



Credit Card Policy

This policy applies to the Aurora Town Public Library, a contracting member library of the Buffalo & Erie County Public Library.

I. STATEMENT OF PURPOSE

The purpose of this policy is to protect Erie County taxpayers by assuring that credit card use facilitates cost-effective purchases for the Aurora Town Public Library (ATPL). Use of a credit card is a form of payment; all use must be in compliance with ATPL Policies, in particular, the ATPL's Procurement Policy.

II. POLICY

- A. The ATPL is authorized to maintain the following credit accounts:
 - Credit card account – Library Director: Limit not to exceed \$7,500
- B. A Credit card will be assigned to the ATPL Library Director.
- C. Additions or deletions to the number of credit cards shall require approval by resolution of the ATPL Board of Trustees.
- D. The Library Director or designee(s) is authorized to incur charges to the credit card account only for goods or services for the official business of the ATPL and consistent with other policies, including but not limited to the ATPL's Procurement Policy.
- E. The ATPL is tax exempt. If an account is not already set up by ATPL with a vendor, staff must show proof of the Library's tax exempt status at the time of purchase.
- F. Documentation detailing the goods and services purchased and the business purpose for said purchase must be submitted to the Library Director before payment can be approved.
- G. All documentation of purchases must be reviewed by the Claims Auditor.
- H. The Cardholder is responsible for the protection of the credit card and is responsible to immediately notify the financial institution issuing the card and the ATPL Board of Trustees if the card is lost or stolen.
- I. The balance due on the credit card and business charge accounts will be paid within the balance period indicated on the monthly statement. The ATPL accepts full responsibility for authorized debt incurred on these accounts.
- J. The cardholder must immediately surrender the credit card upon leaving the employment of the ATPL.
- K. The credit card will be kept inside the ATPL's safe.
- L. The ATPL Library Director or designee(s) shall maintain procedures to insure the objectives of this policy are achieved.

Adopted by the Aurora Town Public Library Board of Trustees on April 27, 2026.