|  |
| --- |
| Company-Issued Credit Card Policy |

# Policy

This policy is established to provide guidance to employees who, through the nature of their work, are assigned a company credit card. The following policy and   
procedure apply to all <company name> <DEPARTMENT> employees.

# Abuse

Abuse of the <COMPANY NAME>’s credit card policy can result in administrative discipline up to and including discharge.

Such abuse includes but is not limited to any purchases made on the company credit card for non-company related equipment and/or services. Company credit cards are not to be used for personal use for any reason.

## Request for Company Credit Card

All requests for obtaining a company credit card will be made to employee’s direct supervisor. Supervisor will work in conjunction with Controller to obtain credit card. Employee will be responsible for completing a Cardholder Agreement, if required by the credit card company.

## Use of Company Credit Card

The company credit card can be used for such purchases as: job related inventory and supplies, rental of job-related equipment, job-related tools, and customer entertainment. Employee may charge up to $<XX>. Any charge over $<XX> requires prior approval of your immediate supervisor.

All receipts for purchases made on a company credit card must be retained and submitted to Controller within <XX> days of purchase. Failure to submit proper receipts may result in the cancellation of the employee’s company credit card. Employee must document reason for purchase and job number (if applicable) on all receipts.

**Lost or Stolen Credit Card**

<SUPERVISOR> must be notified immediately when a company credit card is lost or stolen so that appropriate action can be taken with the credit card provider.

# Property

All credit cards are the property of <COMPANY NAME>. All credit cards will be returned to <COMPANY NAME> in the event the employee is no longer employed by <COMPANY NAME>.