

memorandum

Date: 08/09/2017
To: Retail Management
Cc: Store Managers, Human Resources, and Finance
From: Colleen Olin
RE: Employee Store Charges

Since there have been several new store managers since the last time this memo was distributed, I thought it might be a good idea to reinforce the procedures for employee store charges. Please note the following:

- All store charges must be approved by the corporate office. **Weekend purchases need to get pre-approval.** The corporate office hours are Mon – Fri from 8am to 4:30pm. Jeanette Adams or Amy Borton or Colleen Olin must approve these charges. Please note who approved the charge on the charge slip. **Voice mail messages left on the weekend are not approvals.**
- **Employees must be here 60 days before they can charge.**
- If a store charge totals more than the original approval by more than \$5.00 another approval must be obtained.
- All store charges must be at least \$10 after the discount has been deducted and the sales tax added.
- **Employees are permitted to use their store charge only once in any two-week pay period.** The amount that is approved can only be used at the store for which it was approved. Employees may not charge at multiple stores in the same day.
- All charges will be divided for payment in the following way:
 - Charges less than \$20 will be deducted from one pay.
 - Charges between \$20-\$30 will be deducted from two pays.
 - Charges \$30 or more will be deducted from three pays.
 - There will be no exceptions.
- Employee charges should be logged on the monthly employee purchase log.
- The white copy of the charge form is sent to the Business Office; the yellow copy is kept at your store; the pink copy is given to the employee after your register has validated the sales.
- List the employee's name and amount of the charge on the DSR. Fax a copy of the charge form with the DSR where the charge is listed.

Thank you for your attention to this matter. If you have any further questions please call. My number is (419)255-0070 Ext 3601.