



Credit Card Policy

Cardholders are authorized to use the card for business related purchases only. The cardholder is responsible for any purchases that are considered to be non-business related and could be subject to disciplinary action.

Unauthorized and/or inappropriate card use includes, but not limited to:

1. Items for personal use
2. Allowing others to use the card
3. Cash or cash advances
4. Alcoholic beverages
5. Weapons of any kind
6. Entertainment
7. Recreation

Your card should be kept in a secure location at all times. If your card should be lost or stolen please notify your supervisor immediately.

You will need to obtain all receipts and give a detailed description of purchases made to the Arcis accounting department.

Return the credit card immediately upon termination of your employment with Arcis Investments, Inc.

I, _____ received a credit card on _____, 20____ and agree to follow the rules and regulations in the policy above.

Signature