



Credit Card Policy & Procedures Regional and National Sales 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:
 - Travel expenses while visiting sales centers, including lodging, meals, transportation and airport parking.
 - Occasional team lunches in sales center offices.
 - Factory visits and meals when meeting with representatives.
 - Sales center supplies, permits, fees, and other deal related expenses when serving as temporary manager of a sales center.
- Expenses not detailed above are to be placed on your own personal card and submitted for reimbursement.
- Personal purchases of any type are prohibited.
- Cash advances or the purchase of any gift cards are not allowed.
- Purchase of alcoholic beverages is not permitted unless entertaining factory representatives.
- 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 listed 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.

PROCEDURES

- Employees will log into BMO Spend Dynamics to code their expenses and upload detailed and legible receipts.
- Include complete airline receipt with flight itineraries.
- List the sales center(s) visited and the dates that you were on site.
- For meals, provide both the itemized and the credit card receipts; include the names of all the people in attendance as well as the purpose.
- We do not have a specific per diem, we expect the use of good judgement and common sense.
- Your supervisor must approve your expense report.
- 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.
- 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