

CORPORATE CREDIT CARD POLICY

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NaviFloor Robotics, Inc.

Effective Date: January 1, 2024

Policy Number: FIN-2024-001

1. PURPOSE AND SCOPE

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1. This Corporate Credit Card Policy ("Policy") establishes guidelines and pr

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2. This Policy applies to all employees who are issued or seek to be issued a

2. ELIGIBILITY AND ISSUANCE

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1. Corporate credit cards may be issued to:

- a) Executive officers and department heads
- b) Sales personnel with regular travel requirements
- c) Engineering team leads managing equipment purchases
- d) Other employees as approved by the CFO

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2. Credit card issuance requires:

- a) Minimum of 6 months employment with the Company

- b) Written approval from department head and CFO
- c) Signed acknowledgment of this Policy
- d) Completion of credit card usage training

3. AUTHORIZED USES

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1. Corporate credit cards may be used for:
 - a) Business travel expenses
 - b) Customer/partner entertainment within policy limits
 - c) Purchase of authorized equipment and supplies
 - d) Software licenses and subscriptions
 - e) Conference and training registration fees
 - f) Emergency purchases for AMR deployment or maintenance

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2. Specific to NaviFloor operations:

- a) LiDAR and sensor components under \$5,000
- b) Field testing equipment and supplies
- c) Robot maintenance materials
- d) Client site visit expenses

4. PROHIBITED USES

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1. Corporate credit cards shall not be used for:

- a) Personal purchases of any kind
- b) Cash advances or ATM withdrawals
- c) Gift cards or stored value cards

- d) Capital equipment over \$10,000 without prior approval
- e) Consulting services
- f) Employee meals when not traveling
- g) Political contributions
- h) Adult entertainment or gambling services

5. SPENDING LIMITS AND CONTROLS

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1. Standard monthly limits:

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Executive Officers: \$25,000

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Department Heads: \$15,000

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Field Engineers: \$10,000

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Other Authorized Users: \$5,000

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2. Transaction limits:

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Single transaction limit: \$5,000

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Daily transaction limit: \$10,000

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Emergency override requires CFO approval

6. DOCUMENTATION AND RECONCILIATION

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1. Cardholders must submit:

- a) Original itemized receipts for all transactions
- b) Expense reports within 5 business days of month-end
- c) Business purpose documentation
- d) Project codes for R&D purchases

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2. Monthly reconciliation requirements:

- a) Review all transactions for accuracy
- b) Flag any disputed charges immediately
- c) Allocate expenses to appropriate cost centers
- d) Obtain required approvals

7. COMPLIANCE AND AUDIT

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1. The Finance Department shall:

- a) Conduct monthly review of all card activity
- b) Perform quarterly compliance audits
- c) Report violations to management
- d) Maintain cardholder agreements and records

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2. Violations may result in:

- a) Temporary card suspension
- b) Permanent revocation of card privileges
- c) Disciplinary action up to termination

- d) Legal action for fraudulent use

8. LOST OR STOLEN CARDS

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1. Cardholders must immediately:
 - a) Notify card issuer (24/7 hotline: 1-800-XXX-XXXX)
 - b) Inform Finance Department within 24 hours
 - c) Submit written incident report
 - d) Cooperate with any investigation

9. TERMINATION OF PRIVILEGES

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1. Credit cards must be surrendered upon:

- a) Employment termination
- b) Transfer to ineligible position
- c) Extended leave of absence
- d) Policy violation
- e) CFO or CEO request

10. POLICY ADMINISTRATION

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1. The CFO shall:
 - a) Maintain and update this Policy
 - b) Approve exceptions
 - c) Oversee program administration
 - d) Review limits annually

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2. This Policy is subject to change at the Company's discretion.

11. ACKNOWLEDGMENT

I acknowledge receipt and understanding of this Corporate Credit Card Policy.

Cardholder Name: _

Employee ID:

Signature:

Date: _

Approved by:

James Wilson

Chief Financial Officer

NaviFlopp Robotics, Inc.

Date: January 1, 2024

