

Corporate Credit Card Policy

I. OVERVIEW

This Corporate Credit Card Policy sets forth the Company guidelines that will be applied to all employees who are issued a corporate credit card. This policy conveys company expectations and procedures for the issuance, application, use, safeguarding, payment, and termination of the corporate credit card issued to ENPOINTE's employees. This policy will be effective as of August 01, 2024. Cardholders and their managers are responsible for ensuring that they adhere to this Corporate Credit Card Policy, thereby taking appropriate measures to minimize the risk of fraudulent or corrupt credit card use. The corporate credit card is meant to allow employees access to efficient, flexible, and alternative means of payment for approved expenses. It is NOT meant to become the preferred method of payment for purchases that can be paid through the company's purchase order process. Issuance of a card to an employee is a privilege and not a right and can therefore be revoked at any time.

II. ELIGIBILITY & APPROVAL

- 1. ELIGIBILITY.** Eligibility requires the employee to be full-time, regularly incur business expenses outside of the company's purchase order process.
- 2. APPROVAL.** The request for a company credit card must be submitted in writing by the eligible employee's manager. The manager should contact Jason Sanborn, Finance Manager, the Program Administrator, who will handle all arrangements for obtaining corporate credit cards. ENPOINTE reserves the right to deny or limit the number of requests approved.

III. PROCEDURES & POLICY

- 1. USE AND FINANCIAL RESPONSIBILITIES.** The employee agrees to comply with all applicable policies and procedures of ENPOINTE and this Corporate Credit Card Policy. The corporate credit card is to be used **ONLY** for official business expenditures, not personal expenses. The Cardholder and their manager are responsible for ensuring that the credit card purchases are within budget and properly approved.

ENPOINTE will pay for the total balance by the payment due date each month for each company-approved charge by the Cardholder.

- 2. CREDIT SPENDING LIMITS.** The credit limit will be based on the need for each specific position.

3. RECEIPTS AND EXPENSE REPORT DUE DATES. Cardholder must maintain physical proof of each transaction and provide an itemized receipt for all purchases greater than \$25.00, in accordance with IRS guidelines. If a receipt is accidentally lost, a written description of the items and cost must be submitted and signed by the employee.

Receipts are to be emailed to accountspayable@alwayssenpointe.com within two (2) business days of incurring the transaction.

A failure to provide receipts or credible explanation for any transactions will be considered violation of the credit card policy and may result in a debit from the Cardholder's paycheck and other disciplinary action outlined in section 4. Credible transactions should contain the following information:

*date of purchase *vendor name and address *quantity *unit price *grand total of expenditures

4. CREDIT CARD VIOLATIONS AND CONSEQUENCES. Credit Card Violations may include, but are not limited to, obtaining cash advances, personal transactions, charges by anyone other than the employee named on the card, exceeding the credit card limit, employee termination, neglect of submitting receipts within two business days, or any terms determined at the discretion of ENPOINTE.

Breaching of this policy may result in disciplinary action against the employee up to and including termination, withdrawal of credit card privileges, and reimbursement of charges. ENPOINTE reserves the right to recover any monetary considerations from the Cardholder. Internal and external audits of Cardholder purchases may be carried out from time to time at the discretion of ENPOINTE.

5. OWNERSHIP AND CANCELLATION OF THE CREDIT CARD. The corporate credit card may not be transferred, assigned to, or used by anyone other than the designated Cardholder. The Cardholder is accountable for all activity on the corporate credit card. The Cardholder will forfeit the credit card upon request to ENPOINTE. The credit card will be returned to ENPOINTE upon any notification of resignation.

6. DISPUTED ITEMS. It is the Cardholder's responsibility to follow-up on any erroneous charges, returns, or adjustments. The Cardholder must notify an ENPOINTE card program administrator and the Cardholder's manager immediately for resolution. Any unresolved disputed items will be considered a violation of credit card policy and subject to remedies outlined in section III.4.

7. PROTECTING THE CREDIT CARD. Lost or stolen cards must be reported immediately to an ENPOINTE card program administrator. Cards must be stored in a secure location or on the Cardholder's person. Storage of cards in unlocked locations, such as desks and work areas, will be considered a violation of policy.

8. SAFEKEEPING. Newly issued cards should be signed immediately by the Cardholder upon receipt. Card numbers should not be saved or stored in online accounts. When the corporate credit card has expired and/or Cardholder has received a new corporate credit card, the Cardholder is required to destroy the card (cut into pieces or shred) and discard it.

CONTACT INFORMATION. For any issues, comments, or questions regarding this Corporate Credit Card Policy, please contact the ENPOINTE card program administrator, Jason Sanborn, at 763-592-0538 or jason.sanborn@alwayssenpointe.com.

**Policy Acknowledgement and Agreement
to Wage Deductions
Associated with Violation of Credit Card Policy**

I certify that I, the Cardholder, understand and agree to abide by the ENPOINTE's policy regarding use of company-issued credit card, a copy of which I have received, and which has been explained to me. I understand that violation of such policy may result in consequences including, but not limited to, cancellation of the card, reimbursement of card transactions to ENPOINTE, and my termination.

I agree that if I make any personal purchases (i.e, transactions for the benefit of anyone or anything other than the Company) in violation of that policy, the amount of such purchases is an advance of future wages payable to me and that I agree and authorize ENPOINTE to deduct any owed amount from any compensation owed to me until the amount is repaid in full.

I further agree that if I make any transactions in violation of the policy, I am financially responsible for any such expenses and I agree and authorize ENPOINTE to deduct any unapproved amount from any compensation owed to me until the amount is repaid in full.

I understand that ENPOINTE will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the Cardholder agreement.

Employee Signature

Print Name

Date