

**TRI-COUNTY RURAL ELECTRIC COOPERATIVE, INC.**

**POLICY BULLETIN NO 3-22**

**SUBJECT: MATERIAL PURCHASES**

**I. POLICY:**

The Cooperative sells materials, related to electric service, to members for use at their service locations. Materials may include wire, meter bases, circuit breakers and other miscellaneous material. All material purchased and not paid for at the time of purchase will be billed directly to the member's bill for electric service.

Line extension bills are specifically excluded from material purchases.

**II. PROCEDURE:**

- A. The Cooperative shall furnish for sale miscellaneous material to members for use at their service locations.
- B. The member has the right to pay for materials purchased at the time of purchase. Personal checks will be accepted from those members with good credit history. All other members are required to pay by money order, cash, or credit card.
- C. If materials are not paid for at the time of purchase, the material bill will be included in the next regular billing for the members' account.
- D. Members will be provided with a copy of the material billing (material and labor) and the amount will be added to the next billing prepared for the member's account.
- E. If the members do not have a tax exemption number, Pennsylvania state sales tax will be charged for the materials purchased.

**III. RESPONSIBILITY:**

President & CEO or Designee

Approved: 1/22/02.  
Reviewed: 11/04/04, 11/20/08, 10/24/10.  
Revised: 10/24/06.

Member Name \_\_\_\_\_

Account Number: \_\_\_\_\_

Map Location: \_\_\_\_\_

	<u>Materials</u>	<u>Price</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

Subtotal \_\_\_\_\_

Pennsylvania Sales Tax \_\_\_\_\_

Total \_\_\_\_\_

I agree that the total amount above will be added to my next regular electric service bill, and will be **subject to the same** payment dates and penalties of that billing.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Tri-County Employee

\_\_\_\_\_  
Tax Exemption Number