

Credit Card Policy

Amherst Public Library

This policy facilitates library purchases and established guidelines for the use of credit cards and accounts issued by the library. This policy provides internal controls to ensure that employees comply with all applicable laws.

Credit cards (which include debit cards) may be issued to staff for the purchase of goods or services for the official business of the Library as determined by the Director or the Board of Trustees. This is decided on a case by case basis. All employees issued a credit card must sign an acknowledgement form recognizing their responsibility to comply with the Library policy regarding credit cards.

The Director must submit the credit card application or credit account information, with approval from the Board. Efforts will be made to select a card with no membership fee or service charge if at all possible. A credit card will be issued under the name of the Library, and must be returned to the employee's supervisor upon termination of employment with the library. The cardholder is responsible for the activity on the card. The Library may suspend or cancel cardholder privileges at any time for any reason.

A list of staff members with credit cards and their credit limit will be maintained.

The cardholder is responsible for ensuring that:

- charges are pre-authorized by the Director or Board within their approved budget
- sufficient funds are available within that budget, and
- 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 Library Director or Board.

For all credit card purchases made, the cardholder must submit documentation in the form of itemized receipts detailing the goods or services purchased, the cost of those goods or services, and the date of purchase. Once received, hard copy print outs of items ordered online and any packing slips must also be submitted. All documentation of approved credit card transactions must be forwarded to the Director for submission with the monthly bill by the bookkeeper. All transactions will be included at the following Board meeting to be claims audited.

Each staff member issued a Library credit card is responsible for its protection and custody and shall immediately notify the issuing bank, then the Director 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.

No personal expenditures are allowed by staff members with the Library credit cards. A Library credit card may not be used for cash withdrawal or cash advance. The credit card or account should be set up as tax exempt. If that is not possible, the staff member must show proof of the Library tax exempt status at time of purchase.

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 Director in consultation with the Library Board as appropriate.

The bookkeeper is responsible for balancing the receipts with the monthly statement and reporting any discrepancies to the Library Director.

CREDIT ACCOUNTS

At the discretion of the Library Director or Board, the Library may maintain credit accounts at local businesses or other vendors (for example: Ed Young's True Value Hardware, BJ's, Amazon.com, etc.). Only staff members authorized by the Library Director or Board 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 pre-approved by the Director. 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 48 hours of making the purchase, unless an extension is granted by the Director. Town of Amherst based accounts and cards require approval from the Director for use.

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 bookkeeper will maintain a list of all business accounts and the staff members who are authorized to use them. Credit cards will remain in a safe or secured in the Director's office.

At the meeting of the Board of Trustees of the Amherst Public Library (APL) on April 29, 2024, the following resolution was proposed and approved by the board:

RESOLUTION:

WHEREAS, the Board of Trustees of the Amherst Public Library (APL) has been advised to adopt a written Credit Card policy to guide the credit account activity of the APL, and

WHEREAS, the policy provides that the APL Board of Trustees shall review this policy and procedures as needed, now therefore be it

RESOLVED, that the Board of Trustees of the Amherst Library adopts the Amherst Library Credit Card Policy, and be it further

RESOLVED, that the updated includes credit card purchases previously claims audited by the Board of Trustees.

Adopted by the Board of Trustees: April 29, 2024

AMHERST PUBLIC LIBRARY
Credit Card Policy Employee Acknowledgement

I hereby acknowledge that I have received a copy of the Amherst Public Library's Credit Card Policy and the protocols for its use. I have read the policy and protocols and clarified with my supervisor any questions regarding its provisions. I agree to comply with all the requirements contained therein and understand that appropriate disciplinary action will be taken if I am found in violation of the policy and that the library will require restitution if the credit card is used improperly.

Employee: _____

Signature & Date: _____

Director or Board Approval: _____

Signature & Date: _____

Card(s)/Account(s) to be utilized: _____
