

L & M Underground, Inc.

Employee Use of Company Issued Credit Cards

Company credit cards are to be used for L & M business purchases only. This includes:

- Fuel, parts & supplies, maintenance & repairs for company vehicles and equipment only. Maintenance and repairs greater than \$500 shall be preauthorized by management.
- Preauthorized tools, supplies, safety equipment for company work only.
- Preauthorized materials for company projects.
- Hotel, lodging and meals for preauthorized overnight stays for employees working on company projects, or attending company approved training or event.
- The purchase of water, ice and first aid supplies.

Under no circumstances shall an employee use a company credit card for personal or private purchases or travel. Purchases of alcohol & tobacco products are strictly prohibited.

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. Each receipt for materials supplies must list the individual job that the materials were purchased for. Fuel, maintenance and repair receipts must list the vehicle or equipment by name or unit number along with description & date of maintenance performed in house in order for fleet records to be kept up to date.

An employee who is issued a credit card is responsible for its protection and custody and shall not lend it to other employees or persons for use. If the credit card is lost or stolen, the office shall be notified immediately. Credit cards are to be returned or destroyed immediately upon termination of employment. The company 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.

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

Employee Signature

Print Name

Date