



# Credit Card Policy

## A. Purpose:

To establish the Policy and Procedures for the use of a Library credit cards by the Library Director or their designee. These procedures are intended to accomplish the following:

- i. To ensure that the procurement with credit cards is accomplished pursuant to the policy and procedures established by the Library Trustees as may be appropriate.
- ii. To enhance productivity, significantly reduce paperwork, improve internal controls and reduce the overall cost associated with approved purchases as listed below.
- iii. To ensure appropriate internal controls are established within the department procuring with credit cards so that they are used for authorized purposes only.
- iv. To ensure that the Town bears no legal liability from inappropriate use of credit cards.

## B. Scope:

The Trustees will make all decisions regarding the issuance of individual cards and the establishment of any and all additional controls of their use. The limit on each card shall be no more than \$5,000.

## C. Policy:

- i. Library credit cards may be used for the following purchases:
  - a. Materials, supplies and equipment..
  - b. Registrations
  - c. Travel and/or training expenses, other items specifically authorized by the Library Director. The Treasurer or Chairperson must approve each use of the credit card. The Director will seek permission from the Treasurer or Chairperson. Approval may be given verbally or via email.
- ii. The credit card will not be used for personal purchases of any kind. Use of credit cards for personal purchases or expenses with the intention of reimbursing the Library is prohibited.
- iii. Splitting of charges to avoid the transaction limit set for the credit card is prohibited.
- iv. Department heads are required to authorize payment of the charge on their receipts. This includes charges made by any designated individual.
- v. No cash advances (ATM, traveler's checks, money orders, etc) are allowed using the credit card.



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- vi. The credit card is not to be used to pay invoices or statements of any kind.
- vii. All purchases made with credit cards shall be paid for within the grace period so that no interest charges or penalties will accrue.
- viii. Any incentive program benefits derived by the use of the Library credit card will be the property of the Library. The Library Director will determine the use of such incentive program benefits.
- ix. Staff will take all measures necessary to ensure the security of the credit card and the card number. Cardholders shall not give their credit card number to others to use on their behalf.
- x. Lack of proper documentation or authorization may result in loss of credit card privileges and /or personal liability.
- xi. Misuse of a Library credit card by an authorized employee may result in loss of the credit card and/or disciplinary action against the employee, up to and including termination of employment.
- xii. The cardholder will provide all information required by the financial institution issuing the card in order to receive a Library credit card.

## D. Procedures

- i. Each authorized cardholder must sign an Agreement to Accept Library Credit Card prior to issuance of the credit card. Forms will be kept on file in the employees personnel files.
- ii. When using the credit card, the cardholder should:
  - a. Ensure the goods or services are budgeted and allowable.
  - b. Determine if the intended purchase will be within the cardholder's credit card limit.
  - c. Tell the merchant or supplier that the purchase will be made using the credit card issued through the Conway Public Library.
  - d. Inform the merchant that the purchase is tax exempt. The tax exempt number is 02-6000187.
  - e. The cardholder is responsible for managing any returns or exchanges to ensure proper credit is received for returned merchandise. The cardholder should contact the vendor to obtain instructions for returns and make sure that proper credit is received.
- iii. If a credit card is lost or stolen it shall be reported to the Library Director immediately after discovery.
- iv. Upon separation of employment, cardholders shall surrender their Library credit card



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