Company Credit Card Policy

All doctors and marketing personnel should have a company credit card. The card is put in the employee’s name and all purchases are tracked on the bank statement and verified every month by the practice manager.

Company credit cards are authorized for use when covering expenses related to business lunch meetings, occasional office lunches, employee birthday celebration lunches, gas for travel, and promotional gifts.

Employees that have cards are responsible for keeping the card secure and making responsible business purchases. Any employee found to be abusing the use of company funds or credit cards will be subject to disciplinary actions, including legal action when necessary.

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