

Cheektowaga Public Library

Credit Card Policy

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 Cheektowaga Public Library (CPL). Use of a credit card account is a form of payment; all use must be in compliance with CPL Policies, in particular, the CPL's Procurement Policy.

II. POLICY

- A. The CPL is authorized to maintain the following credit accounts:

Credit cards will be assigned to the CPL Library Director and the CPL Board of Trustees Treasurer (both herein designated "cardholders").

- One M&T Credit Card
- One Home Depot Credit Card
- One Lowes Credit Card

Credit card accounts – Limit not to exceed \$5,000

Credit card accounts will be set to a "Not for Profit" status by-passing sales tax

- B. The cardholders or their designees may use the credit card only for goods or services for the official business of the CPL and consistent with other policies, including but not limited to the CPL's Procurement Policy.
- C. Documentation and or verbal review with director or designee detailing the goods and services purchased and the business purpose for said purchases must accrue before payment can be approved.
- D. The cardholders are responsible for the protection of the respective credit cards and are responsible to immediately notify the financial institution issuing the card if the card is lost or stolen. All credit cards will be returned and secured at the CPL Administrative Office (1030 Losson) after use.
- E. The balance due on the credit card will be paid within the balance period indicated on the monthly statement. The CPL accepts full responsibility for authorized debt incurred on these accounts.
- F. Cardholders listed on the cards will be immediately removed after leaving the employ or the Treasurer position of the CPL.
- G. The CPL Director or designee(s) shall maintain procedures to insure the objectives of this policy are achieved.
1. Funding approval from Board.
 2. Credit card purchases will be listed as such on monthly financial report.
 3. Credit card purchases are subject to monthly audits.

Adopted by the Cheektowaga Public Library Board of Trustees at a public meeting on April 15, 2026