

CENTER FOR JOB ORDER CONTRACTING EXCELLENCE, INC.

EMPLOYEE USE OF CORPORATE CREDIT CARDS

Eligibility

Employees who travel or entertain frequently in the course of their duties and who obtain prior, written approval from their manager may be eligible to receive a corporate credit card. The company will provide up to one corporate credit card to each eligible employee and will cover costs of the annual fee up to \$75.

Applications will ultimately be approved/disapproved by the credit card company, and may be subject to a credit check by the card company.

Limits

Each card will have a spending limit of \$2,500. Increases to this established maximum may be granted on a case-by-case basis by Corporation.

Proper Use

Employees may use the corporate credit card for business-related entertainment and travel expenses which are eligible for reimbursement in accordance with the company's Expense Reimbursement Policy. Employees may not use the corporate credit card for personal expenses, for expenses other than those incurred by the employee named on the card, or to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers. Employees on a leave of absence or suspension may not use the corporate credit card.

Reconciliation and Reimbursement

Corporate credit card expenditures must be reconciled and submitted with original receipts to the Treasurer within 10 business days of the statement date. If the reconciliation has been timely submitted, the company will pay the expense reimbursement for any charged expenses directly to the credit card company. Employees who do not reconcile and submit their expenses within this timeframe are responsible to pay the balance due on their monthly statement directly to the credit card company, and may seek reimbursement for their travel expenses through the normal expense reimbursement process. Employees are also responsible to pay any expenses determined by the Treasurer to be non-reimbursable directly to the credit card company.

Corporate Cardholder Responsibilities

Employees are responsible and personally liable for all charges to their corporate card account in accordance with the agreement between the credit card company and the employee. The company is not liable to the credit card companies for charges to an individual's account.

Employees must pay each monthly statement in accordance with the terms of their contract with the card company. Revolving credit terms are not allowed for the corporate card. Any amount outstanding by the next billing statement is considered delinquent and may be assessed a delinquency, late, or finance charge. The Company will not reimburse an employee for these

charges. Employees whose accounts remain delinquent for more than an aggregate of 30 days per year (which need not be consecutive) will be considered in violation of this policy.

Reporting Lost or Stolen Cards/Emergency Replacement

A lost or stolen corporate card must be reported to the credit card company as soon as the employee discovers it is missing.

Separation from the Company

Employees who are separating from the company must reconcile all charges and surrender their corporate credit card prior to their date of termination.

Violations of this Policy

Violations of this policy may subject the employee to cancellation of the card and withdrawal of corporate credit card privileges, and may also result in discipline up to and including termination. In the event the company is ultimately held liable for any non-reimbursable charges or other charges made in violation of this policy, the company reserves the right to seek indemnification from the employee cardholder.