

# CREDIT CARD USAGE POLICY

Company Internal Policy

Organization Name

Policy Owner / Department

Effective Date

Review Date

## 1. Policy Objective

The purpose of this policy is to establish criteria for the issuance and use of company credit cards. This policy ensures that corporate funds are used appropriately, risks are controlled through defined accountability, and the procurement process remains efficient and transparent.

## 2. Eligibility & Cardholder Responsibility

- Corporate credit cards are issued only to permanent employees who demonstrate a regular business need for such a facility.
- Cardholders are responsible for the physical security of the card and must notify the Finance Department immediately if the card is lost or stolen.

**The cardholder is fully responsible for all transactions made.**

## 3. Acceptable Use Guidelines

Acceptable uses of the company credit card include:

- Business Travel:** Airfare, lodging, and authorized meal expenses.
- Vendor Payments:** Authorized hardware, software, or professional services.
- Operational Expenses:** Office supplies and emergency repair costs.

## 4. Unacceptable Use

The following activities are strictly prohibited:

- Personal purchases of any nature, even if intended to be reimbursed.
- Unauthorized online subscriptions or recurring transactions.
- Gambling, cash withdrawals, or illegal activities.

## 5. Transaction Limits & Approvals

| Category               | Single Transaction Limit | Monthly Limit | Manager Approval Req. |
|------------------------|--------------------------|---------------|-----------------------|
| Travel & Entertainment | \$                       | \$            | Yes / No              |
| Office Supplies        | \$                       | \$            | Yes / No              |
| Software/IT Services   | \$                       | \$            | Yes / No              |

## 6. Documentation & Receipt Policy

Original receipts must be submitted via the expense portal within **5 business days** of the transaction. Failure to provide receipts may result in the transaction being treated as a personal expense to be recovered from the employee's salary.

- Receipt submitted
- Business purpose stated
- Transaction verified

## 7. Monitoring & Review

Statements are reviewed monthly by the Finance Team for compliance. Discrepancies will be flagged for immediate cardholder clarification. The Finance Department maintains full oversight of all accounts.

## 8. Violations & Enforcement

Non-compliance with this policy will lead to the following escalation:

- Written Warning and policy retraining.
- Temporary suspension of card privileges.
- Financial recovery from cardholder's payroll.
- Disciplinary action, up to and including termination of employment.

## 9. Cardholder Acknowledgment

By signing below, I acknowledge that I have read, understood, and agree to comply with the Company Credit Card Usage Policy.

Employee Full Name

Position

Card Last 4 Digits

Date

Signature

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