



Taylor Davis Landscape and Construction

Purchasing Policy for all TLC Employees

Purpose

The Taylor Davis Landscaping Company Inc. recognizes the necessity of employees' having the ability to purchase materials for their project on occasion. The rules below dictate the process each employee must follow to keep purchases accountable and authorized.

Fuel cards

1. Fuel cards can be used to fuel **TLC vehicles and equipment only**. Permission must be received prior to any other use of the fuel card by an operations manager.

Procedures for eligible purchases

2. For any purchases not deemed ineligible below, and under the \$200 limit below, the employee may purchase the items needed. After the purchase, the employee must submit the invoice or receipt to the office for the purchase, with the job name listed and the method of payment either digitally or as a hard copy **by the same days' end** for recording and processing.
3. For any purchases not deemed ineligible below, and over the \$200 limit, the employee must submit an itemized requisition to one of the operations managers prior to the purchase for authorization. Depending upon the complexity of the purchase, the operations manager may authorize a verbal requisition or for more complex purchases they may request a written requisition prior to authorization. Any request over \$500 must come with a written itemized requisition for consideration by the COO, CFO or owner. As with any purchase, you must submit the invoice or receipt to the office for the purchase, with the job name listed and the method of payment either digitally or as a hard copy **by the same days end** for recording and processing.

Ineligible purchases

1. Any purchases for personal protective equipment are prohibited unless authorized by the operations manager. TLC keeps all necessary PPE in stock and will be glad to provide the PPE needed to do your job. Individual purchases of this type are not allowed without prior approval.
2. Any purchases for work gear such as gloves, boots, raingear etc. are prohibited unless authorized prior to the purchase by one of the operations managers. Individual purchases of this type are not allowed without prior approval.
3. Any purchases for tools are prohibited unless authorized prior to the purchase by one of the operations managers. We stock and provide tools to do your job. Individual purchases of this type are not allowed without prior approval.
4. Any purchases for materials over \$200 are prohibited unless authorized prior to the purchase by one of the operations managers. This request must come with an itemized list of items to be purchased. Any purchases over \$500, the operations manager must get authorization from the COO, CFO or the owner before allowing the purchase.

Purchasing method

If cash is paid for an eligible purchase, a receipt for reimbursement must be turned in by the days end to be eligible. If a check or credit card is needed you may contact one of the operations managers to obtain the necessary payment method.

Penalties for ineligible or unauthorized purchases

Any ineligible or unauthorized purchases made by an employee shall be written up and put into the employees' permanent record and information such as this will be considered during the employees next evaluation. Repeated abuse of this policy could lead to a suspension or termination.

Policy Adopted 2/24/22