**POLICY/PROTOCOL EMPLOYEE PURCHASES OF OPTICAL GOODS**

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**From:** Jerry Orloff
**Sent:** Friday, February 28, 2014 1:36 PM
**To:** Opticians, Optometrists, HR

Whenever a staff member is seeking to purchase any goods at the Optical – frames, lenses, contacts, sunglasses, devices, etc. – payment must either be made in full or a signed payment arrangement must be made in order for the Optician to order and deliver the goods to the staff member.

If the staff member is not planning to make payment in full at the time of the order, no goods are to be ordered or delivered to the staff member until the following has occurred:

1.  The staff member must see HR and complete paperwork, whereby the purchaser authorizes that payment be deducted via payroll.

2.  Once this paperwork is completed, HR will scan the form back to you (the Optician) via email.

3.  As soon as you have received this paperwork, you may order and dispense the products requested.

4.  There should be no exceptions.

If an Optician desires to make a purchase for themselves, the same rules apply.  In the case of an Optician’s purchase, another Optician must enter the charges and provide all applicable paperwork to HR.