



# LETTER AGREEMENT NO. R2-94-37



PACIFIC GAS AND ELECTRIC COMPANY  
INDUSTRIAL RELATIONS DEPARTMENT  
201 MISSION STREET, ROOM 1513A  
MAIL CODE P15A  
P.O. BOX 770000  
SAN FRANCISCO, CALIFORNIA 94177  
(415) 973-3425

INTERNATIONAL BROTHERHOOD OF  
ELECTRICAL WORKERS, AFL-CIO  
LOCAL UNION 1245, I.B.E.W  
P.O. BOX 4790  
WALNUT CREEK, CALIFORNIA 94596  
(510) 933-6060

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RONALD L. BAILEY, MANAGER OR  
DAVID J. BERGMAN, DIRECTOR AND CHIEF NEGOTIATOR

JACK McNALLY, BUSINESS MANAGER

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June 7, 1994

Local Union No. 1245  
International Brotherhood of  
Electrical Workers, AFL-CIO  
P.O. Box 4790  
Walnut Creek, CA 94598

Attention: Mr. Jack McNally, Business Manager

Gentlemen:

Company proposes to pilot the use of procurement cards for the local purchase of materials in selected Company locations for three to six months following the signing of this agreement. The use of procurement cards will allow the Company to eliminate the current use of Local Orders for the local purchase of materials. The Company believes that procurement cards offer the following benefits to employees and the Company:

- (1) Employees will no longer be required to complete Local Order purchase forms and obtain written pre-approval for the purchase of materials under \$1,000. (Local orders will continue to be used to purchase materials costing between \$1,000 and \$2,000.)
- (2) The Company benefits by reducing the number of invoices that need to be processed individually. Seventy-five percent of all current invoices are for amounts of \$500 or less.

Company proposes that the pilot include selected classifications in the following locations:

**East Bay Division:** Gas, Electric and Building Department  
**Material & Fleet:** Garage employees in Vallejo (Title 300) and Concord (Title 200)  
**GSBU:** Gas Transmission and Storage employees at Milpitas and McDonald Island  
**No. Valley Divison:** Pit River Electric Department

Volunteers in selected classifications at the locations above will be issued procurement cards for their use in making necessary materials purchases. Employees using a procurement card will be required to maintain the receipts for their purchases and submit them at the end of each month. Within three days of the actual date of purchase, Procurement Card Provider Bank will pay the supplier for the items purchased. The Company will be billed on a monthly cycle.

Attached is a Cardholder's Agreement that each employee who volunteers to participate in this pilot will be required to sign.

This proposal has been discussed with Senior Business Representative Landis Marttila.

If you are in accord with the foregoing and agree thereto, please so indicate in the space provided below and return one executed copy of this letter to the Company.

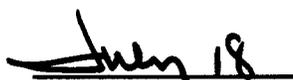
Very truly yours,

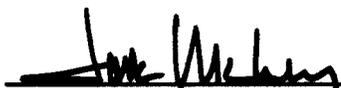
PACIFIC GAS & ELECTRIC COMPANY

By:   
Director and Chief Negotiator

The Union is in accord with the foregoing and agrees thereto as of the date hereof.

LOCAL UNION NO. 1245, INTERNATIONAL  
BROTHERHOOD OF ELECTRICAL  
WORKERS, AFL-CIO

 1994

By:   
Business Manager