

COMPANY CREDIT CARD POLICY

Introduction

Ryan Wilks Pty Ltd issues credit cards to employees who are required to make minor purchases from suppliers who we may not have accounts with. The use of a Ryan Wilks Pty Ltd credit card is subject to the terms and conditions outlined below. This policy applies to the use of all Ryan Wilks Pty Ltd credit cards and it is every individual's responsibility to understand and comply with this policy. It is the responsibility of the Construction Manager and/or Branch Manager to oversee the implementation of this policy.

Glossary

Company - refers to Ryan Wilks Pty Ltd.

Company Credit Card - refers to all credit cards owned by the Company

Allocation and eligibility

The Construction Manager or Branch Manager shall determine if it is necessary for an employee to be issued a Company Credit Card for work related purchases, the individual will be notified by management.

Responsibilities

Only authorised employees are permitted to use Company Credit Cards.

It is the responsibility of the Construction Manager or Branch Manager to authorise the issue of Company Credit Card to individual employees.

The Office Manager will arrange the credit card application process.

The employee shall be issued with the credit card for their Company use only. Under no circumstance are employees authorised to use the credit card for personnel use.

Bank Credit Card Statements are to be issued by the Administration Assistant to each individual on the tenth day of each month. The Statement is to be reviewed and approved in line with the individual purchases, project number allocation and stage numbers. The Statement is to be reviewed by both the card holder and the Construction Manger or Branch Manager, signed and returned to the Administration Assistant as per the report flow chart by the twentieth day of each month.

Use of company credit cards

These use of credit cards are for miscellaneous, incidental low cost purchases where suppliers credit accounts may not be established. Typical examples may include parking, minor hardware purchases, meals when working away etc.

The card holders responsibilities

- Keep the card and associated PIN secure and safe at all times;
- Report to the Office Manager at the earliest opportunity any damage or lost Company Credit Cards.
- Obtain both tax and credit card receipts for proof of purchase for all purchases.
- Complete the Cash / Credit Card Claim Form detailing the Project and Stage numbers associated with the purchase. The receipts must be returned to the Office administrate as per the Reporting Flow Chart by the fourth day of every month.

Approved the monthly Credit Card Statement and return to the Administration Assistant by the twentieth of each month.

Termination of employment

If you are summarily dismissed or are not required by the Company to work your notice period (regardless of who gave notice), you shall return the Company Credit Card on your last day at work in accordance with the Company's instructions or at the discretion of the Construction or Branch Manager,

This policy will be formally reviewed in May 2025



Ron Ryan

General Manager

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