

## Employee Purchases Summary

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**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.

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### 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](#)

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### 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.

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