

Corporate Procurement Policy

I. Signature Authority

Officers of this corporation are authorized to, or shall, execute contracts that:

- Comply with the requirements of the Board-approved procurement policy, or
- Represent expenditures or undertakings within the board-approved budget or there is a specific Board resolution which authorizes the same.

A. Contract Signature Authority - This includes all contracts, purchase orders, service purchase orders, and contract templates previously reviewed by legal. The positions noted below have signature authority up to the amount designated.

Title	Amount
President & CEO	\$1,000,000
Executive Leadership Team*	\$500,000
Other Officers	\$250,000
Internal Audit Director**	\$250,000
Any other employee so designated by the President & CEO	\$100,000

* Each member of the Executive Leadership team is an officer by designation/job title of TG. In the event that an officer title is necessary or desired in connection with any corporate activity, including contract execution, the title “Executive Vice President” may be used by any member of the Executive Leadership Team.

** The Internal Audit Director may only sign contracts in his role as the Internal Audit Director (no countersignature authority).

1. Contracts in excess of \$1,000,000 (includes contracts which create a legal obligation, at the time of inception, that requires TG to expend or engage in an undertaking which involves in excess of \$1 million in any given year of the contract):

- Shall be authorized by Board within the budget or specifically, prior to execution
- Shall be reviewed by TG's General Counsel or his/her designee
- May be signed by the President/CEO or signed by two members of the Executive Leadership Team.

2. Contracts excluded from this provision and which remain subject to Board approval, regardless of dollar amount, are:

- Contracts with independent auditors for the annual financial and retirement plan audits,
- Contracts determined by the President/CEO to be extraordinary in nature, creating or involving excessive corporate risk, or real or perceived conflicts of interest, or
- Contracts which involve the Board's retention of general counsel, with the general counsel selection decision delegated by the Board to its Compensation & Benefits Committee.

3. With the exception of pre-printed agreements fully executed on TG Legal's pre-approved forms and forms approved by TG Legal for repeat use, without additions, deletions and/or changes (other than salient information necessary to properly complete the pre-printed form), prior to any signature by an authorized individual, TG's General Counsel or his/her designee, shall indicate his/her review of all such contract or agreements by placing appropriate initials next to the signature line for TG The General Counsel or designee can waive the review requirement for contracts under \$5,000 where the risk to TG is low.

B. Pre-printed Agreements Signature Authority - This includes pre-printed agreements that were previously reviewed by legal such as contract templates, purchase orders, and service purchase orders. The positions noted below have signature authority up to the amount designated

Title	Amount
Controller	\$250,000
Assistant Controller	\$250,000
Director, Corporate Procurement	\$100,000

Note: No changes other than salient information necessary to properly complete the pre-printed templates are allowed. If any pre-printed agreement is changed, then attorney review and initialing is required.

These positions noted above may also sign credit applications and standard tax exemption certificates.

C. Other Signature Authority - The following positions have signature authority for the various type agreements noted:

- Settlement Agreements resulting from the wage garnishment hearing process:
 - Manager or similar non-mangement position, Compliance Administrative Operations
- Release of Judgment Instruments:
 - Vice President of Collections

- COO
- Assistant Vice President, Default Recovery Services or Assistant Vice President, Collections (in the absence of the Vice President of Collections)
- Public Benefit Grant Agreements:
 - President and CEO
 - Any member of the Executive Leadership Team
- Settlement Agreements arising out of threatened, pending or completed litigation and engagement letters for hiring of outside counsel:
 - General Counsel or his/her designee attorney
- The following are authorized to be check signatories and to represent and act on behalf of TG in any and all matters arising under the Corporation's bank depository agreement(s) and brokerage accounts:
 - President/CEO
 - Chief Financial Officer
 - Controller
 - Assistant Controller

II. Threshold for Competitive Bidding

The threshold amount requiring formal, written competitive bidding is \$250,000.

Bid documents with an anticipated value in excess of \$500,000.00 shall be reviewed and approved by TG's General Counsel or his/her designee prior to publication.

III. Single-Source and Sole-Source Waivers

Single-source and sole-source waivers are authorized as follows:

- Waivers with a value greater than \$25,000 but less than or equal to \$500,000 require signature by Accounting (Controller or Assistant Controller) and the Division Head from whose budget the purchase is made.
- Waivers with a value greater than \$500,000 require signature by the President/CEO, or two members of the Executive Leadership Team.