MaKo Mechanical Inc.

Company debit/credit card policy

Issuance of a Make Mechanical Inc. company debit/credit card is a privilege and should be treated as such.

The following guidelines are to be followed as stated…**no exceptions**.

All charges must be for Mako Mechanical Inc. business expenses only and card is not for personal use under any circumstances.

Purchases for material must have a PO and/or job name so it can be applied to the appropriate customer.

Receipts (required) for all charges must be emailed or texted to Carol @ [carol.nixon@makomechanicalvg.com](mailto:carol.nixon@makomechanicalvg.com) (217-273-5423) or Josh @ [josh.kopp@makomechanicalvg.com](mailto:josh.kopp@makomechanicalvg.com) (217-202-6275) at time of purchase or turned in at the end of every day with timecards (no exceptions).

Employees will be responsible for all purchases to their card number. All charges that appear without a receipt received by accounting or are not a legitimate business expense will be required to be reimbursed to Mako Mechanical either by invoice (due upon receipt) or payroll deduction on the employee’s next paycheck.

I, , have read and reviewed the above debit/credit rules and agree to follow them as requested. I also agree to reimburse Mako by invoice or payroll deduction if rules are not followed.

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Employee Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer Signature