

Policy and Procedure: Store Manager Charge - Tires

Policy	Store Managers are allowed two sets of free tires per year. The following rules apply: <ul style="list-style-type: none">• All tires removed from the vehicle being serviced become the property of Discount Tire and are not eligible for trade-in consideration.• Tires must be mounted on the manager's primary vehicles, not to exceed two, owned by the manager or spouse only.• Excludes special fitments, such as motor homes, trailers, motorcycles, show cars etc. unless approved by the VP/AVP.• If the employee price (30% off listed retail) exceeds \$225 per tire, the manager must pay the difference between the employee price and the \$225 limit. (Discount Tire pays sales tax.) Enter in the appropriate payment line (Cash, Check, M/C, Visa, etc). NOTE: Employee charge is not an option.• Accessories must be purchased by employee																																												
Authorization Procedure	Call your Regional VP or AVP to obtain approval for these tires. Do not install any product until after you have this approval.																																												
Unacceptable Charges	Do not charge certificates, valve stems, balancing, or any other line items to this account number.																																												
Point-of-Sale Procedure	Follow these steps to invoice the Manager purchase: <table border="1"><thead><tr><th>Step</th><th colspan="3">Action</th></tr></thead><tbody><tr><td>1</td><td colspan="3">Enter invoice as Retail Sale.</td></tr><tr><td>2</td><td colspan="3">Enter price according to the following purchasing guidelines. (For additional information, see Employee Tire and Wheel Purchases.)</td></tr><tr><td></td><td>Item</td><td>Employee Pricing</td><td>Calculation</td></tr><tr><td></td><td>Employee pricing on all standard product assortment and ALL purchases from TireRack.com (excluding special order T/W 44444/77777 product purchases)</td><td>30% off listed retail</td><td>Retail x .7</td></tr><tr><td></td><td>Special order T/W product (Tires: 44444/Wheels: 77777)</td><td>Cost + 6%</td><td>Cost x 1.06</td></tr><tr><td></td><td>Installation & Life of Tire Maintenance</td><td>Free</td><td></td></tr><tr><td></td><td>Certificates</td><td>Computer price</td><td></td></tr><tr><td>3</td><td colspan="3">Key in the name of the VP or AVP authorizing the sale in the comment field.</td></tr><tr><td>4</td><td colspan="3">Enter tire amount in Internal field on payment screen.</td></tr><tr><td>5</td><td colspan="3">Select Payment Type "Store Manager's Tires/Snow Tires" at the end of invoice.</td></tr></tbody></table>	Step	Action			1	Enter invoice as Retail Sale.			2	Enter price according to the following purchasing guidelines. (For additional information, see Employee Tire and Wheel Purchases .)				Item	Employee Pricing	Calculation		Employee pricing on all standard product assortment and ALL purchases from TireRack.com (excluding special order T/W 44444/77777 product purchases)	30% off listed retail	Retail x .7		Special order T/W product (Tires: 44444/Wheels: 77777)	Cost + 6%	Cost x 1.06		Installation & Life of Tire Maintenance	Free			Certificates	Computer price		3	Key in the name of the VP or AVP authorizing the sale in the comment field.			4	Enter tire amount in Internal field on payment screen.			5	Select Payment Type "Store Manager's Tires/Snow Tires" at the end of invoice.		
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Contact

The Corporate office monitors all employee purchases to ensure that they are handled correctly.

Contact the Accounting Department if you have any questions.
