



Company Credit Card Policy

Objectives

1. To allow employees of Superior Road Products access to efficient and alternative means of payment for approved business related expenses.
2. To improve expense reporting and payment processing.

Policies

1. Company credit cards are to be used by the assigned employee named on the card.
2. The Company credit card is to be used as the preferred method of payment for all business related purchases where credit cards are accepted.
3. Credit cards are to be used for business purposes, only. Personal purchases of any type and purchases that a reasonable person would deem inconsistent with the values of the Company are prohibited.
4. Cash advances are strictly prohibited.
5. Cardholders are prohibited to use "points" accrued from credit card use for personal purchases.
6. Failure to comply with the conditions set forth in this policy can result in one or more of the following actions: cancellation of the card, loss of corporate credit card privileges, deduction of misused funds from the cardholder's salary and/or termination of employment.
7. Acts of fraud will be prosecuted to the fullest extent of the law.
8. If the credit card is lost or stolen, the cardholder is responsible for reporting the issue to the credit card company, cancelling the card immediately, and reporting the issue to the CFO of the Company.
9. Cardholders are required to sign an agreement indicating their acceptance of these terms set out in the Company Credit Card Policy.

Reporting

1. Detailed receipts must be retained and attached to the credit card statements/expense report. In the case of meals and entertainment, each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose of the purchase.
2. Expenditures must be reconciled within five (5) days of receiving the credit card statement.
3. Monthly statements submitted for payment must include the cardholder's signature.

Monitoring

The Company reserves the right to conduct random audits of cardholder purchases and monthly statements either by internal or external auditors.

Disputed Transactions

The cardholder must notify the credit card supplier and the Company's CFO immediately regarding any disputed transactions.

Termination

Prior to termination of employment or job duties requiring corporate credit card use, the cardholder is responsible for reconciling all expenditures on the credit card, and surrendering the credit card to the CFO or a designated member of the Company.

Credit Cardholder Acknowledgement & Agreement

I acknowledge receipt of the Company Credit Card Policy and confirm that I have read and understand the terms and conditions. I understand that by using the Company credit card, I will be making financial commitments on behalf of Superior Road Products Ltd., and that the Company will be liable to the credit card provider for all charges made on the card.

I will strive to obtain the best value when purchasing merchandise and/or services with the Company credit card.

As the holder of this Company 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 CFO or a designated member of the Company upon demand, during the period of my employment. I further agree to return the card upon termination of employment. I understand that the card is not to be used for personal purchases or cash advances. If the card is used for personal purchases or for cash advances, the Company will be entitled to reimbursement from me for such purchases. The Company shall be entitled to pursue legal action, if required, to recover the cost of such purchases/cash advances, together with costs of collection and reasonable attorney fees.

Name: _____

Signature: _____

Date: _____

Witness: _____