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|  | Department Procedure: <u>Credit Card Policy for Installation and Technical Support Staff</u> | Doc No.: JIC-CS-P-078 | Page 1 of 2 |
| | Standard Clause(s) | Revision Date: 08/01/2018 | Revised By: S. Ditner |
| | | Revision No. 0 | Approved By: D. Kan |

Credit Card Policy for Installation and Technical Support Staff

1.0 Purpose

This statement of policy outlines the principles regarding the Jamesway Incubator Company Credit Card Policy and is designed for the Installation & Technical Support Staff.

2.0 Scope

This statement of policy applies to all direct employees of Jamesway Incubator Company and Independent Contractors employed within the Service Department of Jamesway Incubator Company.


3.0 Eligibility

A Jamesway credit card will be issued to full time employees and Independent Contractors employed within the Service Department of Jamesway Incubator Company, which meet the following requirements:

- Individuals required to make hotel purchases and in some cases reservations
- Individuals required to make rental car purchases

4.0 Responsibilities

- 4.1 The Jamesway credit card is non transferrable and may only be used by the cardholder. Each credit card will be assigned to one user who is fully and wholly responsible for its use.
- 4.2 Each cardholder is required to comply with this policy as well as the bank issuer's commercial card terms and conditions.
- 4.3 Each user is responsible for submitting expense reports with supporting documentation for any Jamesway credit card transaction within 7 days of that transaction.
- 4.4 When staying in hotels for longer than 1 week, it is the cardholder's responsibility to request the hotel staff charge the card weekly. This will allow Jamesway to make regular payments against the cards balance.
- 4.5 It is the cardholders responsibility to safeguard his/her Jamesway credit card and account number to the same degree that a cardholder would safeguard his/her personal credit card information.
- 4.6 If the Jamesway credit card is lost or stolen or if the cardholder suspects that the card has been compromised, the cardholder must immediately notify the bank issuer's customer service department by phone. Also, notify the cardholder's immediate manager, that manager will notify the Jamesway Controller. The cardholder will not be personally responsible for that purchase(s). These instances, when known, must be reported within 24 hours.
- 4.7 To dispute unauthorized charges the cardholder must notify the bank issuer's customer service department. If a cardholders Jamesway credit card is used fraudulently by someone other than the cardholder, such as an unauthorized purchase using the card number, the cardholder will not be personally responsible for that purchase(s).
- 4.8 Arrangements for a new Jamesway credit card can be made through the Jamesway Finance Department. A new card will be ordered only after confirmation that the old card has been properly reported lost or stolen.
- 4.9 It is the Approvers responsibility to ensure that all purchases are appropriate and that the cardholder is following the proper procedures. The Approver has the authority to review purchases as often as he/she deems necessary. Failure to properly monitor purchases and/or to adhere to the Jamesway Incubator

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|--|--|---------------------------|-----------------------|
|  | Department Procedure: <u>Credit Card Policy for Installation and Technical Support Staff</u> | Doc No.: JIC-CS-P-078 | Page 2 of 2 |
| | Standard Clause(s) | Revision Date: 08/01/2018 | Revised By: S. Ditner |
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Company Credit Card Policy and Procedure may result in the removal of the Approver from that role. Additionally, disciplinary action may be taken against the Approver in such cases where it is determined that purchases were made with the intent to commit fraud or abuse.

5.0 Credit Card Uses

- 5.1 The Jamesway credit card may only be used for hotel and rental car purchases related to Service operations only.
- 5.2 IT IS NOT ACCEPTABLE TO USE THE JAMESWAY CREDIT CARD FOR THE FOLLOWING USES:
 - i. Travel expenses such as meals, fuel or taxis
 - ii. Tolls or road fees
 - iii. Entertainment expenses
 - iv. Tools or raw materials
 - v. Cash withdrawals
 - vi. Personal expenses

6.0 Non Compliance and / or Unauthorized Use

- 6.1 Although the Jamesway credit card is issued in the cardholder’s name, it is company property, and must only be used for business purposes.
- 6.2 Misuse, abuse or failure to comply with his Policy will result in disciplinary action, up to and including termination of employment, criminal charges and civil actions for recovery of funds.
- 6.3 Jamesway Incubator Company may terminate an employee’s use of a company credit card at any time for any reason. The employee must return the card immediately upon request.
- 6.4 In the event of termination of a card holder’s employment, whether voluntary or involuntary, the cardholder is required to return the Jamesway credit card to their immediate supervisor or Human Resources immediately upon providing or receiving notice of leaving Jamesway. In either event, no later than the last day of employment. The cardholder’s immediate supervisor must inform the Jamesway Controller when a cardholder leaves the company so that the employee’s corporate card can be cancelled. A final expense report must be completed before the employee leaves the company.
- 6.5 Cardholder’s who make unauthorized purchases or services will be liable for the total dollar amount of such unauthorized transactions plus any administrative or other costs charged in connection with the misuse.
- 6.6 Cases of suspected fraud will automatically be forwarded to the Jamesway Controller and the Human Resources Coordinator for further investigation. The cardholder will be required to reimburse Jamesway Incubator Company for any charges and expenses that are not in compliance with this Policy.

7.0 Revision Table

| Revision | Change Description | By Whom | Date |
|----------|--------------------|-----------|------------|
| 0 | Released | S. Ditner | 08/01/2018 |
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