

Employee Use of Company Issued Credit Cards

Company credit cards are to be used for official business purchases only.

This includes:

- The purchase of gasoline for business travel ONLY, not leisure or personal travel.
- The purchase of materials, and/or services for the official business use of BJ Construction Services

Under no circumstances shall an employee use a company credit card for personal or private business purchases. Unauthorized use of a company credit card for personal use will result in disciplinary action, up to and including termination of employment.

Employees who use a company credit card shall, submit a copy of the vendor's credit card receipt for each purchase to the office on a weekly basis in addition to a completed expense report. Additionally, each receipt for building supplies must be broken down by the individual job that the materials were purchased for.

An employee who is issued a credit card is responsible for its protection and custody. If the credit card is lost or stolen, the office shall be notified immediately.

An employee who is issued a credit card shall return it to BJ Construction Services immediately upon termination of his or her employment with the company.

BJ Construction Services shall review each credit card statement monthly to ensure that transactions comply with this policy. Any transactions that appear on statements that are not documented with a credit card receipt will be investigated immediately. You will be held personally responsible for any and all unauthorized charges, including charges that you cannot provide a receipt for.

I have read, understand, and agree to comply with this policy

Employee Signature

Print Name

Date

Effective 04/01/2008