**IRIS POLICY - CORPORATE CREDIT CARD USE**

Program Managers or other Supervisors may request corporate cards to be issued for employees under their supervision. The request will be reviewed and approved by IRIS management based on an employee’s work requirements and compliance with IRIS policies. A corporate card may be cancelled at any time, with immediate notification to the cardholder.

Credit cards may not be used for cash advances.

Credit cards may not be used for solely personal purchases. Occasional personal charges that are incidental to a business transaction shall be clearly identified as such and reimbursed to IRIS promptly.

Original receipts for services/merchandise must be submitted within one week of the business office request for reconciliation with the credit card statement.

* Internet purchases – printout of confirmation page;
* Telephone purchases – sign and submit copy of the page the item was purchased from, or alternative documentation to support the charge;
* Business meals – dated, itemized receipt, names (and affiliation when available) of all attendees, and a brief description of the purpose of the meeting;
* Travel expenses – original receipts should be attached to the employee travel expense report. The Business Office will reconcile those expenses between the credit card statement and travel expense report.

Immediately call American Express (800) 528-2122, or other issuing institution, to cancel your card in the event it is lost or stolen. As soon as possible, report the lost/stolen card to the IRIS Business Office.

The cardholder and IRIS Program Manager (or Supervisor) shall review and approve all charges on the statement.

Employees will sign a Credit Card User Agreement

The Business Office is responsible for administration of the cards

* Selection of provider (American Express/USBank Visa)
* Payment of bills
* Managing the issuance of cards
* Ensuring proper use of cards

Upon termination of employment, employee will surrender the card to the Business Office and remains liable for any charges which are not substantiated IRIS business expenses.

Misuse of the card will result in cancellation of the card. In instances of misuse, IRIS retains the right to recover any monies from the cardholder. Misuse can also lead to disciplinary action against the staff member concerned.

## CREDIT CARD USER AGREEMENT

I, , as an employee of IRIS, accept personal responsibility for the safeguard and proper use of the IRIS credit card, which has been assigned to me for use in the performance of my job, in accordance with the terms outlined below.

I will not use the credit card for any inappropriate purpose. Inappropriate purpose consists of the following:

* Cash advances
* Personal purchases

I will provide all necessary documentation to the Business Office in a timely fashion.

I understand that IRIS will disallow my use of the corporate credit card for violation or misuse of the credit card.

I understand that I will be held personally responsible for any inappropriate charges I incur to the IRIS credit card, and payment for any such inappropriate charges is hereby authorized to be withheld from my paycheck.

I will promptly surrender the credit card upon my termination of employment with IRIS.

Employee Signature Date

Manager Signature Date