KOHLER®
GIFT CARD ORDER FORM

Policy: All associates of Kohler Co. and its subsidiaries will make properly approved and requisitioned purchases of gift cards. The purchase of a gift card on behalf of Kohler Co. must be made with a Kohler Co. P-card (where available) or through the Indirect Purchasing System. If Indirect Purchasing System is used, Corporate Purchasing must be aligned and assist in executing (contact Corporate Purchasing, Marketing & Communications Buyer).

Approval / Reimbursement: All gift card purchases must be approved at the following levels of authorization - note that approval levels differ for sales incentive programs as shown below. Request for reimbursement will be denied if the purchase is not made through an approved method, i.e. P-card or Indirect Purchasing System. A one-time policy exception may be granted with approval by the Business VP.

Please review KOHLER Co. Gift Card Purchase Policy if first time purchasing. Click link to download: https://mykohler.sharepoint.com/finance/Lists/FinanceGlossaryFormulas/DispForm.aspx?ID=475

	Gift Card Requisition Approval Required					
Gift Card Approval Levels	**Supervisor**		**Director**	**Vice President**	**Kohler Stewardship**	**VP - Taxation**
value up to ~~$1,000~~ USD	X					
Value up to ~~$5,000~~ USD			X			
Value over ~~$5,000~~ USD				X		
Charitable donation - any amount					X	X

	Gift Card Requisition Approval Required			
Sales Incentive Program Gift Card Approval Levels	**Supervisor**		**Director**	**Vice President**
value up to ~~$5,000~~ USD	X			
Value up to ~~$10,000~~ USD			X	
Value over ~~$10,000~~ USD				X

Order Form Instructions: Complete the details requested below, inclusive of obtaining approval signature if needed. Email the complete form to **gina.kettle@kohler.com** for processing. Order quantities of 24 or less units will be processed within 24-48 hours. Order quantities of 25 or more units may require a longer lead-time. Any questions, contact Gina Kettle at 920-457-4442 ext. 53025

ASSOCIATE NAME (Recipient)	Personnel Number	Cost Center /WBS Element #	BRIEF DESCRIPTION OF PURCHASE / RECEIVER	GIFT CARD CHOICE (Kohler Visa or Destination Kohler)	GIFT CARD AMOUNT ($25, $50, $100 or $500 Increments)	QTY	EXTENDED AMOUNT	Address	City	State	Zip Code	Phone Number

An Activation Fee of $6.00 per Kohler Visa Gift Card and $3.00 per Destination Kohler e-Gift Card will be added to total purchase.

REQUESTOR

Name: _____

Title: _____

APPROVAL IF NEEDED

SUPERVISOR / DIRECTOR / VP / KOHLER STEWARDSHIP / VP - TAXATION

Name: _____

Title: _____

Signature / Appr _____

Internal Communication: For internal partner use only.