



Credit Card Policy and Cardholder Agreement

Purpose:

Assigned employees of Simply Right, Inc. will be issued a Divvy corporate credit card that can be used for approved business expenses. The purpose of this policy is to define how we issue cards, what is expected with the issuing of the corporate cards, and consequences for failing to abide by this policy.

Card Issuing:

Assigned Simply Right, Inc. employees are eligible for Divvy Corporate Cards. Simply Right, Inc. issues cards to approved employees upon hiring and acceptance of the Credit Card Policy and Cardholder Agreement.

Requirements:

Employees are assigned to budgets relevant to their respective role and department. Budget owners have the responsible to appropriately divvy amounts to employees as needed for approved business expenses for their respective departments.

Employees are responsible for categorizing every transaction as it occurs as well as including a description of the business purpose for each expense in the “Notes field” of the transaction. *If an employee fails to categorize transactions by month end, they will be considered personal charges and may be deducted from employees next paycheck or gas reimbursement check.*

Categorizing the transaction includes selecting the most accurate GL Account and the department the transaction relates to. A receipt is required to be attached to all transactions in Divvy.

Under NO circumstance is the card to be used for cash back or cash advance. Personal charges are not allowed on corporate cards except as permitted by **The Administrator of the account**. Budget as outlined below or from funds divvied from a designated SPIFFs budget.

Meals purchased while traveling are required to be submitted with a list of attendees and an itemized receipt. **A list of transactions will be sent to budget owners on a semi-monthly basis** (the 1st and the 16th) for review that all transactions on their department budget were for approved business purposes.

Disciplinary Action:

Any funds charged to the corporate card for personal expenses, regardless of intent and found by accounting or management may result in the suspension and withdrawal of the employee's card until their manager deems it appropriate for the card to be returned.

Any personal expenses will be deducted from the employees next paycheck or paid back to Simply Right, Inc. per Accountings instructions. Any funds charged to the corporate card for personal expenses regardless of intent and found by accounting or management may result in permanent withdrawal of the employee's corporate card and any personal expenses will be deducted from the employees next paycheck or gas reimbursement check.

Any severe abuse or intent to steal funds from the company may result in termination of employment and Simply Right, Inc. reserves the right to pursue legal action to reclaim any lost funds. In all cases of theft Simply Right, Inc. reserves the right to terminate employment and pursue legal action should management deem it necessary.

Approved Uses:

After hours travel: Most travel (hotel rooms, flights, rental cars, etc.), should be arranged with Field Support during office hours. If there is an issue or an emergency, you may be authorized to use your Divvy card for travel purposes.

Meal purchases while travelling: This includes meals based on the daily meal allowance limit for your position. This only applies when you are travelling for work, meaning that you will be staying in a hotel while you are gone. This does not apply if you are simply gone for the day and will be returning home the same day.

Approved vehicle fuel purchases: If approved by the Director of Operations, you may use your Divvy card for fuel for your vehicle to offset the potentially high cost of fuel when you are putting a lot of miles on your personal vehicle. Be aware that these charges will be deducted from your mileage reimbursement for that month.

Rental Vehicle Fuel: If you have a rental vehicle for work purposes you may use your Divvy card to put fuel into the rental vehicle. Be aware that the office does not know which gas purchases are for a rental or your personal vehicle, to help us and you out, please indicate in the notes of that transaction if it was for a rental vehicle.

Other Charges: At times there will be a need to purchase an item to be used for cleaning in one of your buildings, we will handle these as they come. Please contact purchasing for approval.

Cardholder Agreement:

I acknowledge receipt of the Credit Card Policies and Procedures and confirm that I understand the terms and conditions. I understand that improper use of this card may result in disciplinary action outlined above. As a cardholder, I agree to comply with the

terms and conditions of this agreement. As a cardholder, I agree to accept the responsibility and accountability for the protection and proper use of the card. I will return the card to the management upon demand during the period of my employment. I understand that the card is not to be used for personal purchases except where designated and that I must provide a receipt for every purchase. If the card is used for personal purchases, for purchases for any other business entity, if I fail to provide a receipt substantiating a legitimate business expense by the end of the current week or fail to reconcile my charges by Monday of each week, Simply Right, Inc. will be entitled to reimbursement from me of such purchases through a deduction of my paycheck. Simply Right, Inc. shall be entitled to pursue legal action, if required to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Signature

Date

Printed Name