



(EASTERN SHORE OF MARYLAND EDUCATIONAL CONSORTIUM)

ESMEC ENERGY TRUST

Mark E. Miller, CPPO, CPPB, C.P.M. - Chairman

Allison M. Canada, CPPO, C.P.M. - Vice Chair

R. Allan Gorsuch, Ed.D. - Manager

Energy Transaction Authority Policy

(Approved 5/18/06)

The ESMEC Energy Trust approved the Electric Cost Management Policy and the Electric Purchase Implementation Guidelines on March 9, 2006. Both documents state that "transaction authority" to make energy purchases may be delegated by the Oversight Committee. It is hereby the policy of the Energy Trust that the Oversight Committee shall oversee the following process for approving the purchase of energy supplies on behalf of the Energy Trust.

- 1) The consultant of record responsible for facilitating purchases shall contact the Trust Manager by e-mail or fax and request approval to obtain pricing on a recommended day.
- 2) The Trust Manager shall confer with the Energy Trust Chairman, notify the Energy Trust Oversight Committee, and respond to the consultant by e-mail or fax in a timely manner.
- 3) The consultant shall authorize the Energy Trust's intermediary to obtain price quotes. These quotes shall be reviewed by the consultant and the quotes and a recommended action, with explanation, shall be sent by e-mail or fax to the Trust Manager and Energy Trust Chairman.
- 4) The individuals associated with the Energy Trust who serve in the below-listed positions are hereby authorized to approve transactions related to purchasing energy, in descending order listed, should one or more individuals be unavailable.
 - a. Energy Trust Manager
 - b. Energy Trust Chairman
 - c. Energy Trust Vice Chairman
 - d. Oversight Committee Chairman
- 5) If the purchase is approved, the consultant shall be notified by e-mail or fax
- 6) Upon execution of the purchase, the Trust Manager shall receive confirmation of the purchase by e-mail or fax and will sign and return the written confirmation to the intermediary and the consultant.
- 7) The Trust Manager shall report the details of the purchase to all Energy Trust Participants as soon as practicable.
- 8) This transaction authority is subject to review and approval of the Energy Trust Board of Trustees as deemed necessary.