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Credit Card Policies and Procedures

Objectives

- To allow library personnel access to efficient and alternative means of payment for approved expenses, especially expenses related to business travel and office supplies
- To improve managerial reporting related to credit card purchases
- To improve efficiency and reduce costs of payables processing

Policies

- Library credit cards will be issued to staff only upon approval of the Board of Directors or Executive Director
- Credit cards will be used only for business purposes. Personal purchases of any type are not allowed
- The following purchases are not allowed:
 - Purchases over \$1,000 without Board approval
 - Construction, renovation/installation (excluding routine maintenance items)
 - Items or services on term contracts
 - Maintenance agreements
 - Personal items or loans
 - Rentals (other than short-term autos)
 - Any items deemed inconsistent with the policies of the library
- Cash advances on credit cards are not allowed.
- Cardholders will be required to sign this policy indicating their acceptance of these terms. Individuals who do not adhere to these policies and procedures will risk revocation of their credit card privileges and/or disciplinary action.

Procedures

- Credit cards may be requested for prospective cardholders by approval by the Board.

- Detailed receipts must be retained and attached to the credit card statements. In the case of meals and entertainment, each receipt must include the date, time, names of all persons involved in the purchase, and a brief description of the business purpose of the purchase, in accordance with Internal Revenue Service regulations.
- Detailed receipts must be submitted to the Library Director within 10 days of purchase to enable timely payment of amounts due. After approval, the Director will then forward the receipts to the bookkeeper for payment.
- All receipts submitted for payment must include the initials of the cardholder
- All receipts submitted for payment must have the appropriate expense type and the associated amounts clearly written on the receipt.
- The monthly statement will be reviewed for missing receipts.
- Failure to submit receipts for credit card transactions could result in the staff member personally reimbursing the library for the expense.

I accept the terms of this policy

Cardholder signature

Review and approved by Board of Trustees on December 12, 2023.