

Company Credit Card

Who can hold a company credit card?

Company credit cards may be given to the office manager of the practice

What expenses are allowed on a company credit card?

You can use a company card to pay for work-related expenses only. This includes:

- Expenses involved in monthly meetings with staff (lunch- monthly budgets will be set)
- Expenses for staff birthdays, and holidays (cake, flowers, decorations, etc.)
- Other minor expenses that have been approved (emergency supplies)
- *You must not use the company credit card for non-authorized or personal expenses.*

Your responsibilities

If you have a company credit card, we expect you to:

- Protect it to the best of your ability. Don't leave it unattended or give it to unauthorized people (keep it in the office in a secure location)
- Use it only for approved reasons. Follow the instructions in this policy and the employee card agreement, and don't use the card for personal or unauthorized expenses, even if you intend to compensate for the charges later.

When using the company credit card, you should:

- Confirm that the expense is allowed under this policy.
- Mind the credit card limit and the transaction limit so you can plan business expenses properly.
- Keep the credit card number and physical card secure.
- Use the card sensibly and avoid unnecessary expenses even if they're allowed under this policy.