FORM

Associate Vehicle Purchase Form – CarMax & Subsidiaries

Name: ____ Location: ________________________

Eligible Purchaser's Contact # (ext. or cell): ___________________ Employee or Unique ID:_________________

Wholesale: ❑ Retail: ❑

Year: ________ Make/Model: _____________________________________ Color:_______________

Stock: | | | | | | | | | VIN: | | | | | | | | | | | | | | | | | |

This vehicle ❑ Personal use by the Eligible Purchaser above, or:

❑ The following person based on requirements stated in the Associate Discount Policy:

Name: _______________________________________

Relationship: _______________________________________

By signing below, the authorized manager (as set forth in the Associate Discount Policy and Procedures) confirms that the Eligible Purchaser has not already met the limit of three discount purchases for the calendar year and that the vehicle qualifies for a discount purchase.

____ _____________

Manager's Signature Manager's Printed Name Date

- It is a violation of company policy to use the Associate Discount to purchase a vehicle for someone other than those stated in the Associate Discount Policy and Procedures.
- This form must be presented to the store to make a purchase.
- For Eligible Purchasers wishing to transfer a wholesale vehicle from another location, the attached Wholesale Transfer Form must also be completed.
- Please follow all procedures in the Associate Discount Policy and Procedures to shop for and purchase the vehicle.

I agree to purchase this vehicle in compliance with the Associate Discount Policy and Procedures.

____ _____________

Eligible Purchaser's Signature Eligible Purchaser's Printed Name Date

A copy of this form must be scanned into DMS and retained in the deal jacket for all completed transactions.

For Wholesale Transfers

Complete Only If Transferring a Wholesale Vehicle

Name: ______________________________ Location: ______________________

Eligible Purchaser's Contact # (ext. or cell): ________________ Employee or Unique ID: __________________

Transfer Vehicle to Store #: ____________________ Transfer Vehicle from Store #: ____________________

Year: ________ Make/Model: ___________________________________ Color:________________

Stock:									VIN:																	

Eligible Purchasers interested in transferring a wholesale vehicle for purchase must complete the following steps before a transfer can be initiated.

1. Email the owning store's Purchasing Department (or XF Management Team if applicable) to confirm the wholesale vehicle is available for purchase and/or transfer. A Purchasing Department representative or XF Manager must sign below acknowledging the availability of the wholesale vehicle.

   ____ ______________

   Purchasing Department Signature Printed Name Date

2. Print out the transportation cost obtained from the Wholesale Transfer Cost Calculator, attach it to this document, and write the amount displayed on the line below. A Manager must sign below verifying the transportation cost is correct. NOTE: Eligible Purchasers are responsible for the transportation cost regardless of whether or not they decide to purchase the wholesale vehicle. A surcharge may be added to the transport fee for heavy/oversized loads.

   Transportation Cost: $ _________ ________________________ ______________

   Manager Signature Date

3. Provide this form, the Wholesale Transfer Cost Calculator print-out, and payment for the transportation cost to the Business Operations location where the sale will be processed. A Business Operations representative (or XF Manager) must sign below acknowledging payment has been received and that a receipt of payment has been provided to the Associate.
   NOTE: Business Operations must cash receipt the payment into CMS using the Consumerism pay type.

   ____ ______________

   Business Operations Signature Printed Name Date

4. Email this completed form and the Business Operations receipt to the Purchasing Manager or XF Manager at the owning location to initiate the transfer of the wholesale vehicle (select "Associate Transfer" in IMS). NOTE: The transportation costs associated with transferring the vehicle will be removed from the cost of the vehicle prior to the sale. Sales Managers, see the Discount Policy for clarification on consumerising the transportation cost.