

## **Village Of Poplar Grove**

### **Menards Rebate Policy and Procedures**

**Adopted by the Board of Trustees on \_\_\_\_\_**

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#### **I. Overview**

The Village of Poplar Grove make purchases from Menards for various general maintenance needs. The Menards company offers a percentage back rebate, from time to time. These rebates may be returned to the Menards Rebate center for processing of a cash rebate slip that can be used at the store for future Village purchases.

This policy is intended for use by Village personnel as a general reference and will be revised as policies and procedures require revisions or clarification.

The Village reserves the right to amend this policy by approval of the Board of Trustees.

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#### **II. Purpose**

The purpose of this policy is to:

- Establish a standardized Menards Rebate processing policy.
  - To ensure procedures reduce the risk for theft/abuse.
  - To ensure the Menards Rebate funds received will be used for authorized Village purchases.
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#### **III. Scope**

This policy applies to all Village departments, employees, and elected officials involved in the procurement of goods or services.

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#### **IV. Use**

Menards Rebates incurred from purchases of the Village of Poplar Grove are the property of the Village of Poplar Grove. No employee, elected official or vendor, can claim any potential Rebate from an authorized Village of Poplar Grove purchase, as this is deemed as theft and such that theft will be treated in the manner as allowed by law.

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## **V. General Processing Procedures**

Processed rebates may be used for authorized Village purchases outlined in the purchasing policy and purchasing ordinance 1-10-2.

### **A. Processing Procedure – Sending in a Rebate to the Processing Center**

1. Any Menards purchase eligible for a rebate shall be approved by the Public Works Director, with receipts provided by the director with the Menards credit card statement.
2. Menards Rebates shall be processed by the accounts payable clerk or Village Collector within 15 days of receiving the Menards receipts.
3. The accounts payable clerk or Village Collector may create the rebate form at [Menards.com/rebates](http://Menards.com/rebates).
4. A photocopy of the completed rebate form and corresponding receipt will be made and filed in the Menards accounts payable folder.
5. Any rebate processed shall be logged in the Menards Rebate tracking log spreadsheet maintained by the accounts payable clerk or Village Collector.
6. Rebate will be mailed according to normal office procedures.

### **B. Processing Procedure – Receiving a Rebate Purchase Slip**

1. Rebates received from the Menards Rebate processing will be checked in against the tracking log spreadsheet.
2. Active Rebate purchasing slips shall be held in the safe at the office until such time as the Public Works director deems them needed for authorized Village purchases.
3. The Public Works Director or designee shall be responsible for the rebate purchasing slip when procuring products at Menard's for authorized Village purchases.
4. Any and/or all rebate purchase slip amounts not redeemed at time of purchase will be relogged by the accounts payable clerk and returned to the safe.