

**North America Accounts Payable  
No PO No Payment Policy**

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Following Company policies which will be strictly enforced:

- **Purchase Order Policy:** All request for goods and services are required to be on a Purchase Order (PO) prior to the delivery of these goods and services to our Company.
- The following spend categories are exceptions to this policy:
  - Courier/Shipping Services
  - Customer Freight
  - Telecommunications
  - Taxes
  - Donations