



APOSTOLIC ASSEMBLY OF THE FAITH IN CHRIST JESUS COMPANY CREDIT CARD POLICY

PURPOSE

Our company may provide employees with credit cards that can be used for business-related expenses. Having these cards helps us track and process our expenses, prevent fraud and make payments more efficiently. We want to make sure that employees who hold company credit cards will use them properly and will know their limitations and responsibilities.

This policy applies to all employees who are eligible to use a company card. It also applies to employees who have the right to approve the use of a company card for their team members.

EMPLOYEE CREDIT CARD AGREEMENT

When our company gives you a credit card, you'll need to sign and abide by a Credit Card Agreement (see attached). This is to acknowledge that the credit card belongs to our company and that we can process and investigate charges as we see fit. It'll also refer to your responsibilities and the consequences for incorrect use.

Apart from the agreement, you can consult this policy every time you need more information about the use of your company credit card.

Please note that the company has the right to withdraw a company credit card from an employee at any point, with the approval of the General Treasurer, or by vote of the General Board.

**See attachment for Credit Card Agreement. Each cardholder must sign the agreement.*

WHO CAN HOLD A COMPANY CREDIT CARD?

Company credit cards may be given to the following people, who may keep the company card in their possession during their employment:

⇒ Executives of the company and managers who have been approved.

The following person(s) are the recommended cardholders:

- ⇒ Felipe Salazar, President
- ⇒ Joseph Rodriguez, Vice President
- ⇒ Ismael Martin del Campo, General Secretary
- ⇒ Andy Provencio, General Treasurer
- ⇒ Francisco Quezada, Secretary of National Missions
- ⇒ Steven Moran, Secretary of International Missions
- ⇒ Sam Rojas, Secretary of Social Assistance
- ⇒ Armando Tamez, Secretary of Christian Education
- ⇒ Abraham Maffey, Corporate Controller (Supervisor)
- ⇒ Gabriel Gonzalez, Office Manager (Supervisor)
- ⇒ Ben Pacheco, General Secretariat Administrator (Supervisor)

WHO CAN CHECK OUT A COMPANY CREDIT CARD?

Sometimes, employees who don't hold a company credit card need to check out an office credit card to pay for business-related expenses (e.g., travel, office purchases, supplies, etc). In these cases, there must be an established of employees who are approved to check out the credit card for business related expenses. Employees that check out the credit card must follow the proper protocols as outlined in this policy.

Please note that at any time, the Office Manager can review the approved list of office employees to add or remove an employee to the list of approved users who may check out the credit card.

The following person(s) are approved to check out the company card, upon the signing of the Credit Card Agreement:

- ⇒ Esmeralda Rodriguez, Office Supply Clerk
- ⇒ Rena Gonzalez, Accounts Receivable (General Board Meeting Purchases)
- ⇒ Cathy Rojas, Accounts Payable (General Board Meeting/Office Purchases)
- ⇒ David Bicondova, Facilities Technician (Maintenance)

Additionally, **any Executive Assistant** to a member of the General Board may check out the company credit card, with the written authorization, via email, of their corresponding General Board Member. The written communication must include the purpose of the use of the company credit card.

WHAT EXPENSES ARE ALLOW ON A COMPANY CREDIT CARD?

You can use a company card to pay for work-related expenses only. This includes:

- ⇒ Expenses involved in meeting with clients (e.g., dinner, printed material)
- ⇒ Accommodation during work-related travel

- ⇒ Legal document expenses (e.g., Visa)
- ⇒ Air, train, ship or other transportation fares including the company car
- ⇒ Local transportation during trips (taxi fares, rental cars etc.)
- ⇒ Other minor or per diem expenses that have been approved (e.g., meals, business material)
- ⇒ Approved training and educational material

You must not use the company credit card for non-authorized or personal expenses. Never withdraw cash using the company credit card. You're also not allowed to purchase large amounts of alcohol, or any drugs, weapons, pornography or incur charges for other adult entertainment.

CREDIT CARD PURCHASE LIMITS

The card limits depend on your seniority level, your department and the frequency or type of the expenses you incur. You'll usually see your card's limits on the employee agreement, but, as a general rule, the limits are:

- ⇒ Executives (General Board Members) - \$1,000. Purchases over \$1,000 require approval.
- ⇒ Managers - \$500. Purchases over \$500 require approval.
- ⇒ Non card holders - \$250. Purchases over \$250 require approval.

We may adjust these limits based on your job's specific needs.

Approvals must be in written form, via email, with approval from the General Treasurer.

APPROVALS

The additional approval of a purchase is only required if the purchase will exceed the established limits in this policy. For purchases that exceed the approved purchased limits, the purchaser must send an email to the General Treasurer with the total estimated amount of the purchase and request authorization to exceed the purchase limit.

Only the General Treasurer is authorized to grant approvals to card users before they can exceed the limits. The approval must be given in writing, via email, before the purchase can be made.

Authorized card holders and users are given the authority to make company purchases, within established limits, without requesting additional permissions or justification of purchases.

The authority to investigate, question, and justify purchase is only given to the General Treasurer, unless he is not available and has assigned another General Board member this responsibility.

If an employee, or member of the General Board, has reason to believe that a purchase is unapproved, or questionable for any reason, they should submit their concern to the General Treasurer, via email. The decision to investigate, or question, the individual will be made at the discretion of the General Treasurer.

CARD HOLDER RESPONSIBILITIES

If you have a company credit card, we expect you to:

- ⇒ Protect it to the best of your ability. Don't leave it unattended or give it to unauthorized people (e.g. friends, family, colleagues) even just to hold.
- ⇒ Report it stolen or lost as soon as possible. If, for example, there's a break-in at your home and your company card is taken, you need to file a police report and call our accounting department immediately.
- ⇒ Use it only for approved reasons. Follow the instructions in this policy and the employee card agreement, and don't use the card for personal or unauthorized expenses, even if you intend to compensate the charges later.
- ⇒ Please keep all the receipts and submit the documentation with the date and purpose of the expense to the accounting department.
- ⇒ If you're responsible for authorizing and approving credit card invoices, please do so within the time limits to avoid late fees.

USE OF A COMPANY CARD

When you're using the company credit card, you should:

- ⇒ Confirm that the particular expense is allowed under this policy.
- ⇒ Keep the credit card number and physical card secure.
- ⇒ Use the card sensibly and avoid unnecessary expenses even if they're allowed under this policy.

VIOLATING THIS POLICY

We expect you to comply with this company credit card policy and the employee agreement and we may need to take action if you violate them.

For example:

- ⇒ If you incur personal or unauthorized expenses, you'll need to pay them yourself. If you do this consistently, you will face disciplinary action that could include loss of the right to have a credit card or even termination, depending on the amount and the type of expenses.
- ⇒ If you lose a receipt, you'll need to inform the accounting department immediately. We may find a solution if this happens rarely, but if you fail to submit receipts consistently, you will lose the right to hold a company card.

- ⇒ If you fail to submit expenses on time, and incur late fees, you'll need to pay them yourself. Doing this repeatedly will mean loss of the company credit card privileges.
- ⇒ Giving a company credit card to unauthorized people or abusing the expense limits may result in suspension or termination.
- ⇒ Making prohibited purchases as mentioned previously (e.g. weapons, drugs) will result in immediate termination, and possibly legal action.

Our company has the right to review your credit card use and withdraw it if there's any inappropriate use. This authorization can come from either the General Treasurer or the vote of the General Board.

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APOSTOLIC ASSEMBLY OF THE FAITH IN CHRIST JESUS
CORPORATE CREDIT CARD AGREEMENT

Employee Name: _____ Date: _____

Department: _____

Credit card type: Visa Mastercard American Express Other: _____

Account/Card number: _____ Expiration date: _____

I have received the corporate credit card indicated above. I take responsibility for all expenses charged to this credit card and I agree to the following:

- ⇒ Use of the corporate credit card is for business-related travel, meals, hotels, car rentals and other approved business-related expenses.
- ⇒ Personal expenses may not be charged to the corporate credit card.
- ⇒ All receipts for charges to the corporate credit card must be submitted each month to the accounting team along with a monthly expense report.
- ⇒ The corporate credit card must be returned to the Office Manager or to the Corporate Controller, immediately upon termination or resignation, or at any time upon request.

I have read, understand and agree to the above-mentioned terms governing the use of the corporate credit card. I understand misuse or abuse of this credit card or willful violation of the terms of this agreement may result in personal financial liability and disciplinary action, including discharge.

Employee Signature

Date

General Treasurer's Signature

Date