

POLICY NAME: Client Consultation Procedure
Effective Date: January 1, 2018

Purpose

To establish and require consistent policies for using the corporate credit card(s) and maintaining accurate records according to accepted accounting practices.

This policy will govern the use and reconciliation of charges to the Corporate Credit Card account.

1. SCOPE

- a. This policy applies to all organization's management and employees who have authorization to use the Corporate Credit Card.
- b. This policy describes the organization's objectives and policies regarding maintaining the integrity of the account and balancing charges to and payments of the balance on the Corporate Credit Card.

2. DEFINITIONS

Corporate Credit Card The credit card maintained in the name of the Corporation which is used for the purpose of making purchases on behalf of the corporation.

3. TEAM TRAINING

Members of the team who have authorization to use the Corporate Credit Card will be trained in the reconciliation process prior to receiving the card for use.

4. RECONCILIATION OF CHARGES

- a. Receipts will be maintained for reconciliation by the individual after use of the corporate credit card.
- b. Minimum payment will be paid monthly as per the credit card statement.

5. SANCTIONS

An employee who uses the corporate credit card for purposes other than those approved by the Board will:

- Be expected to reimburse Corporation for charges incurred;
- Be subject to disciplinary action.