

Corporate Credit Card Policy

Door Automation Corp may provide employees with credit cards that can be used for business-related expenses ONLY. This policy outlines the responsibilities for employees who are issued company credit cards.

Regular, full-time employees may be provided with a corporate credit card but must obtain prior, written approval from Josh Gatoff, President only. To be eligible for a corporate credit card, an employee must hold a position that requires travel, purchase significant volumes of goods and services, or tools for use by the employer, and/ or incur other regular frequent business expenses of a kind appropriately paid by credit card.

The corporate credit card cannot be used to obtain cash advances, bank checks, traveler's checks, electronic cash transfers, meals without approval or for personal expenses. Misuse of the card will result in cancellation of the card and withdrawal of the employee's corporate credit card privileges. If the card is used for an employee's personal expenses, the employer reserves the right to recover these monies from the employee cardholder without explicit written consent.

Each credit card will be limited to a predetermined limit. Increases to the established maximum may be made on a case-by-case basis by approval from Josh Gatoff. All employees are responsible for checking their available balances by calling the phone number listed on the back of the card.

Corporate credit card expenditures must be reconciled and submitted with original receipts to the AP department within 10 business days of the month's end. Cardholders who have not reconciled and submitted their monthly expenditures within this period will be asked to reconcile and submit their monthly expenditure immediately. Continued or repeated non-conformance to this policy will result in cancellation of the card and such other actions as appropriate. If the card expenditures are not reconciled and submitted by the due date or a plausible explanation has not been received by AP department and approved by the Controller, the employee's corporate credit card will be cancelled.

Lost or stolen cards must be reported immediately to the AP department (Chittra)

Corporate Credit Card Details

Employee Name: _____

CARD #: _____ Limit \$ _____

I understand and agree that:

- I bear ultimate responsibility for the security of the credit card.
- I will not use the corporate credit card to withdraw cash.
- I will not use the corporate credit card for personal expenses (including personal reoccurring electronic subscriptions, Share Ride or meal apps) and will use it only for official business on behalf of the company.

- If I misuse the card (i.e., use it otherwise than in accordance with the instructions given to me in this agreement or related policies) or otherwise fail to reconcile my expenditures within the prescribed procedures and timeframe, I authorize the company to recover the funds through payroll deductions for any amounts incorrectly claimed or for reconciliations that are one month in arrears of the statement date.
- If the corporate credit card is lost or stolen, I will report it immediately to the AP department (Chittra)
- If I resign from the company, I will return the card with a final reconciliation of all expenditures prior to departure.

Employee Acknowledgment and Understanding

(PRINTED NAME): _____

Signature: _____

Date: _____