

## **Nourison Policy – Employee Purchases of Rugs / Broadloom**

Policy for employee purchases of rugs / broadloom is revised as follows:

### **First Quality purchases:**

- Employees wishing to purchase first quality rugs / broadloom will fill out a Work Order (attached) and submit it to Maureen Engel.
- Maureen will enter the price, sign the Work Order, and forward it to Karen Beck.
- Karen Beck will enter the order into the system.
  - No other employees may enter orders for employee purchases.
- Picking tickets will be sent to the warehouse.
- After orders are picked and packed, they may be picked up from the warehouse by the employee, who will sign a bill of lading.
- At that point, the orders will be invoiced.

### **Damaged goods purchases:**

- Employees wishing to purchase damaged goods will contact Fred Iryami.
- After the employee has selected the item, Fred will determine the purchase price.
- Fred will prepare an Outgoing ticket, and the employee will sign the ticket when the rug is picked up at the loading dock.
- At that point, the orders will be invoiced.

### **Invoicing / Payment:**

- Invoices will be forwarded to the employee by the AR Dept
- Employees may pay by check or by credit card.
- If payment is not received by the end of the month, AR will provide a copy of the invoice to Alka Amin, who will set up an employee loan account. The employee loan will be repaid through automatic weekly payroll deductions.
- Judy Tosney will determine the period over which the loan will be repaid, and will have the employee sign a Note Payable to Nourison.