

Employee Purchases Summary

Description

This document summarizes the various types of employee purchase / loan programs and links to specific details for each program.

It is important to process each type of purchase correctly.

Choosing the right Payment Type helps us Manage Expenses.

Employee purchases

Inquiry screen : Process as an **A/R Customer charge**.

Important: Enter the employee's charge account # in the **Account #** field.

To search for it, key in the employee's full name as it appears in Workday and their pay stub, in the **Company** field.

Employee purchases

[Employee Tire and Wheel Purchases](#)

No Charge Purchase/Loan Programs

Payment screen : Select the correct **Payment Type**.

Store Manager's Tires/Snow Tires

Store Managers

Winter Tire Program

[Store Manager Tires](#)

[Winter Tire Program for Store Employees](#)

Staff Vehicles:

Executive staff

Corporate Managers, Directors, and Regional Office Managers

Maintenance and Warehouse Vehicles

[Executive Tire and Wheel Purchase](#)

[Corporate Managers, Directors, and Regional Office Managers Charge - Tires](#)

[Maintenance and Warehouse Vehicles](#)

Charitable Donations/Product Giveaways

Corporate or Regional office gift certificates

[Charitable Gift Certificate Procedure](#)

Contact

Contact the Accounting Department if you have any questions.