



CMP CREDIT CARD USAGE POLICY

Purpose

- This policy sets forth the guidelines to be followed regarding Credit Card usage by the Executive Director, as well as Department Heads
- Use of company-issued credit cards is a privilege subject to review at any time, with or without cause

Procedure & Process

- Employee must submit a purchase request in writing to Executive Director or Designee and receive approval in writing prior to making a purchase
- Once the request has been approved obtain Admin Credit Card for purchases
- Credit Card numbers will not be saved in online accounts
- Employee needs to attach a copy of the purchase approval to the receipt when submitting the receipt to Accounts Payable Department
- Credit Card must be used for business purposes only, and for purposes in conjunction with the employee's job duties
- Credit Cards shall not be used for any non-business purpose
- Business-related expenses, such as food and lodging while on Company-approved business travel, may be purchased on the company credit card as long as these purchases are consistent with the Company's travel and expense reimbursement policy
- Credit Card Payments and late fees related to unauthorized or undocumented charges shall be the responsibility of the employee
- NO cash advances will be permitted on the company credit card