**Company Credit Card Policy**

**POLICY BRIEF AND PURPOSE**

Business credit cards are used to manage minor to medium-sized expenses related to the company's upkeep and development. [business name] created this policy to clearly outline the protocols, constraints, and conditions of use due to the financial ramifications and hazards involved with company credit cards.

The goal of this corporate credit card policy is to (a) lay out the eligibility and authorization procedures, (b) declare the terms and conditions of the company credit card, (c) identify the limitations and exceptions, and (d) explain the card violations and disciplinary action process.

**SCOPE**

All [business name] workers who are permitted to use the corporate credit card are subject to this policy.

**AUTHORIZATION**

Only approved people, such as the Executive Director, Finance Manager, and Office Manager, have access to the [business name] credit card. Depending on the circumstances, appropriate documents, and company-related expenses, the Executive Director and Finance Manager reserve the right to distribute the corporate credit card to any [company name] employee(s).

**EMPLOYEES CREDIT CARD APPLICATION**

Before requesting access to the credit card's money, each employee must complete an Employee Credit Card Application [number of days]. An employee must explain why the card is needed and sign a statement acknowledging that he or she is aware of the dangers involved with carrying the card. The Employee Credit Card Application form is issued by the finance department, but only the Finance Manager and/or Executive Director have the power to authorize it.

**EMPLOYEE CREDIT CARD AGREEMENT**

After the Finance Manager and/or Executive Director approves an employee's credit card application, the employee must sign and abide by an Employee Credit Card Agreement. The employee will sign this agreement acknowledging that the company credit card belongs to [company name] and that management has the right to investigate charges for any reason. The finance department and the human resource (HR) department are in charge of issuing and filing credit card agreements.

**CONDITIONS OF USE**

- [Company name] reserves the right, with or without cause, to release and take back the company credit card at any moment.

- The [company name] credit card should only be used for business costs and to fulfill the employee's employment obligations.

- Cash advances, bank checks, traveler's checks, and/or electronic cash transfers are not permitted on the company credit card.

- When an employee uses the corporate credit card, he or she is fully responsible for all purchases made with the card.

- An employee who has access to the business credit card is not permitted to give it to unauthorized individuals or workers, including fellow [company name] personnel.

- Employees who are forced to attend business trips may use the company credit card to pay for lodging, transportation, and/or meals as long as they follow the Company Travel Policy.

- The credit card issued by [business name] cannot be used for personal expenses.

- [Company name] Finance Manager or Executive Director reserves the right, with or without cause, to check monthly credit card statements.

- Within [number of hours/days] of the purchase, each transaction made using the company credit card should be notified to the finance department.

- Violations of this policy may have you facing disciplinary action, including and upto dismissal.

**LIMITATIONS**

The credit card's limits are determined by each employee's level of seniority inside the organization.

[Rs. xxxx-xx] Executive Director

[Rs. xxxx-xx] Finance Manager

[Rs. xxx-xx] Office Manager

[Rs. xxx-xx] Employee in the mid/low level

**EXCEPTIONS**

[Company name] understands that each case is unique, and an employee's sector, regularity of use, and case-specific situations may need additional payments. Employees have the right to request an exemption, but they must justify why they need to make the additional purchase. Every purchase over the limit must be approved by the Finance Manager and/or the Executive Director first.

**CONTESTED TRANSACTIONS**

If an employee objects to a transaction made on the business credit card while it is in his or her possession, the matter must be brought to management's notice as soon as possible. The supplier, finance department, and bank must all address any disputed transactions. All proof of payment documents must be obtained and filed with the finance department by the cardholder.

**DISCIPLINARY PROCEDURES**

If an employee violates the policy's terms and conditions, he or she will face disciplinary action, which could include termination. The following are examples of policy violations:

- Using the company credit card for personal, unauthorized, and/or unlawful expenses.

- Not filling out an Employee Credit Card Application and/or an Employee Credit Card Agreement prior to utilizing the card.

- Giving unauthorized personnel the company credit card without telling management.

- Unable to submit timely expense reports.

Each employee may receive a written warning, suspension, or termination, depending on the severity and frequency of his or her policy violations. The finance department and the human resource department must investigate each violation thoroughly.