



WHITEWATER EXPRESS CAR WASH ACCOUNTING POLICY

PURCHASING

Authorized Purchasers

Whitewater Express issues its purchasing authority to its employees based on position and oversight responsibility. Generally speaking, the following are the spans and amounts of authority as it relates to Operational and Administrative expense purchases. Where applicable, certain expenses require department-specific approvals and certain purchases are expressly prohibited.

Authorized purchasers may delegate their authority on a case-by-case basis as the need arises. At no time, will authority be delegated on a perpetual or ongoing basis.

NOTE: Construction-related contracts for new development are excluded from the scope of this document.

Prohibited and Restricted Purchases

EELITE car wash operations require flexibility and creativity when solving problems and reducing stress. We give considerable leeway to authorized purchasers to make day-to-day decisions which allow for quick resolution to many issues. However, when resolving questions and issues there are purchasing restrictions which must be followed to ensure operational and cost consistency between sites and employees and to limit company liabilities and expenses.

The following purchases are prohibited or restricted as indicated. Case-by-case exceptions to this list may only be made by the CEO, COO/President, or the CFO.

Purchase Type	Purchase Limitation	Authorization Required
Alcohol	Strictly Prohibited, no exceptions	N/A
Gift Cards	Use of Store-issued Divvy card <u>strictly prohibited</u> , no exceptions. Purchased Gift Cards must be for a specific store or restaurant – no generic VISA/AMEX gift cards. ADs or above may purchase gift cards, subject to value per card limitations	ADs – Up to \$20 in value per card Region Directors – Up to \$100 in value per card Region VP / Corporate Department Director or above – Up to \$200 in value per card
Customer/Vehicle Incident costs	Can be paid on Divvy, subject to levels of purchasing cost limitations	See Levels of Purchasing Authorization section below
Goodwill/Customer giveaways	Strictly Prohibited, no exceptions	N/A
Gasoline/Fuel	Use of Store-issued Divvy card strictly limited to purchases for maintenance equipment such as gas blowers. Purchasing fuel in lieu of mileage reimbursement is Strictly Prohibited, no exceptions	N/A



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Personal toiletries	Strictly Prohibited, no exceptions	N/A
Venmo, Zelle, etc	At no time should any card be connected or associated with a personal payment application. No purchases are permitted to be made via these payment methods. No Exceptions	N/A
Medicine and Medical Supplies	Approved first-aid kits are the only company-purchased medicine permitted on-site. Contact HR for restocking information	Director of Human Resources
Travel Expenses: Hotel, Meals, Airfare, Rental Cars	Advance authorization required. Use of Store-issued Divvy card strictly prohibited for travel purchases	Region VP / Corporate Department Director or above
Uniforms/Clothing/ Tattoo sleeves	Uniform portal orders permitted without restriction. Exceptions by advance approval only	Region VP or Director of Human Resources
Employee/Team Meals	Water for hydration permitted without limitation. Highly-caffeinated energy drinks (Monster, Red Bull, etc) should not be purchased. Use of Store-issued Divvy card permitted for up to \$100 of reasonable store pantry (snacks, coffee, etc) purchases monthly. Use of Store-issued Divvy card strictly prohibited for team meal purchases. Area Directors and above may purchase team meals at their discretion	Area Director or above may purchase meals for employees where appropriate and reasonable for business purposes
Software/ Software Subscriptions/ Phone Apps	Corporate technology team purchasers only. No operations purchases permitted	Director of Technology
Paid Memberships (Sam's, Costco, Amazon Prime)	Do not purchase without written approval	Region VP / Corporate Department Director or above
Computer Equipment	Small peripherals (keyboard, mouse, etc. and monitors) are permitted as needed. Computers and hardware >\$200 limited to corporate technology team purchasers only. No	Director of Technology



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	operations purchases permitted > \$200 without written authorization	
Extended Warranties	Corporate technology team purchasers only for technology hardware. No operations purchases permitted, including for tools, blowers, washers, etc.	Director of Technology
Advertising or Marketing	Branding team purchasers only. No operations purchases permitted	Director of Branding
Capitalized (non-R&M Expense) Equipment Repairs and Replacements	Must exceed \$2,500 to be capitalized. Purchase Order in advance required.	Vice President – Facilities
Contracts > 1 year term	VP or above signature on contract required	Region VP / Corporate Department Director or above

Levels of Purchasing Authorization

Authorized purchasers may exercise their authority and prudent judgment to make or approve purchases on behalf of Whitewater Express up to the following value limits. These limits do not override the prohibitions and restrictions listed above.

Title	Span of Authority	Authorization Amount
Store Manager	Assigned Location only	\$200
General Manager	Assigned Location only	\$500
Area Director	Assigned Locations	\$2,500
Region Director	All Stores	\$5,000
Vice President/ Corporate Department Director	All Stores	\$10,000
CEO, COO, CFO	All Stores	\$100,000
Board of Directors	All Stores	Unlimited

Purchasing Types

Whitewater Express utilizes vendors to provide key materials, equipment, and infrastructure to ensure smooth operation of our sites and offices. There are several methods of invoicing and payment which we undertake:

1. Invoicing on Account

Whitewater Express establishes a trade credit account and is invoiced for goods to be paid for at a later date. All credit applications for a trade credit account must be signed by the VP of Finance or CFO. Vendors who issue invoices must have a current W-9 on file prior to their first remittance.



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Service providers who will work at store locations must have a current Certificate of Insurance on file. Authorized purchases on account will be paid on the due date or on the latest possible date in which we are eligible for a discount. It is our policy to always take a discount for early payment where available and feasible.

All vendor invoices should be delivered to payables@whitewatercw.com or

Whitewater Express Car Wash
106 Vintage Park #100
Houston, TX 77070

2. Purchasing Card Transactions

Whitewater Express issues purchasing cards for efficiency and cost-effectiveness in our purchasing process. We currently use Divvy Pay as our purchasing card provider.

Timely and accurate reporting of purchasing card transactions is vital to the operations and administration of Whitewater Express. Receipts are required to be retained and submitted electronically for all purchases. Cardholders are ultimately responsible to account for each transaction on their card and the retention and submission of receipts.

A more detailed expense reporting process is described in the Divvy policy.

3. Reimbursement of Personal Expenses

In rare circumstances, employees may incur expenses on behalf of Whitewater Express. Employees must receive prior authorization from an Area Director or above to receive reimbursement for expenses incurred on behalf of the company. Such authorization should be obtained in writing and failure to do so may result in Whitewater denying the reimbursement claim. All reimbursement claims must be submitted to and approved by an Area Director, who passes the claim on to the HR Manager for archival and payment. When a reimbursement claim is approved, the company will reimburse employees for those charges through their biweekly paycheck.

Please refer reimbursement questions to the HR team.