

STORE employees:

1. We do not encourage the use of an AVP credit card for customer damages (claims). However, if the credit card must be used for customer repairs, please enter all information into the claims system for tracking, analytics, and trend analysis.
2. Below is an **example of what details** we (Reg. Ofc. Staff) need; in order to pay for wheels/customer repairs with the AVP's corporate cards. This helps us with tracking receipts.

Note, you must FIRST also get AVP approval.

- Dealer/location – phone number if you have it
- Person you may have spoken to
- PO #
- Part #
- VIN #
- TOTAL (or estimate \$ amount)

And following, IF you receive a copy of the receipt with the order please scan and email it to [dtr was admins@discounttire.com](mailto:dtr_was_admins@discounttire.com) for expense reporting.