



EAST HARTFORD, CT BRISTOL, CT SPRINGFIELD, MA WORCESTER, MA WILMINGTON, MA FALL RIVER, MA MANCHESTER, NH

Credit Card Policy

Dear Employee,

Please be aware that when using the company credit card given to you by your store manager you are only allowed to charge the following:

Gas- for ABSAP delivery vehicle only

Supplies- ONLY with written permission from your manager. The signed written permission will need to be given back to your manager along with the receipt upon your return.

Any charges appearing on the card other than those mentioned above will be questioned. If the card is used improperly employment will be terminated.

I, the undersigned, understand the policy stated above.

Printed Name: _____

Signed: _____

Date: _____