



EMPLOYEE TOOL PURCHASE AGREEMENT

1. Employee tool purchases are not to exceed the employee's weekly, gross pay.
2. Tool purchases may not be combined; A tool purchase deduction already in place must be paid in full before any additional tool purchases will be processed.
3. The minimum weekly payroll deduction for a tool purchase is \$40.00.
4. All tool purchase agreements must be accompanied by the corresponding invoice/purchase order with applicable sales tax added (currently 7.50%)
5. If the employee leaves the company, any remaining tool purchase balance will be deducted from the employee's final payroll check.

I, _____, authorize

Mechanical Systems of Dayton, Inc. to deduct \$_____, from my payroll check each week until the total purchase price (incl. tax) of my tool purchase is satisfied. The total price (incl. tax of 7.50%) is \$_____. The invoice/purchase order is attached.

Supervisor's Approval: _____ Date: _____

Employee Signature: _____ Date: _____

H.R. Dept. Signature: _____ Date: _____