



Credit Card Policy & Procedures General Managers

POLICY

- Alta Cima Corp. may issue a corporate credit card to eligible employees for job-related expenses. Being a cardholder is a special privilege.
- The company card shall only be used to charge business related expenses in the following categories:
 - Customer Lodging per company policy
 - Model, lot and office maintenance and repair (subject to RSM approval, emergencies excepted)
 - Mobile storage containers (provide expected duration of rental) – do not sign long-term contracts
 - Titling Fees and regulatory
 - Office supplies
 - Food should be limited to water, coffee, tea, creamer, sugar and disposable cups
 - Team meal (once per month if appropriate, in office only)
 - Meals with factory managers as appropriate
- Expenses not detailed above are to be placed on your own personal card and submitted for reimbursement.
- The employee is responsible for all charges made to the card. Do not allow any other person to use the card. The employee will be held liable for any unauthorized charges.
- Individuals who do not adhere to these policies and procedures will have their credit card revoked and may be subject to disciplinary action.
- The assignment of this credit card is to make purchases related to the categories above and other business expenses as may be specifically authorized. The card is the sole property of the company, and it may be cancelled at any time.

UNAUTHORIZED PURCHASES

- Personal purchases of any type are prohibited.
- The following are examples of items **NOT** to be purchased with a corporate card:
 - Unauthorized computer/IT equipment, software or subscription services
 - Unauthorized office equipment/furniture or leased equipment
 - Memberships (Costco, Sams, Amazon, etc.)
 - Cash advances or the purchase of any gift cards.
 - Purchase of alcoholic beverages unless entertaining factory representatives.

PROCEDURES

- Employees will log into BMO Spend Dynamics to code their expenses and upload detailed and legible receipts.
- For meals, include both the itemized and the credit card receipts, including the names of all persons in attendance as well as the purpose.
- Any deal related charge must include the customer's name, deal # and stock # in the 'Business Justification' field.
 - *Example:* Smith D-12345 S-78910 (additional detail if necessary)
- If you are missing a receipt complete, sign and submit a "Lost Receipt Form". You are expected to obtain and keep all receipts so this form should be used sparingly.
- Your supervisor must approve your expense report.
- Report lost or stolen cards to the credit card company immediately at 844.227.0528 followed by an email to the accounting department.
- An employee terminating employment with the company must immediately surrender the credit card to their manager who will then notify accounting to cancel the card.

ACKNOWLEDGEMENT

- I understand and accept the above policies and procedures.
- I understand and accept that, in all cases of misuse, Alta Cima Corp. reserves the right to recover any monies from the cardholder and I hereby authorize Alta Cima Corp. to recover, from my salary and/or direct reimbursement, any and all amounts claimed outside the parameters of approved business expenses.

EMPLOYEE PRINTED NAME

SIGNATURE

DATE