

Subject:	Business Credit Cards		
Policy No.:	B-12		
Original Issue Date:	Review Requirement:	Date of Last Review:	Date Last Revised:
July 11, 2013	3 years	December 14, 2023	December 14, 2023
Previous Revisions:	06/09/2022		

I. OBJECTIVE

MPE authorizes the issuance of company credit cards for business expenses.

II. POLICY

MPE credit cards may be authorized by the General Manager to be issued to employees who have regular need to utilize them for business purposes, such as travel expenses, purchase of materials, etc.

All employees must agree to and sign MPE’s internal credit card policy prior to issuance of a company card.

Credits/rebates accumulated on the MPE credit cards will be utilized for the business purposes of MPE.

III. RESPONSIBILITY

The General Manager will be responsible for the administration and compliance of this Policy.

Liz McIntyre