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| COMPANY-ISSUED CREDIT CARDS | | | | NO. | |
| POLICY:  Winning Wheels may issue a credit card to an employee who has been identified with the need for a company-issued credit card and approved by Administration.  PROCEDURE:  Individuals with company-issued credit cards must abide by the following process:   * Complete a credit card expense form that identifies charges on the credit card statement and attach receipts. * Submit the credit card expense form, credit card statement and receipts to Administrator for approval. * Credit card statements must be received by Accounts Payable and the Chief Financial Officer (CFO) by the 10th of each month.   Statements submitted for payment without Administrator approval, missing receipts, and/or incomplete credit card expense forms will be returned to the employee for completion.  Company-issued credit cards are not a means to circumvent the accounts payable policy requirements.  An individual’s company-issued credit card may be canceled due to failure to comply with the credit card policy.  The Personnel Department is responsible for contacting Accounts Payable when an employee with a company-issued credit card has terminated their employment with Winning Wheels. Accounts Payable is responsible for canceling the credit card and Personnel is responsible for collecting the credit card from the employee. | | | | | |
| Approved: | Effective Date: | Revision Date:  3/17 | Change No.: | | Page:  1 of 1 |