



GPS DENTAL

GUIDED PRACTICE SOLUTIONS

SPENDING GUIDELINES

FOR GPS SUPPORTED OFFICES

The following guidelines are set by GPS Dental for each supported office to follow when celebrating events and holidays internally as a team while using company funds.

For Holiday Decor, each office has an annual budget of \$100/per year to spend. Your team gets to decide as a whole where to allocate these funds. This is a set budget annually, so if your office does not use the \$100 allowance within the said calendar year, it will not rollover into the next year.

For example, if your office has plenty of decorations for Christmas then your team can choose to spend this budget on decorations for another holiday throughout the year or spread it across multiple holidays. However, the spend for decorations annually may not exceed \$100 in a single calendar year. Your Office Manager must approve the expense and any receipts **MUST** be uploaded for the transaction on your Divvy/Billspend office card. Please add into the notes what the transaction is for as well.

For Holiday events, (unless determined otherwise by your partner dentist or GPS Leadership- the following has been determined for annual celebrations below.

- **The month of March- GPS Employee Appreciation Month!**

- To celebrate all of our employees at GPS we would like to take the opportunity to celebrate National Dentist Day, Dental Assistant Recognition Week, National Hygienist Week, & Administrative Professionals Week during the month of March of each year. We are designating this month to be our Employee Appreciation Month! To recognize everyone for their hard work and dedication, we would love for each team to enjoy a lunch together at the expense of GPS. ***The team may celebrate by going out together for lunch or catering your lunch to eat at the office during your office lunch hour. The bill should average out to be \$20 per team member, this budget includes appetizers and/or desert. You may not use company funds to purchase alcoholic beverages for any reason.***

- **November 24th - Thanksgiving**

- **December 25th-26th - Christmas**

- The team may celebrate by going out together for lunch or ordering in lunch to eat at the office during your office lunch hour. The bill should average out to be **\$20 per team member, this budget includes appetizers and/or desert.** You may not use company funds to purchase alcoholic beverages for any reason.

If there is a holiday, event or celebration not on this list that your office wishes to participate in, your office manager will need to gain prior approval from your Regional Director. Your Regional Lead and/or Office Manager must approve every expense made and any receipts **MUST** be uploaded for the transaction on your Divvy/Billspend office card. Please add into the notes what the transaction is for as well. ***Failure to follow these guidelines may result in temporary or permanent suspension of using company funds for future events/holidays for your office.***