

Purchase Program Policy

- This program is mandatory for:
 - Service Managers who do not participate in the rental program
 - Service Writers
 - CSA's
 - Parts Managers
 - Parts Representatives

Please check with the program administrator, Lisa Nelson if you are uncertain of your eligibility.

- Each employee will be provided 7 shirts and 6 pants/jeans after 90 days of employment . An additional 6 shirts and 5 pants are provided every 24 months thereafter.
- Only company provided 'uniform' jeans will be allowed.
- Black, no-scratch belts will be purchased for all staff and replaced no more than once a year, or as needed due to routine wear. The belts greatly enhance the uniform appearance and are mandatory.
- The uniform shirts will have the John Deere logo embroidered on them and everyone will receive two MTEC logo name tags to wear with the uniform. Additional name tags will be ordered at the expense of the employee. Current cost is \$8.
- Work boots MUST be a steel-toed safety work boot or an OSHA approved equivalent. MTEC will reimburse up to \$150 for one pair per year. Receipts MUST be turned in to the Service or Parts Manager to receive the \$150 reimbursement.
- Lost uniforms will be replaced at the expense of the employee.
- Uniforms are the property of Murphy Tractor and must be turned in at termination. Contact Lisa Nelson for directions regarding handling of those garments.

Purchase Program Ordering Uniform 'eStore'

Step 1: Request a user name & password from Lisa Nelson

Step 2: Go to <http://store.ameripride.com/Murphy>

Step 3: Log on using the credentials you receive from Lisa

Step 4: Click anywhere in the upper section (the area with the Murphy Tractor and JD logos) to start shopping

Step 5: Select your garments based on the allowed quantities, fill in your shipping information, and place your order

- The \$ amount in your account includes allowance for shipping and tax. If you exceed the \$ amount in your account, you will need to pay the difference with a personal credit card
- Avoid ordering only 1-2 garments at a time, the shipping charges make it cost-prohibitive
- Select 'Terms' to use the \$ amount in your account for your order
- We are not using a PO number at this time so you can bypass that field

Step 6: You will receive an email confirmation of your order. You can track shipping and order history by logging into your account at anytime

Any of these items can be purchased for personal use – simply pay with a personal credit cards at check out.

A company credit card can not be used to purchase these garments.

Ordering Policy

- Contact Lisa Nelson to have money added to your account.
- Select your garments based on the allowed quantities and timeframes from the program.
- The \$ amount in your account includes allowance for shipping and tax. If you exceed the amount in your account, you will need to pay the difference with a personal credit card.
- Avoid ordering only 1-2 garments at a time, the shipping charges make it cost-prohibitive. The program is based on a 2 year replacement cycle. Contact Lisa for help with exceptions.
- Select 'Terms' at check-out to use the funds in your account to pay for your order.
- We are not using a PO number at this time so you can bypass that field.
- You will receive an email confirmation of your order. You can track shipping and order history by logging into your account at anytime.
- Any of these items can be purchased for personal use – simply pay with a personal credit cards at check out.
- *A company credit card can **not** be used to purchase these garments.*