

## **5.12 CORPORATE CREDIT CARDS POLICY**

### **Policy**

At the discretion of the Board of Directors, the following employees will be permitted to carry and use BACI corporate credit cards:

- a) Executive Director
- b) Chief Financial Officer
- c) Senior Manager

Each credit card will be issued in the name of BACI and will designate the authorized employee. The employee is responsible for the card and its use.

Use of these credit cards will follow BACI's spending authorizations (as per Operating Purchases Policy) and the following conditions:

- Only employees with the authority to use the credit card(s) may do so.
- Credit cards are to be used for business purchases only. Personal use is not allowed.
- Purchased made through credit card transactions must follow the same policies, procedures, and limitations as all BACI expenses.
- Credit cards must be returned within 2 business days unless an employee has been given approval by the appropriate person to use the cards for a longer time period.

Cards and their use will be monitored by the designated Senior Manager, Chief Financial Officer or the Executive Director.