



POLICY

SUBJECT: Operations Management

POLICY:

It shall be the responsibility of the General Manager to ensure that the Cooperative develops, implements, documents, and oversees appropriate practices to manage the operations of the Cooperative.

Material Control

Appropriate practices shall ensure that materials (inventory) are counted, tracked, and recorded in a manner that

1. accurately reflects the value of material in the Cooperative's accounting records
2. includes a complete physical inventory taken at least once every twelve months
3. associates materials with the correct work orders and property records
4. accounts for materials returned from the field back into inventory
5. accounts for materials as they are received from vendors of the Cooperative
6. thwarts loss, theft, and misappropriation of materials.

Work Orders

Appropriate Work Order practices shall ensure that work, both construction and retirement, done to the Cooperative's physical plant is accurately documented. The Cooperative shall maintain at all times an accounting of construction work in progress. Documentation on completed work orders shall include the total project cost and the as-built description of the work product.

Maintenance of Buildings, Equipment, and Vehicles

The Cooperative shall take reasonable care to keep buildings, equipment, and vehicles in good working order.

RESPONSIBILITY: General Manager

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC

Approved by Board of Directors December 18, 2013

This policy combines the former policies called "Material Control," "Work Orders," and "Maintenance of Buildings, Equipment, and Vehicles."

Reviewed by Board of Directors October 27, 2015

Reviewed by Board of Directors November 28, 2017