

See Memo Below

Mohawk P-Card Holders and Approving Managers

This letter is intended to be a reminder to all Mohawk authorized P-Card holders and managers who approve expenses for P-Card purchases regarding some of those excluded items that are not to be purchased or approved for P-Card purchase.

P-Cards are intended to make it easier for employees to do their jobs and acquire the goods and services that they need to do their job. There are some restrictions that need to be reinforced on items that cannot be purchased with your P-Card. Some of the prohibited purchases include the following:

- Chemicals and hazardous materials (anything that would require a safety data sheet), with the exception of oil, gas, or antifreeze for maintenance equipment or vehicles
- Inventory items
- Independent contract services
- Travel and entertainment expenses

The Environmental Services Team has found a number of items in Mohawk facilities, which appear to have come from local suppliers (auto parts stores, Wal-Mart, and etc.), that fall into the category of chemicals and hazardous materials. Some of these products contain hazardous chemicals, which require special reporting to governmental agencies (OSHA, EPA and etc.). In some cases, safety data sheets (SDSs) have not been obtained and/or the material has not been approved for use in Mohawk's facilities.

If prohibited purchases are found to have been made using a P-Card, that department's / group's P-Card(s) will be cancelled immediately.

Denise Wood

Denise Wood
VP Environmental