CREDIT CARDS & CREDIT ACCOUNTS POLICY (#125)

Library Credit Card

Credit cards may be issued to administrative and management level staff for the purchase of goods or services for the official business of the Library. Each credit card bears the cardholder's name, but is the property of the Library and will be issued under the name of the Library. The cardholder is responsible for the activity on the card.

The Executive Director will authorize staff members to have credit cards. All employees issued a credit card must sign an acknowledgement form recognizing their responsibility to comply with the Library policy regarding credit cards. A list of staff members with credit cards and their credit limit will be maintained by the Administrative Assistant.

Each credit card will have a pre-set limit as follows:

Executive Director	up to $5,000
Assistant Director	up to $2,500
Administrative Assistant	up to $2,500
All Others	up to $1,500

The cardholder is responsible for ensuring that:

- charges are authorized within their approved budget;
- sufficient funds are available within that budget; and that
- sufficient credit is available.

Use of the credit card should be limited to purchases from companies, stores and vendors that do not invoice or accept purchase orders; orders placed over the Internet; and other purposes approved by the Executive Director.

For all credit card purchases made, the cardholder must submit documentation in the form of receipts detailing the goods or services purchased, the cost of those goods or services, the date of purchase, and the line-item budget account number authorizing the expenditure.

All documentation of approved credit card transactions must be forwarded to the Administrative Assistant within one week of purchase so it may be matched to the consolidated statement invoice.

Each staff member issued a Library credit card is responsible for its protection and custody and shall immediately notify the issuing bank, then the Administrative Assistant if the credit card is lost, stolen or used by unauthorized persons. Written documentation of the event should follow the report as soon as possible detailing the date and circumstances of the theft or loss.

All credit cards shall be returned immediately upon request or termination of employment to the Administrative Assistant. The Library may suspend or cancel cardholder privileges at any time for any reason.

No personal expenditures are allowed by staff members with the Library credit cards, even if the intent is to repay the Library at a future time. A Library credit card may not be used for cash withdrawal or cash advance.

Any misuse of a Library credit card shall result in no less than the credit card in question being revoked. Any disciplinary measures for misuse of Library credit will be at the discretion of the Executive Director in consultation with the Library Board as appropriate.

Credit Accounts

At the discretion of the Executive Director, the Library may maintain credit accounts at local businesses or other vendors (for example: Ace Hardware, Sam's Club, Amazon.com). Only staff members authorized by the Executive Director may charge goods and services for official Library business to these accounts. No personal use of these credit accounts is permitted. All purchases must be authorized by the Department Managers within whose budget the purchase is made and must be within the approved Departmental budget. For all purchases made on these accounts, the staff member making the purchase shall submit documentation in the form of a receipt to the appropriate individual within 24 hours of making the purchase.

All employees authorized to use these credit accounts must sign an acknowledgement form recognizing their responsibility to comply with the Library policy regarding credit accounts.

The Administrative Assistant will maintain a list of all business accounts and the staff members who are authorized to use them.

Adopted: 1/18/2012
Revised: 2/18/26, 8/17/26

Acknowledgement

I acknowledge that I have received and read the Credit Card & Credit Account Policy and that I understand my responsibilities as a

__ credit card holder for card#: _____

__ authorized credit account user for the following accounts:

1. _____
2. _____
3. _____
4. _____
5. _____

and agree to comply with all the terms of the policy.

_____ _____

Signature of Employee Date