

 DW TOWER, INC.	Human Resources POLICIES AND PROCEDURES		
	SUBJECT Purchasing Policy	ISSUED 03/01/2007	REVISED
APPROVED <i>Approved with Policy A-100</i> President			

Purpose: The purpose of this policy is to establish guidelines for purchasing supplies and services for D. W. Tower, Inc.

Policy: Purchases of services, inventory, or equipment are not to be made without proper Management approvals.

Scope: This policy applies to all team members of D. W. Tower, Inc.

Procedures:

1. The Controller is responsible for ensuring that this policy is followed in the Corporate office. Area Managers are responsible for ensuring that this policy is followed in all other locations.
2. Generally, all purchase requests should be discussed with Management in advance.
3. Team members will be reimbursed by the Company for the purchase of supplies or equipment made with personal funds, pre-authorized by Management and/or designated supervisory personnel.
4. Any purchase requires a Purchase Order, available from Accounting. Purchases requiring a Purchase Order must have the Purchase Order accurately completed and authorized prior to making the purchase.
5. Company supplies may also be purchased with a Company credit card. If a Purchase Order accompanies this purchase, be sure to write the PO number on the credit card receipt. If the original receipt is lost, the employee must submit a Lost Receipts Form in detail to allow Accounting to obtain an original copy from the vendor.
6. All credit card receipts must be turned in on or before the last day of the month.
7. When shipments arrive, the receiving person should verify that all contents in the package match the packing slip, then initial and date the packing slip. All packing slips must be forwarded to Accounting.
8. Any employee found to be using Company credit cards for personal purchases without consent from Super/Management or abusing use of the credit card in any way may be subject to disciplinary action up to and including termination.

Anyone found violating any portion of this policy may be subject to disciplinary procedures, up to and including termination.

No changes will be made to this policy or any deviations authorized without the express written permission of the President.