



We listen...
We learn...
We lead!

This MERTS LLC policy is effective January 16, 2018

Authorized Buyers

The following team members are authorized to make purchases on behalf of MERTS LLC. No other team members have been explicitly authorized to act on our behalf.

Name	Purchasing Authority
Larry Hilldore	Level 1
Michael Telischak	Level 1
Joshua Beard	Level 2
Jerry Payne	Level 2
Charlie Thorne	Level 2
Neil Calvert	Level 2
Teredith Sanders	Level 2
Jermaine Thomas	Level 3

Note that team members cannot approve their own purchase order (i.e. the Requested By and Approved By person must be different).

Purchase Order Policy

1. Purchase orders are entered into the Pedyne system by the person making the requisition.
2. The person making the requisition notifies the Authorized Buyer that there is a PO waiting to be approved.
3. The Authorized Buyer will sign off on the purchase order by means of the following processes, established by PO value:
 - a. For requisitions under \$250, two Authorized Buyers must sign the purchase order (this can be done electronically in Pedyne). This is to allow Level 3 Authorized Buyers to order/release small value items, such as hardware, wiring components, etc. into the shop or for customer's Parts orders in timely fashion with a Level 2 Authorized Buyer approving.
 - b. For requisitions under \$2,000, one (1) Authorized Buyer must sign the purchase order (this can be done electronically in Pedyne). This can be either a Level 1 or Level 2 Authorized Buyer.
 - c. For requisitions of \$2,000 or more, two (2) Authorized Buyers must sign the purchase order. One (1) Level 2 Authorized Buyer may sign electronically and one (1) Level 1 Authorized Buyer *must sign a printed copy* of the purchase order).
 - d. All Purchase Orders of \$25,000 or more must be approved by Larry Hilldore.
4. The purchase order, along with our standard terms and conditions, will be emailed in PDF format or faxed to the vendor confirming the order.