |
| 24 | | | | |
| 25 | | | | |
| 26 | | | | |
| 27 | | | | |

