



## Policy and Procedure: Store Manager Charge - Tires

### Policy

Store Managers are allowed two sets of free tires per year. The following rules apply:

- 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:

Step	Action															
1	Enter invoice as Retail Sale.															
2	Enter price according to the following purchasing guidelines. (For additional information, see <a href="#">Employee Tire and Wheel Purchases.</a> ) <table><tr><th>Item</th><th>Employee Pricing</th><th>Calculation</th></tr><tr><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>Special order T/W product (Tires: 44444/Wheels: 77777)</td><td>Cost + 6%</td><td>Cost x 1.06</td></tr><tr><td>Installation &amp; Life of Tire Maintenance</td><td>Free</td><td></td></tr><tr><td>Certificates</td><td>Computer price</td><td></td></tr></table>	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	
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Installation & Life of Tire Maintenance	Free															
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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 <b>“Store Manager’s Tires/Snow Tires”</b> at the end of invoice. <div><div>100.00 Internal</div><div>Payment Type: STORE MANAGER'S TIRES / SNOW TIRES STAFF VEHICLES CHARITABLE DONATIONS/PRODUCT GIVEAWAYS STORE MANAGER'S TIRES / SNOW TIRES</div></div>															



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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.

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