



Credit Card/Business Charge Account Policy

This policy is for application to those libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries) and Buffalo & Erie County Public Library System functions.

I. STATEMENT OF PURPOSE

The purpose of this policy is to protect Erie County taxpayers by assuring that credit card and business charge account use facilitates cost-effective purchases for the Buffalo & Erie County Public Library (B&ECPL). Use of a credit card or business charge account is a form of payment; all use must be in compliance with B&ECPL Policies, in particular, the B&ECPL's Procurement Policy.

II. POLICY

A. The B&ECPL is authorized to maintain the following credit accounts:

1. Credit card account – Library Director: Limit not to exceed \$7,500
2. Credit card account – Deputy Director – COO: Limit not to exceed \$7,500
3. Credit card account – Asst. Deputy Director – Controller: Limit not to exceed \$7,500
4. Amazon Business Charge Account, B&ECPL: Limit not to exceed \$10,000
5. American Express Business Travel Account – Library Director: Limit not to exceed \$7,500
6. American Express Business Travel Account – Deputy Director – COO: Limit not to exceed \$7,500
7. American Express Business Travel Account – Asst. Deputy Director – Controller: Limit not to exceed \$7,500

Credit cards will be assigned to the B&ECPL Library Director, Deputy Director – COO, and the Asst. Deputy Director - Controller (herein designated “Cardholders”). There will be no physical credit card for the Amazon.com and American Express accounts. Additions or deletions to the number of credit cards or business charge accounts shall require approval by resolution of the B&ECPL Board of Trustees.

B. The Cardholders or their designees may use the credit card only for goods or services for the official business of the B&ECPL and consistent with other policies, including but not limited to the B&ECPL's Procurement Policy.

- C. The B&ECPL Library Director or designee(s) is authorized to incur charges to the Amazon.com account only for goods or services for the official business of the B&ECPL and consistent with other policies, including but not limited to the B&ECPL's Procurement Policy.
- D. The B&ECPL Library Director, Deputy Director – COO, Asst. Deputy Director – Controller, or designee(s) are authorized to incur charges to the American Express Business Travel Account only for goods or services for the official business of the B&ECPL and consistent with other policies.
- E. Documentation detailing the goods and services purchased and the business purpose for said purchase must be submitted before payment can be approved.
- F. The Cardholders are responsible for the protection of the respective credit cards and are responsible to immediately notify the financial institution issuing the card and the B&ECPL's Business Office if the card is lost or stolen.
- G. The balance due on the credit card and business charge accounts will be paid within the balance period indicated on the monthly statement. The B&ECPL accepts full responsibility for authorized debt incurred on these accounts.
- H. Cardholders must immediately surrender the credit card upon leaving the employ of the B&ECPL.
- I. The B&ECPL Library Director or designee(s) shall maintain procedures to insure the objectives of this policy are achieved.

Adopted September 17, 2015 per Resolution 2015-29.

Amended May 17, 2018 per Resolution 2018-10.

Reviewed by Policy Committee April 6, 2022 – no changes.

Amended May 15, 2025 per Resolution 2025-15.