



Title: Purchase Tobacco Materials / Services

Effective Date: 2/6/2015

Document No.: RJRT-SOP-000614

Revision Level: 003

Author: Janson B. Norman

Status: CURRENT

Release Review and Approval

<u>Role</u>	<u>Actor</u>	<u>Title</u>	<u>Sign-off By</u>	<u>Sign-Off Date & Time(GMT)</u>
RJRT-DOCUMENT COORDINATOR	Janson B. Norman	Sr Leaf Manager	NORMANJ	02/04/2015 19:03
RJRT-AUTHOR	Stephen T. Matthews	Sr Director Leaf Operations	MATTHES	02/04/2015 19:05
RJRT-RELEASE APPROVER	Robert B. Fulford	VP Leaf Operations	FULFORR	02/04/2015 19:10
RJRT-DOCUMENT COORDINATOR	Janson B. Norman	Sr Leaf Manager	NORMANJ	02/04/2015 19:12

Periodic Review

<u>Role</u>	<u>Actor</u>	<u>Title</u>	<u>Sign-off By</u>	<u>Sign-Off Date & Time(GMT)</u>
RJRT-AUTHOR	Stephen T. Matthews	Sr Director Leaf Operations	MATTHES	12/19/2016 20:26

Reason for Revision

Periodic Review revision

Title: Purchase Tobacco Materials / Services	Effective Date: 2/6/2015
Document #: RJRT-SOP-000614	Revision: 003

1) Purpose

Documented procedures shall be in place to ensure that purchased tobacco materials conform to specific requirements. Leaf procurement processes should reflect the methods associated with buying tobacco and associated services. Purchases will only be made from suppliers on the Approved Supplier List. Methods for procuring the materials are described in the "Procedure" section below.

(b) (4)



Title: Purchase Tobacco Materials / Services	Effective Date: 2/6/2015
Document #: RJRT-SOP-000614	Revision: 003

(b) (4)



Title: Purchase Tobacco Materials / Services	Effective Date: 2/6/2015
Document #: RJRT-SOP-000614	Revision: 003

(b) (4)



Title: Purchase Tobacco Materials / Services	Effective Date: 2/6/2015
Document #: RJRT-SOP-000614	Revision: 003

(b) (4)



Title: Purchase Tobacco Materials / Services	Effective Date: 2/6/2015
Document #: RJRT-SOP-000614	Revision: 003

(b) (4)



Title: Purchase Tobacco Materials / Services	Effective Date: 2/6/2015
Document #: RJRT-SOP-000614	Revision: 003

(b) (4)

