



The Heritage Group

7.19 Company Credit Card Use

1. Scope and Purpose – The Heritage Group issues Company credit cards (“P-Cards”) to certain employees to streamline and simplify purchasing and accounts payable functions, well as a convenience for employees in making business related purchases.
2. Eligibility – Company credit cards will be issued to full-time employees at the discretion of management and the THG CFO. Card users include executives, managers, executive assistants, sales personnel, roles requiring business travel, among others.
3. Proper Card Usage:
 - a. Business use – The P-Card is to be used only for reasonable and necessary business expenses. Employees are expected to be honest and responsible stewards of Company funds.
 - b. Prohibited uses - Personal expenses are not to be charged to the P-Card. In the event a personal expense is inadvertently incurred, the Cardholder should make arrangements to repay the charge as soon as possible.
4. Receipts and Account Reconciliation – Image or pdf files of receipts of \$50 or more should be uploaded, coded and reconciled using the drop-down boxes on the P-Card issuer’s website, <https://wellsoffice.ceo.wellsfargo.com/ceoportals/home.html#/>.
 - a. Receipts for individual transactions should each be in their own image or pdf file.
 - b. Meal receipts should include both the itemized and credit card slip showing the tip value, and should also list the business purpose, business unit, and names of all attendees. If an attendee is outside of THG, list their name and company.
 - c. Cardholders are required to complete a Missing Receipt Affidavit for all missing receipts over \$50.
 - d. Cardholders are responsible for Account Reconciliation by the 4th business day after month end and managers must approve the charges by the 6th business day after the month end.
5. Lost or Stolen Cards – If a P-Card is lost or stolen (or if fraud is suspected), immediately contact the Bank and inform the program administrator. Wells Fargo Customer Service can be reached at 800-932-0036. THG’s program administrator can be reached at thgpcard@thgrp.com. A replacement card will be issued as quickly as possible. To identify yourself with Bank personnel, you may need the last four digits of your employee ID number, which can be found on your Workday profile.
6. Upon receipt of a P-Card, Cardholders are required review the cardholder documents sent to each user in their card approval email. By reviewing the Cardholder Documents, user agrees to the Cardholder Purchasing Program Guide Acknowledgement and Acceptance of Program Terms.

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