



Barkan Credit Card Policy

The proper handling of Client funds requires that tight control policies are in place to deter potential misuse or theft. An employee's failure to adhere to this policy may result in disciplinary action, up to and including immediate termination of employment, as Barkan determines in its sole discretion.

Barkan has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this policy at any time with or without notice. No statement or representation by an executive, supervisor, manager, or any other employee of Barkan, whether oral or written, can supplement or modify this policy. Changes to this policy can only be made if approved in writing by the Chief Executive Officer or President of Barkan. Any delay or failure by Barkan to enforce any term or provision of this policy will not constitute a waiver of Barkan's right to do so in the future. Neither this policy nor any other communication by a Barkan representative, whether oral or written, is intended in any way to create a contract of employment or to modify any employee's at-will employment status.

1. Barkan may, in its sole discretion, issue Barkan Credit Cards to certain employees for certain business- and client-related purposes. Use of any Barkan Credit Card so issued is a privilege and may be withdrawn by Barkan at any time, for any or no reason, with or without notice, as Barkan determines in its sole discretion.
2. Employees are responsible for protecting all funds against theft and misuse. All credit cards must be secured under the designated employee's control.
3. The maximum amount of credit required per site or per individual is the lesser of the amount authorized by the client or by Barkan. All new requests for a Barkan Credit Card must be approved in advance by an authorized executive at Barkan and the Client's Board of Directors.
4. Employees may not request or obtain a PIN (Personal Identification Number) or use a Barkan Credit Card, through any bank, ATM, creditor, vendor, merchant, or otherwise, to receive cash including, but not limited to, cash back on a purchase, a cash advance, a prepaid card, a gift card, or any cash equivalent under any circumstances.
5. Barkan Credit Card transactions per the Credit Card Reconciliation form must always equal the transaction detail report for the given period.
6. Personal purchases and non-Client business- or property-related purchases are strictly prohibited.
7. Receipts and any other necessary substantiating documentation must be submitted within three days of purchase. Any expense or transaction not supported by documentation will be treated as an unauthorized expense.
8. Upon termination of employment the Barkan Credit Card transactions must be fully reconciled. Any funds that are not fully accounted for pursuant to this policy will be treated as unauthorized expense(s) and will subject the employee responsible to appropriate legal action.



Employees must read, understand, and agree to comply with this policy in its entirety prior to receiving a Barkan Credit Card. Employees will be required to sign the Barkan Credit Card Policy Acknowledgement form, acknowledging receipt of funds for client-related purposes, in the form of a Barkan Credit Card. With respect to each receipt and acknowledgement, the employee must ensure that the exact amount issued to the employee is clearly and accurately indicated.

Barkan Credit Card Policy Acknowledgement

I, _____ (name of employee), acknowledge and agree that I am being provided the following and accept responsibility for handling these funds according to the Barkan Credit Card Policy

a. \$_____ in the form of available credit via a Barkan Credit Card

I acknowledge and agree that I have received a copy of the Barkan Credit Card Policy and that I have read it, I understand it, and that I agree to comply with it. I further understand, acknowledge, and agree that my failure to adhere to the Policy may result in disciplinary action as Barkan determines in its sole discretion, up to, and including, immediate termination of my employment.

I understand, acknowledge, and agree that this Barkan Credit Card is being provided for the sole purpose of facilitating purchases on behalf of a Barkan Management client (_____) (name of client), and that personal use or other unauthorized use of the Barkan Credit Card is strictly prohibited.

I understand, acknowledge, and agree that I am not authorized to request, or obtain, a PIN (Personal Identification Number); that I am not permitted to use the Barkan Credit Card, through any bank, ATM, creditor, vendor, merchant, or otherwise, to receive cash including, but not limited to, cash back on a purchase, a cash advance, a prepaid card, a gift card, or any cash equivalent.

I understand, acknowledge, and agree that I will fully reconcile the account as applicable, in accordance with the Barkan Credit Card Policy and that original receipts and any other necessary substantiating documentation are to be submitted to the assigned Account Executive, together with the Credit Card Reconciliation Form, by the last business day of each month (even when there were no expenditures during the month) or sooner, if requested.

Employee
Name:
Title:

Date

Supervisor
Name:
Title:

Date