



Credit Card Policy Newstead Public Library

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

Credit 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 and 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 Library Board must approve the credit card application. Each credit card bears the cardholder's name, but is the property of the Library and 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.

Library credit cards shall have spending limits determined by the Director and the Board of Trustees. Effort should be made to select a card with no membership fee or service charge if at all possible.

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

The cardholder is responsible for ensuring that:

- charges are authorized within his/her approved budget,
- sufficient funds are available within that budget, and that
- 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. A reasonable tip or gratuity is allowed when service is provided.

For all credit card purchases made, the cardholder must submit documentation in the form of receipts detailing the goods or services purchased, the cost of those goods or services, and the date of purchase. All documentation of approved credit card transactions must be forwarded to the Director for submission with the monthly bill.

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.

All credit cards shall be returned immediately upon request or termination of employment to the Director. The Library may suspend or cancel cardholder privileges at any time for any reason.

No personal expenditures are allowed by staff members with the Library credit cards, even if the intent is to repay the Library at a future time. A Library credit card may not be used for cash withdrawal or cash advance.

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 or Library Board.

Before being issued a library credit card, employees must complete and sign the acknowledgement form stating that they understand and will comply with the library's credit card policy.

CREDIT ACCOUNTS

At the discretion of the Library Director, the Library may maintain credit accounts at local businesses or other vendors (for example: Ace Hardware, Sam's Club, Amazon.com). Only staff members authorized by the Library Director 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 authorized 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 24 hours of making the purchase.

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 Director will maintain a list of all business accounts and the staff members who are authorized to use them.

Adopted by the Board of Trustees: January 8, 2020

NEWSTEAD PUBLIC LIBRARY Credit Card Policy Employee Acknowledgement

I hereby acknowledge that I have received a copy of the Newstead 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.

Director: Kristine Sutton

Signed: _____ Date: _____

Board of Trustees Approval:

Signed: _____ Date: _____