

EQUIPMENT PURCHASING POLICY
Nebraska State Legislative Board
Brotherhood of Locomotive Engineers and Trainmen

Adopted March 4th 2010 by action of the Delegates

ARTICLE I — GENERAL

SECTION 1: Office expense incurred for equipment, furniture, or other real property which has an expected use life exceeding one year shall become property of the Board and will be recorded in an equipment log with an identification number, description, date of purchase and value. Software shall not require an identification number but will be recorded in the equipment log with notation of the specific machine or person to which it is assigned.

SECTION 2: Office consumables such as paper, toner, ink, etc may be purchased as needed and shall be used for union purposes only.

SECTION 3: Parts purchased in the course of equipment repairs or upgrades do not require entry into the equipment log unless they contribute significant value. Expenses for equipment repair parts and upgrades shall not exceed the value of new equipment when practicable.

SECTION 4: All purchases made with personal funds under this policy will be subject to the terms of payment and reimbursement as adopted in the Nebraska State Legislative Board – BLET Compensation and Expense Policy.

SECTION 5: Obsolete, un-repairable, or unneeded equipment or property of insignificant value shall be disposed of by donation to an appropriate charity, subordinate unit, or a labor organization where possible. Items with value will be disposed of by action of the Executive Committee and recorded in the minutes. Records of disposed of items will be kept for five years.

SECTION 6: New equipment purchases and purchases of equipment to replace currently serviceable equipment which could be considered in excess of need or unnecessary under a prudent man standard shall be presented for Executive Committee approval which shall be recorded in the minutes prior to purchase. This section shall not mean that previously approved equipment that is defective or inoperative cannot be replaced with functionally equivalent equipment without approval of the Executive Committee where it does not exceed the value as set by Article II, Section 13, paragraph (f.) of the Bylaws of the Nebraska State Legislative Board, Brotherhood of Locomotive Engineers.