



Policy No: 8.04

Title: Purchase of Automobile of Heavy Equipment

Date Revised: December 15, 2015

SUBJECT: PURCHASE OF AUTOMOBILE AND HEAVY EQUIPMENT

- I. OBJECTIVE: To establish a purchase policy for Automobile and Heavy Equipment.
- II. POLICY:
 - A. Automobile and heavy equipment necessary for routine operation in the ordinary course of business of SMPA in its electric utility function shall be obtained by procedures that will be most economical and beneficial to San Miguel and its members and consumers.
 - B. Requests for vehicle and heavy equipment purchases shall be made through the budget process, which will be presented and approved by the Board of Directors.
- III. RESPONSIBILITY: It shall be the responsibility of the General Manager/CEO to see that this policy is implemented and followed.