



## Procurement Card Policy – US & Canada

Policy No: PP-001  
Version 1.0

Effective Date:  
12/9/2024

### 1. PURPOSE

The purpose of this Procurement Card (“P-Card”) Policy is to establish guidelines for the use of Brink’s (“Company”) issued procurement cards. P-cards are intended to facilitate and streamline small or routine business-related purchases while ensuring proper control and accountability over Company expenditures.

### 2. SCOPE

This Policy applies to employees in the United States and Canada who have been issued a P-card. This Procurement Card Policy (“Policy”) outlines the responsibilities of cardholders and approvers, issuance, authorized usage, limitations, and procedures for reporting expenses.

This policy applies as a regional standard. Local countries may have supplemental guidelines, but those do not supersede or dilute this policy. Country-specific policy exceptions (or local expense policies), clarifications, and additional policies not applicable to this Policy must be provided to Global Shared Services to attach and distribute with this policy. Individual country addendums must be approved by the Company executive management team.

### 3. POLICY REVIEW

This Policy will be regularly reviewed and updated to meet the Company’s changing needs. Employees are required to read and comply with this policy. Direct any policy exception or change requests to the [Strategic Sourcing COE Director](#) or P-Card Program Administrator. Direct P-Card questions to the Expense Management team at [GlobalExpense@brinksinc.com](mailto:GlobalExpense@brinksinc.com).

### 4. ELIGIBILITY, ISSUANCE, AND DEACTIVATION

- 4.1 P-cards may be issued as needed to employees with specific purchasing responsibilities or those authorized to make business-related purchases. Direct Manager and Sr. Manager of Payment Card Programs approval is required.
- 4.2 Eligible employees must complete a P-Card request form and sign a Cardholder Agreement that acknowledges their understanding of and compliance with the P-card policy.
- 4.3 When a cardholder has left the company, the [P-card Administrator](#) should be notified as soon as possible. Once notified, the administrator will deactivate the card. Expenses should be reconciled prior to the employee’s departure if possible.
- 4.4 Upon request of Brinks Management and/or the discretion of the Senior Manager Expense, VP Global Shared Services, VP Procurement, a card can be deactivated, or limits changed at any time with or without prior notice.
- 4.5 Lost or stolen cards must be reported immediately to the credit card company and the Expense Management Administrator by e-mail.
- 4.6 P-Cards are not available for non-Brinks employees (i.e. contractors, temporary employees, or interns).

### 5. CARD USAGE

#### 5.1 Permitted Purchases

P-cards may only be used for approved, business-related expenses. Exceptions may only be approved by the VP of Global Shared Services or CFO.

Authorized categories include:

- Marketing may use the P Card for trade shows, freight charges, booth set up, small marketing

- collateral, signage, recurring advertising fees
- Copying services
- Recurring software prescription fees
- Computer peripherals (e.g. webcams, mouse) that cannot be ordered through ServiceNow process
- Catering
- Books
- Flowers

## 5.2 Prohibited Purchases

P-Cards should not be used to replace any other purchasing channel that has been designated for certain spend categories, including but not limited to branch office supplies, janitorial supplies, MRO etc.

The following transactions are strictly **prohibited**:

- Personal expenses
- Cash Advances/ATM withdrawals
- Capital equipment, unless specifically authorized
- Consultants
- Inventory items
- Hardware/Software (non-emergency)
- Laptops/desktops
- Employee gifts (birthday, anniversary, etc.)
- Travel expenses (e.g. airfare, hotels, rental car, meals, etc.)
- Seminars/Conferences
- Any purchasing categories blocked the P-Card Merchant Category Codes (MCC) as determined by the Purchasing Card Administrator

## 5.3 Transaction Limits

- Single and cumulative transaction limit for use of the card is up to \$1000.
  - **Splitting purchases to circumvent single transaction limit is strictly prohibited.**
- The monthly spend limit on one card is \$10,000.
- Cumulative transaction spend of \$100,000 or more must be channeled to Sourcing for supplier review and potential contracting.

## 6. EXPENSE REPORTING

Required supplier receipts and support must be provided by the cardholder monthly. The documentation is necessary to substantiate the payment of sales tax associated with each purchase and to comply with Brinks policy.

- Expense reports must be submitted by the cardholder and approved by the card holder's manager by the end of each month.
- Original receipts for purchases over \$75 are to be submitted with the monthly statement via the e-reconciliation tool (Example: Concur)
- If the Cardholder fails to provide a receipt for a transaction, the receipt affidavit option must be chosen, and the cardholder's manager and senior manager must provide an explanation and approval within the comments section of each missing receipt transaction.
- All P-Card activity (statement) is to be reviewed by an independent person, Department Cost Center Manager or delegate.
- Payments will not be issued without the following:
  - Complete and accurate allocations
  - Manager's approval.

- All P-Card receipts are subject to audit on a periodic basis. Documentation is subject to review by the IRS, External and Internal Auditors and the P-Card Administrator.

## 7. COMPLIANCE

All cardholders and approvers are expected to comply with this policy. Misuse of the P-Card, whether intentional or unintentional may result in disciplinary actions, including suspension or revocation of card privileges, reimbursement to the company for unauthorized expenses and potential termination of employment. Expense reports are subject to audit. Misuse includes but is not limited to the following:

- Using the P-Card for personal or unauthorized purchases
- Allowing another individual to use the Cardholder's P-Card
- Splitting purchases to circumvent maximum charge limits
- Failing to reconcile and submit receipts on-time or provide the required supporting documentation
- Any or all, of the above will result in immediate cancellation of the P-Card and escalation to the employee's manager

## 8. RESPONSIBILITIES

### 8.1 Cardholder

- Reading, understanding, and complying with the policy
- Safeguarding their individual P-Card number by not sharing
- Reconciling statements by verifying all transactions and ensuring accuracy
- Submitting monthly reports via the online platform
- Manage monthly & transactional limits to avoid penalties or fees
- Identify and report any unauthorized transactions or disputed charges with the card company
- Monitor statement activity to ensure credits are received for disputed transactions
- Ensure purchases are for valid business expenses
- Validate that goods and services have been properly received by Brinks
- Retain all transaction receipts

### 8.2 Manager/Approver

- Approving new requests for P-Card
- Reviewing monthly statement to ensure compliance with the policy
- Expense report approval
- Ensure employees who will be issued a P-Card or have been delegated responsibilities under the program, have duties commensurate with the established spending limits
- Track disputed items to ensure proper credit is received - follow up with cardholders to confirm disputed charges are satisfactorily resolved
- In the event of a cardholder transferring departments or termination, ensure expense reports are completed
- Report any suspected misuse to Ethics and Compliance for further investigation

### 8.3 P-Card Administrator (Finance)

- Overseeing the P-Card program, including card issuance, monitoring usage, and ensuring policy compliance
- Primary liaison between the P-Card holders and the issuing financial institution
- Providing support on P-Card issues and Concur application
- Establishing merchant controls for P-Card usage
- Updating P-Card policy and communicating program updates

### 8.4 Procurement

- Supporting Finance on procurement channels directing the proper categories for card usage



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- Authorizing categories for card usage
- Analyzing spend for savings opportunities
- Supporting departments on contracting if required

### 8.5 Finance

- Conduct periodic audits of P-Card transactions
- Report on discrepancies or violations to the appropriate management team

## 9. RESOURCES

[Procurement Policy](#)

[Travel & Expense Policy](#)

Global Shared Services SharePoint

## POLICY HISTORY

Version	Date	Author	Revision History	Approver
1.0	12/9/2024	Amy Gregory/Amanda Kosecki/ Rochelle Binder	New Issue	Stephen Sharlow