

BULLETIN

September 4, 2007

Re: Covering Production Costs with Personal Credit Cards

Have you been in a position where you were required to use your own credit card to cover a production expense or a deposit on equipment rentals?

Using your own credit card for production purposes may seem like an easier or faster way to get things done if you don't have direct access to a company credit card or petty cash.

However, it's important to know and understand the risks involved.

In most cases, a production will reimburse an Employee for any legitimate production expenses. However, should a dispute arise over the reimbursement of expenses you have agreed to pay, that agreement is not enforceable under the DGC BC Collective Agreement. The onus will rest with you, the Employee, to pursue the matter through civil means which could be at considerable cost.

Other risks include credit card interest costs if reimbursement is delayed and an increased exposure to credit card fraud.

If your Employer requests that you purchase or rent production materials and/or equipment, ensure that you are provided with the financial means to do so by the production. Should you agree to use your personal credit card, you are doing so at your own risk.