**COMPANY ISSUED CREDIT CARDS**

Company credit cards are issued to certain employees when it is deemed that a company credit card will aide in the effective and efficient exercise of their duties. It is at the sole discretion of the Management.

Use of a company credit card is a privilege, which [COMPANY NAME] can withdraw in the event of misuse. Any credit card the Company issues to an employee must be used for business purposes only, in conjunction with his or her job duties. Employees with such cards should not use them for non-business or non-essential purposes.

If the card is used for personal use [COMPANY NAME] reserves the right to recover money for said purchases from the employee. I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the cardholder, declare authorization to [COMPANY NAME] to recover from my salary, any amount incorrectly claimed on my Company issued credit card.

[COMPANY NAME] takes the reconciliation of credit card expenditures seriously. Therefore, credit card expenditures must be submitted weekly. Continued failure to submit expenditures as required or repeated non-conformance to this policy could result in removal of credit card privileges. You will be required to file for reimbursements.

Lost or stolen cards must be reported immediately to the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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Employee Name (printed) Date

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Employee Signature Witness Signature