

This policy sets out conditions applicable to the use of company provided credit cards.

The full content of the policy is available for download to your shopping cart.

Example content:

Insert Company name] may issue credit cards to employees who:

- ✓ have a requirement to purchase goods and services on behalf of *[insert company name]*;
- ✓ where it is not possible to obtain a trading account with the supplier(s); or
- ✓ have a requirement to travel regularly, entertain or otherwise incur regular substantial expenditure on behalf of *[insert company name]*.

Managers or card holders are responsible for ensuring that employees under their supervision who have been issued with credit cards use them in accordance with these procedures.