

Store Policy and Procedure: Redeeming Gift Certificates Issued by the Corporate or Regional Office

Policy

Corporate and regional offices may issue a special gift certificate as a donation or promotion. The following guidelines apply for redeeming the certificate:

- The certificate must be the original – no copies.
- The certificate has **NO** cash value.
- The certificate can be redeemed **only** for product described on the certificate.

Procedure

Validating the Certificate

Verify the certificate by checking the following areas:


- **Gift certificate number** – a number is issued for each certificate.
- **Signature** – look for an authorized signature or a signature of a Vice President of Discount Tire.
- **DT hologram sticker** – a seal with red DT letters is located between the signature lines.
- **Embossed seal** – a seal is located in the bottom left-hand corner (corporate only).
- **Expiration date** – each certificate has an expiration date in the bottom right-hand corner.
- **Product** – redemption applies **only** to the product described in the center of the certificate.

NOTE: If you receive an expired gift certificate or if you have any questions, contact your regional office.



Continued

Procedure **Redeeming the Certificate**

Step	Action
1	Enter invoice as Retail Sale.
2	Enter amount in Internal field on payment screen.
3	Select payment type "Charitable Donations/Product Giveaways" 
4	Complete all required fields, using the following criteria: <ul style="list-style-type: none">• Invoice product (tires/wheels) as normal. Use Payment type "Charitable Donations/Product Giveaways"• Invoice mounting, balancing and valve stems at 0.00.

**Replacement
Product**

Yokohama and Kumho will send replacement tires for these special certificates. Receive these products under: Transfer/Receiving, Miscellaneous, Corporate Corrections, PO# 888888.

Contacts

If you receive an expired gift certificate or if you have any questions, contact your regional office.
