

Company Credit Card Usage Policy

[Company name] ("Company") will issue company credit cards to certain employees for use in their jobs. This policy sets out the acceptable and unacceptable uses of such credit cards.

1. Use of company-issued credit cards is a privilege that the Company may

withdraw at any time, with or without cause. Upon an employee's termination of employment at the Company, all cards must be returned to the Company's

[specify department or officer to whom card should be returned].

2. The employee in possession of the company credit card is solely responsible

for all purchases on the card and for ensuring that the card is not used by unauthorized personnel. Card numbers may not be distributed and should not

be saved in online accounts.

3. Any credit card [company name] issued to an employee must be used for

business purposes only, and for purposes in conjunction with the employee's

job duties. Employees with such credit cards shall not use them for any non-

business purpose. Non-business purchases are considered any purchases that

are not for the benefit of the Company.

4. Business-related expenses, such as food and lodging while on Company-

approved business travel, may be purchased on the company credit card as

long as these purchases are consistent with the Company's travel and expense

reimbursement policy.

5. Any purchases in the amount of \$[DOLLAR AMOUNT] or above must be approved

prior to purchase. The employee must submit the purchase request in writing

to [finance department or other supervisor or department – specify] and

receive approval in writing before making the purchase. The employee

should

attach a copy of the purchase approval to the receipt and submit them together

when submitting the receipt to [finance department or other supervisor – specify].

6. The employee in possession of the credit card is responsible for receiving, printing, and retaining all receipts related to purchases made on the company

credit card. If a receipt is lost, a written description of the items and cost of the purchase must be maintained and submitted in the same manner in which a receipt would be maintained and submitted.

7. Receipts need to be turned into the [finance department or other supervisor – specify] within one week of the date of purchase. All receipts should be

labeled with a description of what the purchase was for to ensure proper accounting of the purchase. Any receipts for meals or entertainment must be

attached to a paper that clearly indicates the names of all persons attending the

meal or entertainment and the business purpose of such event.

8. If any employee uses a company credit card for a personal purchase in

violation of this policy, the cost of such purchase(s) will be considered an

advance of future wages payable to that employee, and will be deducted in full

from the employee's next paycheck. Any remaining balance will be deducted from subsequent paychecks until the wage advance is fully repaid. These deductions may take the employee's wages below minimum wage for the pay period(s) in question.

9. If any employee uses a company credit card for a non-personal purchase that is

not within the scope of the employee's duties or the employee's authorization

to make business-related purchases, the cost of such purchase(s) will be the financial responsibility of that employee unless otherwise expressed in writing

by [state position of officer who is able to authorize such purchases]. The

employee will be expected to reimburse the Company via deductions from pay

until the unauthorized amount is fully repaid. These deductions will

at no time

take the employee's wages below minimum wage.

10. In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a company credit card in violation of this

policy will result in disciplinary action, up to and possibly including termination of employment.

11. This policy will remain in effect as long as employee has a company credit

card or until a new policy has been issued and which clearly indicates that it is

intended to be a replacement of this policy.

Policy Acknowledgment

I, [NAME], hereby acknowledge that I have received a corporate credit card. I have been provided with and read the corporate credit card policy, and I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including cancellation of my card or my termination.

I further acknowledge that I understand that if I make any personal purchases in violation of this policy, the amount of such purchases is an advance of future wages payable to me, that the Company may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, the Company may deduct the balance of the wage advance from my future paychecks until the amount is repaid in full. Such deductions may take my pay below minimum wage for the workweek(s) in question. I further agree that if I make any non-personal transactions in violation of the policy in question, I am financially responsible for any such expenses and agree to reimburse the Company via wage deductions until the unauthorized amounts are fully repaid. Such deductions are in the amount of the unauthorized purchase(s), but if such amount would take my pay below minimum wage for the workweek in question, the deductions will be in two or more increments that will not take my pay below minimum wage for any workweek.