[Company Name] Corporate Credit Card Policy Agreement

1. Purpose

The purpose of this Corporate Credit Card Policy Agreement is to provide guidelines for the issuance and use of company credit cards. This policy helps ensure responsible and appropriate use of the company credit card, in line with the [Company Name]'s business objectives.

2. Eligibility

Corporate credit cards may be issued to [Company Name]'s employees who meet the following criteria:

- [Criteria 1]
- [Criteria 2]
- [Criteria 3]
- [Criteria 4]
- [Criteria 5]

3. Card Issuance

To request a corporate credit card, employees must do the following:

- Complete the Internal Corporal Credit Card Application Form
- Obtain endorsement from their direct manager
- Submit the endorsed form to the Finance Department for approval and processing

4. Credit Limit

Each corporate credit card will have a predetermined credit limit based on the employee's role and business needs. Based on your role, the company has determined that your credit limit will be [x]. Requests for higher credit limits must be justified and approved by [Specific Authority/Department].

5. Acceptable Use

[Company name]'s corporate credit cards may only be used exclusively for eligible business-related expenses, including but not limited to:

- Office supplies and equipment

- Office utilities and services (internet, phone, etc.)
- Fuel, travel, and lodging for business trips
- Business meals and business-related recreation

Other business-related expenses not listed above may be charged to the corporate credit card subject to approval.

6. Prohibited Use

The following uses of corporate credit cards are strictly prohibited:

- Personal purchases and other non-business-related expenses
- Cash advances and withdrawals
- Purchases from vendors that conflict with [Company Name]’s policies
- Other purchases that are without approval or are not previously approved by the company

7. Expense Reporting

Every employee issued with a corporate credit card must:

- Retain all receipts for purchases made with the corporate credit card
- Submit expense reports within [x] days of the transaction, including itemized receipts and a brief explanation/description of the purpose of the purchase
- Use the company’s expense reporting system, [Name of the Expense Reporting System], to submit and track expenses

8. Card Security

Each corporate credit cardholder is responsible for:

- Safeguarding the corporate credit card and its information
- Promptly reporting lost or stolen cards to the Finance Department and the card issuer
- Ensuring that card information is not shared or used by unauthorized individuals and entities

Here are the important contact details for reporting:

Card Issuer Contact Details

Hotline 1: (contact number)

Hotline 2: (contact number)

Email: (email address of the card issuer)

[Company Name] Finance Department Contact Details

Phone number: (contact number)

Email: (email address of the Finance Dept)

9. Disputed Items

If a cardholder identifies an unauthorized or erroneous transaction on their statement, they must:

- Notify the Finance Department immediately to report the transaction
- Provide details of the transaction, including the date, amount, and reason why this transaction should be disputed
- Work with the Finance Department and the card issuer to resolve the dispute promptly

10. Rewards

Any rewards (points, miles, or cash back) earned through the use of corporate credit cards are the property of [Company Name] and must be used for business purposes only. Cardholders are required to report any rewards accrued and ensure they are applied appropriately for the benefit of the company.

11. Liability

[Company Name] assumes liability for all authorized charges made with the corporate credit cards. However, cardholders may be held personally liable for unauthorized or inappropriate use of the card, including any charges incurred due to negligence or violation of this policy.

12. Payment Terms

[Company Name] will make the payments directly to the card issuer. Cardholders are not responsible for making payments but must ensure all expenses are reported and accounted for accurately and on time. This is to help facilitate timely payment by the company and avoid unnecessary fees, interest charges, and/or penalties. If the company incurs charges due to an employee's neglect, the erring employee may be held liable for such charges.

13. Misuse and Disciplinary Action

Misuse of [Company Name]'s corporate credit cards, including but not limited to unauthorized and inappropriate purchases, may result in disciplinary action up to and including termination of employment. Cardholders found to have engaged in corporate credit card misuse will be required to reimburse the company for unauthorized charges, including any applicable interest, fees, and penalties.

14. Cardholder Responsibilities

Corporate credit cardholders agree to:

- Comply with the terms and conditions outlined in this policy
- Ensure all transactions are conducted in accordance with [Company Name]’s policies and procedures
- Reconcile statements and resolve any discrepancies in a timely manner

15. Cancellation and Return of Card

Corporate credit cards must be returned to the Finance Department upon:

- Termination of employment
- Transfer to a position where the corporate card is no longer required
- Request by the company for any reason

16. Agreement

By signing this agreement, the employee acknowledges receipt of this policy, understands its terms, and agrees to abide by the guidelines and responsibilities herein.

Employee Name:

Employee Signature:

Date:

Endorsed by:

(Direct Manager Name and Signature)

Date:

Approved by:

(Finance Department Representative Name and Signature)

Date:

For questions or additional information regarding this policy agreement, please contact the Finance Department at [contact number].

Note: This policy is subject to periodic review and updates. Employees will be notified of changes, if there are any.

This template can be customized further based on the specific requirements and policies of your company. If you need additional sections and modifications, feel free to edit the template to meet your needs.