



BOARD OF TRUSTEES POLICIES

Subject: Procurement and Purchasing Policy			Policy No.: 130
Original Issue: 04/27/2012	Last Revised: 05/27/2016	Last Reviewed: 05/18/2016	Page: 1 of 1
Board Policy 66 is revoked and replaced with Board of Trustees Policy 130			

PURPOSE

To ensure the availability of vehicles, contract labor, materials, and supplies needed to construct, operate, and maintain facilities in such a manner as to control costs and conform to prudent business practices and RUS guidelines.

ACCOUNTABILITY

The General Manger, Purchasing/Warehouse Manager, and Chief Financial Officer are accountable for ensuring implementation of and adherence to this policy.

SCOPE

This policy applies to all purchase and purchase-related activities processed within JMEC.

POLICY



It is the objective of Jemez Mountains Electric Cooperative, Inc. (JMEC) to:

- a. Use its resources in the most effective, efficient, and economical manner to purchase (or lease) the most appropriate and compatible supplies, services, furniture, fixtures, and equipment from acceptable vendors.
- b. Ensure resources are available at the proper time, in the proper place, in quantity, quality, and price consistent with the needs of JMEC.
- c. Ensure the adequate safeguarding and monitoring of assets.
- d. Support vendors in the JMEC’s service territory by purchasing goods and services, while balancing the business needs and fiscal responsibility of the cooperative.

1. General Authorization

The procurement of all materials, equipment, and services must be included in one of the following budgetary or authorization formats authorized by the Board of Trustees, and must align to **Policy 106 – Board of Trustees Committees Policy (Finance Committee)**.

- a. General Operating Budget
- b. Capital Budget
- c. Construction Budget

	Chairman of the Board	Date: <u>5/27/16</u>
	Policy Committee Chairman	Date: <u>5/27/16</u>