

Company Credit Card Policy Template

1. Purpose

The purpose of this policy is to outline the guidelines and procedures for the use of company-issued credit cards by employees.

2. Eligibility

Only employees who have been authorized by their department head or manager are eligible to receive a company credit card.

3. Card Usage

Employees are only permitted to use the company credit card for business-related expenses. Personal expenses are strictly prohibited.

4. Documentation

All expenses charged to the company credit card must be accompanied by receipts and a detailed explanation of the expense. Failure to provide proper documentation may result in disciplinary action.

5. Limits

Each employee will have a set credit limit on their company credit card. Any requests for an increase in credit limit must be approved by the finance department.

6. Reporting

Employees are required to submit their credit card statements and receipts to the finance department on a monthly basis for reconciliation.

7. Lost or Stolen Cards

In the event that a company credit card is lost or stolen, the employee must report it immediately to the finance department. The employee will not be held responsible for unauthorized charges if the card is reported promptly.

8. Compliance

Employees are expected to comply with this policy at all times. Violations of the policy may result in the revocation of the company credit card and disciplinary action.

9. Acknowledgement

By accepting a company credit card, employees acknowledge that they have read and understood this policy and agree to abide by its terms and conditions.

Sources:

- https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms_021673.aspx