



Mohawk Industries, Inc.
Corporate PNC Visa PCard Policy
Effective January 1, 2018

Introduction

Many personnel in the daily course of performing their job responsibilities will need to purchase items for Plants, Offices, and other items for which Purchasing Cards are required. It is the purpose of the policy to provide employees and management with a statement of company policies and procedures for the expenditure and accountability of company funds for business related PCard expenses.

Application Process

- Fully Completed and signed PCard Jot Form Applications must be submitted. The application can be found at link below <https://form.jotform.com/80926205396158>
- Detailed instructions for completing the PCard Application can be found at this link. [PCard Application Instructions.pdf](#)
- Activation of your PCard will include calling the Customer Service Phone number on the back of your PCard and providing them with the last 4 digits of your Employee ID
- You may also be prompted to provide the 3-digit security number (CVV) on the back of your card.

PNC Intellilink

PNC provides an on-line reconciliation tool for managing your PCard account.

- Your User ID for logging into PNC Intellilink will be your company email.
- Your initial Password will be '**Welcome1**'. Once you have logged in you will be prompted to update your Password and create a Memorable Word.

Card Use

PCards are to be used for approved Company expenses only. No Personal Charges are allowed on the PCard. Willful misuse or abuse of the PCard program will result in the cancellation of the account and possible grounds for termination.

If you accidentally charge something personal to company PCard, please follow this process:

- Send an email to ap_pcard@mohawkind.com to advise a personal charge was made. Include in the email a copy of the Purchasing Card Statement with the personal charge circled.
 - Immediately provide a check made payable to Mohawk Industries for the full amount of the personal charge.
 - Provide the General Ledger Account this charge was allocated to so we can advise Finance to make a Journal Entry.
 - If sending the check by regular mail use the address below:
Mohawk Industries
Attention: Corporate Travel & Expense
PO Box 12069
Calhoun, GA 30713
 - If sending the check overnight use address below:
Mohawk Industries
Attention: Corporate Travel & Expense
160 S Industrial Drive
Calhoun, GA 30701
 - If the check does not arrive in a timely manner your PCard will be suspended.
 - Management and Internal Audit will also be notified if this process for personal charges is not completed in timely manner.
- Standard PCards are not intended for Business Travel and Expense and are therefore restricted for the following purchases:
 - Oil/Gas
 - Car Rental
 - Hotel Accommodations
 - Air Fare
 - Restaurants
 - Gift Cards

If you need to make the above restricted purposes, you should request an unrestricted PCard intended for booking group travel or events. You might also consider requesting the PNC Corporate Travel Card handled by the Corporate Travel department. Link <https://form.jotform.com/81055003796152>

Requirements for food purchases:

- The food is to be catered, picked up, or delivered – no “sit down” restaurant events allowed.
- The detailed receipt must show the following information:
 - Merchant Name
 - Carry Out/Delivery/Catered
 - Date of Purchase
 - What was purchased

- Number of items purchased
- Pricing
- Tax
- Total

Requirements for fuel purchases:

- A Detailed Receipt with the following Information:
 - Merchant Name
 - Type of fuel, i.e. Gas, diesel, oil, etc.
 - Date of purchase
 - Number of gallons purchased
 - Cost per gallon
 - Tax
 - Total of purchase

Spending Limits

All cards have spending limits. Both monthly and single purchase limits will be established during the application process. Below are the general guidelines.

- Limits will be set by the cardholder's manager. Cards are setup to reflect those limits. When making purchases, cardholders should keep these limits in mind. Do not spend more money than allowed. A manager may request a Credit Limit change that will be permanent or temporary depending on the circumstances.
- Goods or services that cost more than the single transaction limit may not be broken into smaller purchases (parceling) to meet this single limit purchase.
- If the credit increase is for a one time purchase the manager should list, the date that the credit limit will revert back to original limit. This type of change in credit limits will require 24 to 48 hours for availability. The link for Credit Limit increases is <https://form.jotform.com/80926184796168>. Managers requesting an increase must be listed on the AP Approval List with approval limits equal to or higher than the total credit limit requested

Cardholder Responsibilities

When a cardholder changes jobs and no longer requires a PCard, it is the cardholder's responsibility to request cancellation of the account. If the employee's job changes and the PCard will be a requirement for the new job, all the information regarding new location, phone numbers, managers, etc. can be updated and the same card used in the new job. If the card needs to be cancelled or any changes need to be made, send an email to ap_pcard@mohawkind.com. Below are other general responsibilities.

- The Purchasing Card Member Statement of Charges are paid 100% by Mohawk Industries. The PCard statements are mailed to the cardholder's Business location.
- The statement will read ****Memo Statement Only Do Not Remit Payment****. **No payment is required by the Cardholder.**
- PCard statements are released by PNC on the 25th, 26th, or 27th of each month. You should receive the Statement for your PCard by the 10th day of the month following the statement date. If do not receive your statement in a timely manner, please log into PNC Intellilink and print a Purchasing Statement.

- In preparation for the required Monthly Reporting and Scanning of Receipts and Statements process, a Receipt Folder should be created to which only you have access.
- Vendors should be contacted for any missing Receipts. If a receipt cannot be obtained from the Vendor, a Missing Receipt form must be filled out by the cardholder in detail and signed by both the cardholder and the manager. **(Form should be used as last resort)** Link for Missing Receipt Form is available at <https://form.jotform.com/80925120596155>
- Detailed receipts should have the following information and be obtained at time of purchase:
 - Vendor Name
 - City Purchased
 - Date purchased
 - Items with description
 - Tax amount charged
 - Total Amount Charged

Reallocation of Purchases

Individual purchases may be allocated to a different GL account by logging into PNC Intellilink and changing the default account to another valid account. This exercise should be conducted weekly to avoid delays in processing the statement at month end. All reallocation of purchases must be completed before the statement ending date. If you wait until after the statement is available, you will need to send your reallocations to Business Unit Finance personnel and a journal entry will be required. For details on Reallocation follow this link; [PCard Charge Reallocations.pdf](#)

Monthly PCard Reporting Process

- Provide the card statement and detailed receipts to your manager for review. Your manager must sign as well as print their name on the card statement indicating approval.
- If your manager is unavailable, please obtain approval from the next manager in line or your manager's Expense Delegate.
- The Bar Code Sheet can be found at [PCard Barcode Sheet.pdf](#)
- The detailed instructions for scanning your Statement and Receipts on a Ricoh scanner can be found at [PCard Scanning Instructions4-18.pdf](#)
- Complete the Scan described above by the 10th of the following month; **Example:** February by the 15th of March.
- Do not scan multiple months' statements together.

Failure to follow the process above will result in suspension of your PCard account on the 1st of the month following your statement date. The account will be re-activated once the Reporting Process is complete.