



City of Seattle City Light Department

DEPARTMENT POLICY & PROCEDURE

Subject	Number
	<u>DPP 500 P III-406</u>
AUTHORITY TO ACCEPT GENERAL SERVICE APPLICATIONS AND CONTRACTS	Effective August 14, 1984
	Supersedes 12/20/82

Approved	Department				
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1.0 **PURPOSE**

To provide and maintain a current listing of the position titles employees authorized to accept general service applications and contracts (Form 91-L and 342-L) on behalf of the Department.

2.0 **ORGANIZATION AFFECTED**

The City Light Department.

3.0 **REFERENCES:**

3.1 City of Seattle Ordinance 109218, “Electric Rates and Provisions), Section 14, Paragraph 4, or as in the same may be amended or superseded.

4.0 **POLICY**

4.1 As authorized by Ordinance 109218, employees of the Department officially assigned to perform the duties of the following positions are designated as authorized agents of the Department for the purpose of accepting general service applications and contracts.
No other City employee shall have the authority to bind the Department and/or City to furnish electrical energy or services (See Schedule 100, Appendix 8.3)

Superintendent of City Light
Deputy Superintendent
Customer, Community and Conservation Services
Director, Customer Service
Manager, Consumer Advisory Services
Manager, Technical Advisory Services
Supervisor, Consumer Advisory Services (North)
Supervisor, Consumer Advisory Services (South)

5.0 DEFINITIONS

5.1 Accepting. The function of review and signature followed by a review by the Credit Section. This act of accepting by signature causes the “General Service Application and Contract” to be a binding legal contract between the City and the customer. All requests which are unusual by reason of size and nature are reviewed internally before completing the process of acceptance.

6.0 RESPONSIBILITIES

6.1 The Director, Customer Service Division shall be responsible for the annual review of the listings of names of those authorized to accept contracts as noted in Schedule 100 (see Appendix 8.3) before September 1 of each year. Revisions are required are to be transmitted to the Superintendent of City Light and to the Policy and Procedure Coordinator, Administrative Services Division.

6.2 The Policy and Procedure Coordinator shall coordinate copy changes, printing and distribution, arrange for public advertising of revisions, and maintain a current copy of this policy in the City Clerk’s File #CF-276591.

6.3 As the need arises, Customer Service will request a rate section review to ensure appropriate application of the rate ordinance.

7.0 PROCEDURE

N/A

8.0 APPENDIX

8.1 Distribution: All Department Policy and Procedure Manuals

8.2 Form Samples:

8.2.1 General Service Application and Contract (9I-L)

8.2.2 General Service Application and Contract (342-L)

8.3 Schedule 100. Authorized Agents for General Service Applications and Contracts.

paid at the rate