



Credit Card Policy

This policy's purpose is to allow departments to purchase goods and services directly from vendors when those items are needed, but it is not expedient, practical, or desirable to have either a check or cash available when payment is required.

The Library Director will select a company to use to obtain the necessary credit cards and establish a line of credit with that company. Consideration will be given to a company who can meet the general purchasing needs of the library and the billing and payment requirements of the library.

The Director will determine how many cards are needed and which employees will be allowed to use them. All employees authorized to use a credit card must sign an acknowledgment form recognizing their responsibility to comply with the library's policy regarding credit cards.

The use of this card is restricted for the Library to acquire goods and services which are appropriate for the conduct of the library's business.

The Director is responsible for the use of the cards. The Director is responsible to make sure that any charges are authorized library expenditures and that adequate monies are available within the library's approved budget.

No personal expenditures are allowed by employees with the credit cards, even if the intent is to re-pay the library at a future point.

Credit card bills submitted for payment must include supporting documentation, such as receipts and invoices, which clearly show what goods and services were purchased using the credit card.

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