



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

II. POLICY

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

1. Credit card account – Library Director: Limit not to exceed \$5,000.
2. Credit cards will be assigned to the LPL Library Director and the LPL Board of Trustees Treasurer (both herein designated “cardholders”).

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

C. Documentation detailing the goods and services purchased and the business purpose for said purchases must be submitted 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.

E. The balance due on the credit card will be paid within the balance period indicated on the monthly statement. The LPL accepts full responsibility for authorized debt incurred on these accounts.

F. Cardholders must immediately surrender the credit card upon leaving the employ or Treasurer position of the LPL.

G. The LPL 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 Lancaster Public Library Board of Trustees at a public meeting on July 13, 2023.