



PPMG team members that are issued a corporate credit card are in a position of trust and privilege regarding the use of company funds.

**Standard**

- The following types of official business expenditures can be charged to the corporate card:
  - General office supplies (e.g. paper, post-its, pencils, etc.)
  - Low-dollar maintenance supplies and tools (e.g. paint, drywall tape, paint tarps, drill bit), if site is unable to purchase these supplies
  - Low-dollar fixtures and hardware (e.g. door knob, shower head, wall hook, toilet seat), if site is unable to purchase these supplies
  - Maintenance emergencies, if vendor is not able to invoice site
  - Recruitment Ad's, applicable to HR Manager
  
- Pre-purchase approval is required for the following:
  - Team/business/event lunches and meals.
  - Resident gift/reward/event purchases
  - Entertainment/hospitality purchases
  - Model unit furniture/decor purchases
  - Subscriptions and course/conference fees, can be purchased by the Executive Assistant only
  - Computer hardware/printers, etc., can be purchased by the IT Manager only
  - Office/common area furniture/décor purchases, can be purchased by the Office Manager only
  - Travel expenditures as outlined in the PPMG travel policies
  
- Company credit cards are not to be used for the following:
  - Personal expenditures not of official company business
  - Personal automobile maintenance or fuel purchases
  - New or replacement appliances (major)
  - Apartment turn costs and associated
  - Major unit replacements or building repairs
  - Vendor deposits or down payments
  - Money orders or cashier's checks
  - Fundraiser or charity contributions
  - Service contracts, recurring bills
  
- If unsure if a purchase is allowed, or for those requiring pre-approval, the team member should contact the company Controller or Executive Vice President of Property Management.
- Credit cards are only to be used for official business purposes (as outlined in this policy). Where inappropriate expenditure occurs, PPMG will seek reimbursement from the cardholder for the value of the expenditure.
- Credit cards are only to be used by the person whose name appears on the card.

- The cardholder is personally responsible and accountable for the safe keeping of the card. Cards are to be kept secure and protected against improper use.
- In the event that a card is lost or stolen, the cardholder must report the loss immediately to the company Controller or Executive Vice President.
- Monthly credit card statements are to be coded, billed to the appropriate entity and reconciled within 3 days of the statement date as per the Company Expense Reimbursement Process.
- As part of the Reimbursement process, the cardholder is to certify that all charges are correct and were incurred for official business purposes by the *submission of supporting charge receipts*.
- Failure to follow the reimbursement process or otherwise properly process the monthly statement coding or promptly submit supporting charge receipts will result in the credit card being cancelled.
- Where a supporting receipt is not available for a particular charge transaction, lost or destroyed, the cardholder will be required, for proper accounting, to provide a declaration detailing the nature of the expense as business-related.
- Credit limits are not to be exceeded.
- Cash withdrawals are not permitted.
- Deposits are not to be made to the card account by the cardholder.
- All expenditures charged to the corporate credit card are subject to examination and approval by company financial officers to ensure appropriateness and compliance with company policy, as outlined herein.
- Improper use of your corporate card or abuse of that privilege will result in the card being withdrawn and, in severe cases, may result in further disciplinary and possible legal action.
- In the event of termination of employment, the cardholder will immediately return the credit card and ensure the credit card account is properly reconciled and acquitted.

Last 4 Digits of CC# \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date