

## **5.10 VENDOR CREDIT CARDS AND CORPORATE SUBSCRIPTION POLICY**

### **Policy**

Employees using BACI's vendor credit cards or Corporate Subscriptions must observe the normal terms and conditions accompanying the use of the credit card. Use of these credit cards will follow BACI's spending authorizations (as per Financial Authorization Policy) and the following conditions:

- Only employees with the authority to use the credit card(s) and corporate subscriptions may do so.
- Credit cards and corporate subscriptions are to be used for operational purchases only. Personal use is not allowed.
- Purchased made through credit card transactions and corporate subscriptions 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.
- Credit cards and corporate subscriptions transactions will be monitored by the designated Senior Manager or CEO.

### **Credit Cards for Fueling and Maintenance**

Credit cards will be used for gas for BACI-owned and operated vehicles. One credit card will be issued per vehicle; the credit card must be used for the designated vehicle only.

### **Linking Policies**

- 1.11 Risk Management Policy
- 1.12 Corporate Responsibility Policy
- 5.1 Financial Governance Policy
- 5.3 Financial Statements & Reporting Policy
- 5.5 Financial Authorization Policy
- 5.6 Program Financial Reporting Policy
- 5.7 Program Bank Account Policy
- 5.14 Signing Authority Policy
- 5.15 Capital Expenditures Policy