



CREDIT CARD POLICY

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Date of Last Review: 3/12/24

I. Purpose

To outline acceptable and unacceptable practices related to the use of company credit cards.

II. Policy

The Chief Executive Officer must approve the issuance of any new company credit cards to a UCP employee. Company credit cards are only issued on an as-needed basis and will be closely monitored by the Finance Department for acceptable use. Employees who are issued company credit cards are responsible for ensuring that they adhere to this Credit Card Policy.

Credit cards are to be used for official UCP business, and never personal expenses that are not part of UCP operations. If a credit card is used for an employee's expenses, UCP reserves the right to recover these monies from the employee cardholder, if such charges are outside of acceptable purposes. The Finance Department will review transactions on a monthly basis to ensure compliance with the Credit Card Policy.

Credit card expenditures must be documented and submitted via Paylocity within three (3) days of each transaction. Credit card expenditures are documented through the Paylocity Expense module using the "Credit Card (Company card)(non-reimbursable) payment method, and must include an uploaded attachment showing the applicable receipt. All credit card use submissions must be approved by the supervisor of the cardholder as part of the biweekly payroll process. Any cardholder who have not submitted required documentation will be asked to submit such documentation immediately upon receipt of the credit card statement. Continued or repeated non-conformance to this policy may result in the loss of credit card privileges. Credit card users should review monthly statements (Key Bank only) to ensure that all credit card uses and receipts have been submitted to the Finance Department.

Any rewards accumulated from purchases per the Credit Card Policy are to be used for business related purposes and redeemed only by the Chief Executive Officer or designee.

Reimbursement for the return of goods must be credited directly to the Credit Card account. No cash should be received by the Cardholder.

Card holders agree to resolve disputed transactions, notifying the bank immediately and working with the Finance Department to resolve such issues.

Misuse of any company credit card or credit account will result in cancellation of the card and withdrawal of corporate credit card privileges.

Lost or stolen cards must be immediately reported to the Accounting Manager and Chief Operating Officer.

Prior to the departure or termination of duties with UCP, the Cardholder must reconcile all expenditures on his/her account since the last reconciled Statement. It is the responsibility of the employee to ensure that his/her account is settled prior to their departure. The credit card must be returned to the Finance Department upon termination of employment.



Scott Tash, CEO

3-15-24
Date