

Credit Card Policy

PURPOSE

The purpose of the credit card policy is to facilitate purchases for the library in those limited circumstances where using a credit card is the only feasible means for making a purchase. The director will procure a credit card for the library from the financial institution offering the most favorable terms for the library. The director may obtain a card that has an annual fee if the totality of the terms applicable to that particular credit card makes it the best choice for the library.

DESIGNATED CUSTODIAN

The library director and circulation supervisor are the designated custodians of the credit card. The director must ensure that the card is used in conformance with the library's Resolution for Library Credit Card and this policy.

AUTHORIZED PURCHASES

The director, or a library employee designated by the director, may use the credit card for the following types of purchases:

1. Supplies
2. Services and Charges (where required)
3. Travel and library business (meals and lodging)

All purchases should be authorized by the Director. All employees must submit documentation detailing the goods or services purchased, cost, date of purchase, and the official business before payment can be approved. The credit card bill must be available for review before authorizing payment. Usage is limited to purchases and does not allow cash advances.

PROHIBITED PURCHASES

Use of the library's credit card for personal purchases is expressly prohibited.

SALES TAX EXEMPTION

The library is generally exempt from sales tax on purchases. The card user must notify the vendor or merchant that the credit card transaction should be tax exempt. The card user should provide the library's Sales Tax Exemption Certificate at the time of purchase, to avoid paying sales tax. Meals and lodging are not exempt from sales tax.

PAID IN FULL

The balance due on the credit card will be paid in full each month by or before the payment due date.

PAYMENT

Payments should not be made on the basis of a statement or a credit card slip only. Procedures for payments should be no different than for any other claim. Supporting documentation such as paid bills and itemized receipts must be provided by the card user.

BENEFITS

Any benefits derived from the use of the credit card are the property of the library.

LOST/STOLEN

If the card(s) is/are lost or stolen, the card issuer must be notified immediately. This loss must also be reported to the library's board of trustees.

REQUIRED AGREEMENT

Employees that use the credit card will be required to read a copy of this policy. Any employee who violates the library's Credit Card Policy is subject to disciplinary action. The Director and Circulation Supervisor must immediately surrender the card upon leaving the employ of the Presque Isle District Library.

Adopted: August 9th, 2017