

Guidelines for Executive Vehicles

Tires

Corporate and Regional Executives at the AVP level or higher are allowed two sets of tires per year; (1 set – company vehicle / 1 set – personal vehicle).

Tires should be requested through the Purchasing SVP in charge of the specific account.

NOTE: For a list of vendors and their respective SVP assigned, please contact Debbie Morgan/Admin. for the Tire Purchasers.

Wheels

Company Vehicles:

Corporate and Regional Executives at the AVP level or higher are allowed one set of wheels every five years on Company vehicles. If the wheels become damaged or discontinued during the five-year period they can be replaced with another set.

These wheels are to be considered a form of advertising; ideally, wheels that we stock and sell, or product from our preferred vendors should be selected.

Personal Vehicles:

Once every five years executives are allowed one set of wheels for their personal vehicle.

Before making a wheel selection, consult Mark MacGuinness from the Corporate Office to assist in obtaining your wheels from a core supplier. Mark can be reached at 480-606-7131.

Requirements

- Old tires must be worn at least 50%. Original fitment is preferred, but if changed, be conservative.
 - Old tires and wheels become Company property and are not eligible for trade-in consideration.
 - May be mounted on no more than two primary vehicles, owned by the employee or spouse only.
 - Excludes special fitments (motor homes, trailers, motorcycles, show cars, etc.)
-

Processing

Detailed instructions are on the KC under [Executive Tire / Wheel Purchases](#).

Allowances

- Gas
 - Car Washes / Detailing Guidelines:
 - Frequency: **Wash:** Once a week
 - Detailing:** Annually at a maximum cost of \$250
 - Floor mats, window tinting and upgrades to the vehicle can be done within 90 days of purchase if the upgrade is less than at the dealer, and the cost including all the upgrades is within the budget allowed for each respective AVP level and above.
 - Roadside Assistance Programs: Navigation, OnStar Service, Lexus Link, etc.
-

Personal Expense

- Satellite Radio
 - Additional aftermarket enhancements added above the budget amount.
-

Contact

For questions regarding invoicing/billing on the account, please contact the Accounting Department.

For questions regarding vehicle or truck purchases, purchasing guidelines, or insurance, please contact Colleen Bruce at 480-606-5750.
