

## CREDIT CARDS

The Library maintains a credit card for library related purposes only. It has been put in place in order to facilitate purchases related to official library business which are urgent in nature and/or which cannot be accomplished through normal invoice procedures, to facilitate orders from vendors that do not invoice or accept purchase orders, and to provide the convenience of the card to authorized users, while maintaining strict accountability. Whenever possible, traditional invoice procedures should be the preferred method of ordering.

The Library Director may maintain physical possession of a credit card. For all other authorized users, library credit cards shall be kept securely locked in a safe in the Library's Business Office. Card holders must be pre-authorized by the Library Director.

Cards may be retrieved and used by other authorized users only after the Director or a Board member has signed a completed purchase order. Purchases of any dollar amount require pre-approval.

Library employees shall sign for the card when they are taking it from the office and shall return the card as soon as possible after use, but no later than the first day the employee returns to work to the Business Office. Documentation and original receipts detailing the goods and services purchased must be signed and submitted in a timely manner to the Business Office by the authorized user.

The Library is generally exempt from sales tax on purchases. The card user shall notify the vendor or merchant that the credit card transaction should be tax exempt. The card user shall provide the library's Sales Tax Exemption Letter Certificate at the time of purchase, to avoid paying sales tax. Meals and lodging are not exempt from sales tax.

The balance due on the credit card shall be paid in full each month by or before the payment due date.

Each authorized user is responsible for the protection of the credit card in his or her possession and shall immediately notify the Library Director and financial institution issuing the card if the card is lost, stolen or used by an unauthorized user. Written documentation to the Business Office shall follow the report within 3 business days detailing the date and circumstances of the theft or loss. Cash advances, cash withdrawals, fines and private expenses are not authorized credit card uses. Each employee authorized to use a Library credit card must agree in writing to accept full financial responsibility for any use deemed by the Library Director or Board to be inappropriate. Disciplinary measures for misuse of a library credit card shall be at the discretion of the Director or Library Board, as appropriate. The Library retains the right to take any and all measures consistent with the law for unauthorized use of a credit card.

Any benefits derived from the use of the credit card shall be the property of the Library.

The credit card bill shall be included in the monthly warrant for approval by the Board of Trustees.

Credit cards shall be immediately surrendered upon an authorized user's separation from service or as requested to do so by the Library Board of Trustees or Library Director.