



Titan General Contractors, LLC ~ Eagle Suites | 11 Corporate Hill Dr, Little Rock, AR 72205 | (501) 315-2075

Company Credit Card Policy

Date: 09/04/2026 | Produced: 11:40 AM CDT | Audience: All Employees

This policy applies to all employees who use, request, or have access to a company credit card and is effective immediately.

Executive approval rule: If written approval is required under this policy, it must be obtained from Executive Staff before the charge is made.

Policy Rules

1. Business Use Only. Company cards are for authorized business expenses only. Personal or unauthorized charges are prohibited and may be withheld from pay to the extent allowed by law.

2. Receipts Required. Employees must keep and submit receipts and any supporting documentation for every transaction.

3. Lost or Stolen Cards. Lost or stolen cards must be reported immediately to management and the Corporate Office.

4. Meals and Travel. Out-of-state travel meals are limited to \$68.00 per day, including incidental expenses. Employees may buy only their own meals. Alcohol and food or drinks outside the travel allowance policy are prohibited.

5. Tool Purchases. Tool purchases of any kind, regardless of value, require prior written approval from Executive Staff.

6. Rentals. Rental charges of any kind, regardless of price, are prohibited unless charged directly by Corporate Executive Staff.

7. Clothing and Shoes. Employees must provide their own work attire and shoes under the employee handbook. Uniform shirts are provided by the company.

8. Recurring Charges. Employees may not set up recurring charges, subscriptions, memberships, automatic payments, or auto-renewals. Corporate Executive Staff only may establish those charges.

9. Returns and Credits. Returned purchases must be credited back to the same company card unless the Corporate Office authorizes another method.

10. Misuse and Discipline. Misuse may result in loss of card privileges, payroll deductions to the extent allowed by law, and disciplinary action up to termination.

If an expense is not clearly allowed here, employees should treat it as prohibited until written Executive Staff approval is received.

Acknowledgment and Signature

By signing below, the employee acknowledges receipt of this policy, confirms they understand it, and agrees to comply with its terms.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

COMPANY REPRESENTATIVE