

<p style="text-align: center;"><b>GUAM POWER AUTHORITY</b> <b>AUTHORITY POLICY</b></p>	<p>Prepared by: <u>[Signature]</u> / <u>1/19/16</u> Vicente I. Concepcion / Date</p>
<p><b>TITLE: <u>Issuance Procedure of Non-Inventory Tools and/or Equipment</u></b></p>	<p>Prepared By: <u>[Signature]</u> / <u>19 JAN. 2016</u> Edward V. Villanueva / Date</p> <p>Reviewed by: <u>[Signature]</u> / <u>01/19/16</u> Jamie L.C. Pangellinan / Date</p>
<p><b>NO: *AP-081</b></p> <p><b>Supersedes: 09/17/14 ✓</b></p>	<p>Concurred By: <u>[Signature]</u> / <u>1/19/16</u> Melinda R. Camacho, P.E. / Date AGMO</p>
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## 1. PURPOSE AND SCOPE:

- 1.1 The purpose of this Authority policy is to establish accountability and proper tracking of non-inventory tools and equipment purchased by the Authority
- 1.2 The provisions of this procedure shall apply to all personnel within the Authority.

## 2. DEFINITION:

- \*a.) **Bar Coding System:** Web base software for tracking of non-inventory tools, equipment and materials utilizing bar coding system purchased by the Authority.
- b.) **Non-Inventory tool and/or equipment:** items requisitioned and purchased by the Authority through a purchase order from respective end-users to be able to support daily operations of their division, (clamp meter, multi meter, arc welder, water blaster, chainsaw, hotline stick etc.) that are not covered under the Authority inventory.
- c.) **PPI:** Permanent Personal Issuance of non-inventory tool and/or equipment assigned to one employee for the duration of his/her employment with the Authority.

CODES:	* REVISED	# ADDED
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**3. RESPONSIBILITIES:**

- 3.1 Assistant Manager and/or Manager of each respective division shall be responsible to correspond (e.g., written, email or pdf) designated employees to the requesting Supply Warehouse Supervisor to whom the non-inventory tools and/or equipment will be assigned to.
- 3.2 Assistant Manager and/or Manager of each respective division shall inform the consequences of Permanent Personal Issuance (PPI) to assigned employees of Non-Inventory tools and/or equipment.
- 3.3 Each employee assigned non-inventory tools and/or equipment shall be responsible and accountable for tools and/or equipment that are damaged or loss due to negligence, employee shall pay unit cost or replace with equal value or better for permanent personal issuance.