

**Europe Accounts Payable
No PO No Payment Policy**

Following Company policies will be strictly enforced:

- **Purchase Order Policy:** All requests for goods and services are required to be on Purchase Order (PO) prior to the delivery of these goods and services to our Company
- The following spend categories are exceptions to this policy:
 - Courier/Shipping Services
 - Freight
 - GTN/Other Customer Contractual Obligations
 - Government Agencies (Social Charges, Green Dot Charges, Taxes etc.)
 - Government Operated Utilities
 - Telecommunications
 - Employee Travel & Entertainment
 - Bank Fees
 - Donations, Charity, Community
 - Dues, Memberships, Associations
 - Subscriptions, Books
 - Employee Retirement & 401k
 - Inter-company Charges