Soldo Card Usage Policy

1. Purpose

This policy outlines the appropriate use, responsibilities, and restrictions related to company-issued Soldo cards. The goal is to ensure company funds are used responsibly and that all business-related expenses are accurately documented and justified.

2. Issuance of Cards

- Expense cards may be issued to employees whose job duties require frequent travel, client entertainment, or purchasing of business-related goods and services.
- Cards remain the property of PLAY ADVENTURES & COMMUNITY ENRICHMENT and may be revoked at any time.

3. Permitted Uses

Cards must be used only for legitimate business expenses, including but not limited to:

- Travel (taxis, parking, cycle hire, public transport)
- Meals and entertainment for business purposes
- Office supplies and equipment
- Conference or training registration fees

All expenses must be within the limits of the employee's role and budget approval.

4. Prohibited Uses

The following uses are strictly prohibited:

- Personal purchases or cash advances
- Alcohol
- Fuel for personal vehicles (unless for business-related travel and pre-approved)

- Any expense that violates company policy, laws, or ethical guidelines

5. Cardholder Responsibilities

Cardholders must:

- Maintain receipts for all transactions
- Submit expense reports monthly (or as otherwise directed) with receipts and appropriate coding
- Immediately report lost or stolen cards to [Card Issuer and Finance Department]
- Ensure card security and not share the card or card number with others

6. Spending Limits and Controls

- Each card will have a monthly spending limit determined by the employee's role.
- Transaction alerts and audits will be conducted regularly to monitor compliance.

7. Non-Compliance and Disciplinary Action

Misuse of the company expense card may result in:

- Revocation of card privileges
- Requirement to reimburse the company for unauthorized expenses
- Disciplinary action up to and including termination

8. Policy Acknowledgment

Employees must sign an acknowledgment form confirming they have read, understood, and agree to comply with this policy prior to receiving a company expense card.