

## Winter Tire Program for Store Employees

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### Policy

All full-time store employees in snow regions are offered winter tires on loan for the winter season. These tires remain the property of Discount Tire and should be dismounted at the end of the winter season.

The following guidelines apply:

- All full-time employees qualify
- Tires can only be mounted on the vehicle the employee drives daily
- Tires must be mounted in sets of four
- Employee price (30% off listed retail) not to exceed:
  - \$100 passenger tire applications
  - \$150 truck tire applications
- (For additional information, see [Employee Tire and Wheel Purchases](#))
- Accessories must be purchased by employee

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### Authorization

Call your Regional VP or AVP to obtain approval for these tires.  
Do not install any product until after you have this approval.

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### Invoicing

Follow the steps below to invoice winter tires for employees:

Step	Action															
1	Enter invoice as Retail Sale.															
2	<p>Enter price according to the following purchasing guidelines. (For additional information, see <a href="#">Employee Tire and Wheel Purchases</a>)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: red;"> <th style="color: white;">Item</th> <th style="color: white;">Employee Pricing</th> <th style="color: white;">Calculation</th> </tr> </thead> <tbody> <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> </tbody> </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 amount in Internal field on payment screen. If the cost exceeds \$100 per tire, the employee will pay the difference.															
5	Select Payment Type “ <b>Store Manager’s Tires/Snow Tires</b> ” at the end of invoice.															
6	Have the employee sign the invoice.															

**Dismounting and Returns**

Employees must return tires by **May 31** of the current year. Please follow the "Used Tire Guidelines" on the KC when processing these returns.

If the employee leaves Discount Tire for any reason, the winter tires must be returned or the retail value will be deducted from the employee's final check.

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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.