

Credit Card Policy

Certain company employees are issued a Company Credit Card. The Company Credit Card is to be used only for official QP Energy Services, LLC business, not personal expenses. Charging personal transactions to Company Cards is not acceptable under any circumstance. Cardholder transactions will be scrutinized to ensure compliance with this policy. Infractions of the conditions of this Policy could result in cancellation of the card and withdrawal of Company Credit Card privileges. Breaching of this policy can lead to disciplinary action against the employee concerned. Disciplinary actions range from verbal warnings, to written disciplinary actions, and finally termination if the policy is not adhered to. In all cases of misuse, QP Energy Services, LLC reserves the right to recover any monies from the cardholder. Cardholders will be required to sign a declaration authorizing QP Energy Services, LLC to recover, from their salary, any amount incorrectly claimed. Cardholders may not use their Company Credit Card to obtain cash advances from banks, building societies, credit unions, nor automatic teller machines. This prohibition similarly extends to cash equivalents such as bank checks, traveler's checks and electronic cash transfers.

I have read and understood all policy and agree to comply with these set policies.

I understand that this signed acknowledgement will be inserted in my personnel file.

Date

Employee Signature

Print Employee Name
Print Employee Name

