

Business Card

Optional Controls

Using one **simple and convenient** form, your business can establish controls to meet your specific needs.

The perfect compliment to our comprehensive reporting packages, these flexible control features will allow you to **provide employee cards with confidence**.

Providing employees with a business card enables your business to **maximize program benefits**, such as our valuable business discounts.

Contact our servicing team to **adjust controls as your needs change**.

Set Single Purchase Limits

Select from five defaults levels designed to prevent large purchases, or choose our “up to the Credit Limit” option.

Create Cash Access

Default cash limits are set at 20% of the Authorizing Officer’s card limit. Adjust availability by setting lesser percentages or granting cardholder access to cash.

Restrict Merchant Category Codes

Select one default for all cardholders. Levels are progressive (B includes A and B; C includes A, B & C, etc.).

The standard default leaves all purchase options open, except the “Forbidden Four” (Money Transfer Merchants, Dating and Escort Services, Massage Parlors and Gambling Transactions).

Level	T&E	Purchasing	Fleet
A	Airlines, hotel, car rental, other transportation, food	Top 100 non-travel purchases	Fuel Only
B	Seminars, memberships, entertainment, car services	Travel (T&E Level A)	Automotive services (oil change, car wash, parts, etc.)
C	Gifts, limited shopping, copy services	Top 150 non-travel purchases	Limited T&E (hotels, food)
D	All other non-high-risk MCC's	Top 200 non-travel purchases	N/A
E	Default: All but the "Forbidden Four"	All but quasi-cash & the "Forbidden Four"	N/A

Flexible control features, on one form