



CREDIT CARD USE POLICY

The Board of Trustees of the Geneva Public Library District retains the authority to authorize issuance of credit cards by the Library's bank to be used by employees to conduct financial transactions for the Library District.

The Library Board authorizes issuance of credit cards in the employee's name for the following positions: Library Director, Assistant Director, Access Services Manager, IT Manager, and Facilities Coordinator.

Spending limits for each position are set as follows:

Library Director: \$10,000
Assistant Director: \$10,000
Access Services Manager: \$7,500
IT Manager: \$7,500
Facilities Coordinator: \$2,500

The credit card may be used to purchase items such as supplies, materials, food for library events and programs, equipment and travel expenses, provided that the purchases have been authorized in advance by the Library Director. A receipt for goods or services must be provided for all credit cards transactions. Employees may not charge personal expenses to the Library's account. Employees must notify the credit card company and the Administrative Office immediately upon loss of a credit card.

Payment for credit card charges is subject to requirements set forth in the Administrative Policy.

The Board of Trustees and/or the Library Director may revoke a library credit card at any time.

Adopted 6.18.15
Rev. 2.27.20