

**EGYPTIAN ELECTRIC COOPERATIVE ASSOCIATION  
POLICY BULLETIN NO. 307**

**SUBJECT: PURCHASING OF MATERIALS, SUPPLIES AND EQUIPMENT**

**PURPOSE:**

To establish guidelines for the purchase of materials, supplies and equipment.

**POLICY:**

The Executive Vice-President/General Manager is authorized to purchase all materials, supplies, and equipment necessary to construct, maintain and operate the facilities of the cooperative, subject to the following general guidelines:

- A) All expenditures for the purchase of materials needed to operate the Cooperative shall be purchased in accordance with the approved annual capital expenditure budget, or on the basis of individual items that have been approved by the board.
- B) All items shall be purchased based on bids and/or quotations, except where standardization, quality, or availability precludes bidding.
  - a. All purchases in excess of \$1000 shall be authorized by a Department Manager.
  - b. All purchases in excess of \$2000 shall require the authorization of the General Manager.
- C) All Contractors working on EECA premises will provide a Certificate of Insurance with appropriate levels of coverage and are encouraged to sign a hold harmless clause.
- D) Company credit cards may be used for routine miscellaneous business expenses and purchases within approved budget and expenditure guidelines and with approval of the Executive Vice-President/General Manager.
  - a. Company credit cards may also be used for business travel expense items within approved budget and expenditure guidelines and with approval of the Executive Vice-President/General Manager.
  - b. In other circumstances where significant savings are available or where time constraints are prohibitive, credit cards may be used with the approval of the Executive Vice-President/General Manager.

**RESPONSIBILITY:**

The responsibility for carrying out this policy shall rest with the Executive Vice-President/General Manager, Department Managers, and Supervisors. All handling of invoices and records shall be in accordance with the cooperative's purchasing procedures.

Adopted: 10/28/69

Revised: 1/27/87

Revised: 12/22/2005

Revised: 07/21/2010

Revised: 11/25/2014

Revised: 4/25/2023

Attested: John E. Steele, Secretary

Attested: Gilbert Kroening, Secretary

Attested: Ray Mulholland, Secretary

Attested: Steve Prest, Secretary

Attested: Randall Campbell, Secretary