

**TIQQ, INC.**  
**CREDIT CARD POLICIES & PROCEDURES**

**PURPOSE**

The purpose of this policy is to communicate eligibility, usage and payment of expenditure requirements for the corporate credit card.

**Policies:**



1. Tiqq, Inc. will issue a corporate credit card to eligible employees for job-related expenses. Being a Tiqq cardholder is a special privilege.



2. Employees shall use their corporate credit cards to charge business-related expenses. Expenses must be for approved budget items only. Any items not budgeted must be authorized by the CEO / VP, Finance.



3. Personal purchases of any type are strictly prohibited.



4. Employees may **NOT** take cash advances on credit cards.



5. The employee is responsible for all charges made to the card. The employee will be held liable for any unauthorized items appearing on the credit card statement.



6. Cardholders are required to sign the "cardholder agreement" indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.

**Procedures:**

1. The VP, Finance is responsible for authorizing the use of corporate credit cards and assigning the credit limit, if applicable.

2. Upon receiving a corporate credit card, the employee should call the 800 number on the front of the card to activate it and sign the back of the card.

3. Before any purchase is made, the employee should verify that the funds are available in his or her budget to cover the expense.

4. The employee must obtain a receipt for the purchase and include a brief description of the business purpose or the budget account code on the receipt. In the case of meals, each receipt should include the names of all persons involved in the purchase, in accordance with Internal Revenue Service regulations.

5. Enter all charges in the "CREDIT CARD LOG" under your department tab.

6. Attach receipts to the credit card statement. Confirm all charge are included in the statement. Confirm there are no fraudulent charges listed in the statement.

7. Any items that do not have a receipt will be the personal responsibility of the cardholder (unless the expense is an authorized monthly deduction).

8. The employee must notify VP, Finance immediately in the event a card is lost or stolen.

9. The corporate credit card is the property of Five Colleges, Inc. An employee leaving the employment of Five Colleges must surrender the credit card to the Treasurer who will then notify the issuing authority to cancel the employee's account.

**TIQIQ, INC.**  
**CARDHOLDER AGREEMENT**

I, \_\_\_\_\_, hereby acknowledge receipt of the American Express Credit Card ending in the last four digits: \_\_\_\_\_.

I understand that improper use of this card may result in disciplinary action as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement and the Credit Card Policies and Procedures for TiqIQ, Inc. I acknowledge receipt of the Credit Card Policies and Procedures and confirm that I understand the terms and conditions. \_\_\_\_\_. (credit card number – last 4 digits only)

As a holder of this credit card, I agree to accept the responsibility and accountability for the protection and proper use of the card. I will return the card to the VP, Finance upon demand during the period of my employment. I understand that the card is not to be used for personal purchases and that I must provide a receipt for every purchase except for authorized monthly charges. If the card is used for personal purchases or for purchases for any other entity or if I fail to provide a receipt substantiating a legitimate business expense by the end of the current month, TiqIQ, Inc. will be entitled to reimbursement from me of such purchases (through deduction of my paycheck). TiqIQ, 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.

CardHolder: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ (Cardholder)

VP, Finance & Admin: Connie Thorp \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ (VP, Finance)