



POLICIES AND PROCEDURES

EMPLOYEE CHARGES

EFFECTIVE DATE: March 1, 2017

PURPOSE: To establish guidelines when employees can make purchases and charge to an account receivable account

POLICY: All employee purchases are to be paid as the time the service or product is provided; except as outlined below:

- Employees may purchase **uniform clothing** at their respective parts departments and have a weekly amount withheld from their payroll in the amount of \$5 per garment per week or \$15 in total for the week whichever is greater. The parts department will have the employee sign a payroll withholding form (see attached) and signed off by the parts department. The document will be turned into the payroll department on no later than 10am the following day. No more than 5 garments may be purchased at a time without the employee's supervisor's approval.
- From time to time an employee may have an emergency vehicle repair that needs immediate repair and without that repair the employee will be unable to get to work or safely operate their vehicle, and for which the employee has no ability to get to work. In that case, the employee must get their **supervisor's** preapproval **and** the **CFO** agrees and preauthorizes the repair (see attached form). These repairs must be preauthorized.



EMPLOYEE CHARGE FORM

UNIFORM GARMET CHARGE:

Employee Name: _____ # _____

Qty: _____ X \$5 = \$ _____ Weekly Payroll
Withholding and not to be less than \$15 per week.

More Than 5 Qty Supervisor Signature: _____

Employee Signature: _____ Date: _____

VEHICLE REPAIR CHARGE:

Employee Name: _____ # _____

Description: _____

Svc Mgr Sign: _____ Estimate \$ _____

Employee Supervisor Sign: _____

CFO Sign: _____

I authorize a payroll deduction over the next 6 weeks for
1/6th of the final amount.

Employee Sign: _____

RO # _____ Date: _____

Final \$ _____ Employee Initials _____
