

CREDIT CARD USAGE POLICY

Internal Policy Document

SECTION 1: Company Information

Company Name:

Department / Division:

Policy Effective Date:

Policy Version Number:

SECTION 2: Purpose of the Policy

This policy outlines the acceptable use of company credit cards to facilitate business-related purchases and travel. The objective is to streamline the procurement process while maintaining strict financial accountability and preventing unauthorized expenditure. All cardholders are expected to act with integrity and assume full responsibility for the security of their issued cards.

SECTION 3: Scope & Authorized Users

- Eligibility is determined based on business necessity at the discretion of Executive Management.
- Cards may be issued to specific roles, individual employees, or maintained as departmental cards.

Only authorized employees may use company-issued credit cards.

SECTION 4: Permitted Credit Card Usage

Authorized expenses include, but are not limited to:

- Business travel (Flights, lodging, approved ground transportation).
- Essential office supplies and equipment.
- Client-related expenses (Approved business hospitality or meetings).
- Authorized professional subscriptions or digital services.

Note: All expenses must be strictly business-related and supported by valid documentation.

SECTION 5: Prohibited Credit Card Usage

The following uses are strictly prohibited:

- Personal expenses or non-business related purchases.
- Cash advances or ATM withdrawals.
- Alcohol or entertainment (unless specifically pre-approved by a Director).
- Gifts or donations without prior written approval.

Any unauthorized usage will be treated as a policy violation.

SECTION 6: Spending Limits & Approval Requirements

| Expense Type | Maximum Allowed Amount | Approval Required | Approving Authority |
|--------------------|------------------------|-------------------|---------------------|
| General Supplies | \$ | Yes / No | Dept. Manager |
| Travel & Lodging | \$ | Yes | Finance Dept. |
| Client Interaction | \$ | Yes | Division Head |

SECTION 7: Receipt Submission & Documentation

All transactions must be documented. Receipts must be submitted within **[Number]** business days of the transaction.

- Receipt attached
- Purpose of expense noted
- Date and vendor verified

SECTION 8: Reconciliation & Audit Process

Cardholders are responsible for reconciling their monthly statements against submitted receipts. The Finance Department will conduct independent reviews and random audits to ensure compliance with this policy.

SECTION 9: Policy Violations & Disciplinary Actions

- Formal written warning.
- Immediate suspension or revocation of credit card privileges.
- Obligation to reimburse the company for unauthorized charges.
- Disciplinary action, up to and including termination of employment.

SECTION 10: Employee Acknowledgment

I acknowledge that I have read and understood the Credit Card Usage Policy and agree to abide by the terms set forth above.

Employee Name:

Last 4 Digits of Card:

Job Title:

Date:

Signature: