



Policy No: HR101
Created: March 2026
Updated:

Company Credit Card Policy

Company-issued cards are provided to employees for approved business-related purchases necessary to complete job duties.

Authorized Use

- Company cards may be used for:
 - Job materials
 - Supplies
 - Approved business-related purchases
 - Gas
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Receipt Requirements

- All receipts must be turned in weekly
 - Each receipt must clearly include:
 - Employee initials
 - Job number
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Prohibited Use

- Personal purchases of any kind
 - Purchases without a valid job number
 - Missing or altered receipts
 - Sharing cards with other employees (unless authorized)
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Accountability

- All transactions are reviewed regularly
- Employees are responsible for:
 - Proper use of the card

- Accurate documentation
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Misuse of Company Card

- Misuse may result in:
 - Repayment of unauthorized charges
 - Loss of company card privileges
 - Disciplinary action up to and including termination
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I acknowledge that I have received and understand the Company Card Policy.

I agree to:

- Use the company card for **approved business expenses only**
- Turn in **all receipts weekly**
- Include my **initials and job number on every receipt**

I understand that failure to follow this policy may result in disciplinary action.

Employee Name: _____

Signature: _____

Date: _____

