

Credit Card Policies and Procedures Regional VPs

Policies

- Alta Cima Corp. will issue a corporate credit card to eligible employees for job-related expenses. Being a cardholder is a special privilege.
- The company credit card shall only be used to charge business-related expenses in the following categories:
 - Air & Transportation
 - Lodging
 - Fuel
 - Meals (Self)
 - Meals (Others, must include attendees and purpose)
 - Lot Expenses
 - Office Supplies* (see note)
 - The "other" category should be used sparingly, examples would be licensing, print materials, or possible supplies a lot may need but for some reason RVP had to purchase.

*Note: Always attempt to limit office supply purchases to once monthly or lesser frequency. No unauthorized computer/IT equipment. Food should be limited to bottled water, coffee, tea, creamer, sugar and disposable cups. Limit to one vendor, Walmart preferred.

- Personal purchases of any type are strictly prohibited.
- Employees may NOT take cash advances on credit cards or buy gift cards of any kind.
- The employee is responsible for all charges made to the card and should not allow any other person to use the credit card. The employee will be held liable for any unauthorized items appearing on the credit card statement.
- Cardholders are required to sign the "Cardholder Agreement" indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.
- Assignment of this credit card is based on your need to purchase material for the company and/or to provide business travel. The card may be revoked based on a change in your role and/or responsibilities

Procedures

- All Employees issued a credit card will be required to log in to BMO to code their expenses and upload a legible receipt.
- A detailed receipt is required for all purchases. In the case of meals, both the itemized and credit card receipt should be provided; each receipt should include the names of all persons in attendance as well as the purpose.
- Your expense report must be approved by your manager.
- If you are missing any receipts you must complete, sign and submit a "Lost Receipt Form". This form shall be submitted with your expense report in lieu of a receipt. You are required to keep your receipts and this form should be used sparingly.
- The employee must notify Accounting immediately in the event a card is lost or stolen.
- The corporate credit card is the property of the company. An employee leaving the employment of the company must immediately surrender the credit card to their manager who will then notify Accounting to cancel the employee's account.