

6.20 Library Credit Card

1. The Board of Trustees approves the issuance of a library credit card, with a credit limit of \$3,000.
2. The Library Director is responsible for the issuance, accounting, monitoring, and retrieval of the credit card and for overseeing compliance with the credit card policy. The Director will establish a system of internal controls to monitor the use of the credit card.
3. The credit card may be used only for the purchase of goods or services for the official business of the library and in compliance with the library's purchasing policy.
4. The credit card will be issued to the Library Director and Assistant Director, both of whom will be responsible for the card's protection and custody and shall immediately notify the Library board if the card is lost or stolen. The card will be surrendered immediately upon termination.
5. The employee using the credit card must submit documentation detailing the goods or services purchased, cost, date of the purchase and the purpose of the purchase.
6. Credit card invoices will be approved by the Library Director before payment. Credit card use will be reported to the Board in standard financial reports as presented in monthly Board Meeting Financial Report.
7. The balance shall be paid not later than the due date on the statement.
8. Violation of the credit card policy will result in discipline up to and including dismissal.