



## MARCELLUS FREE LIBRARY

<b>Policy Name:</b>	<b>Use of Library Credit Cards or Store Charge Accounts</b>		
<b>Section #:</b>		<b>Section Title:</b>	<b>Finance</b>
<b>Adopted:</b>	6/1/2017	<b>Reviewed:</b>	

### 1. Policy Statement

The Marcellus Free Library may provide bank credit cards and selected store credit accounts for use by designated library employees for authorized Library expenses as detailed in this policy. This policy provides the internal controls to ensure that authorized employees use the Library's credit accounts.

### 2. The Policy

The Marcellus Free Library may make a bank credit card available or may approve the use of selected store credit accounts to facilitate the daily operations of the library. All purchases must meet the following conditions:

- Expenditures must be within the guidelines of the particular activity in the approved budget, and authorized by the Library Director.
- Under no circumstances, will the card or account be approved for or used for personal use
- Purchases may not exceed the Library's credit limit.
- Proper documentation to support the purchase must be submitted at the first available opportunity following the used of the card and prior to the receipt of the monthly statement. Proper documentation is to include:
  - The original itemized paid receipt indicating the amount paid, the vendor and the item description of the purchase.
  - In the case of books, subscriptions, or the like, a copy of the order form is required. Online orders required a hard copy print-out of the items ordered.
  - Handwritten requests for reimbursement without verification or the submission of non-itemized cash register receipts will not be allowed.
- There is a limit of \$5,000. on the credit card and a limit of \$ 500. on each store account.
- If proper documentation is not submitted, the employee is responsible for paying the charges incurred.

Before being issued a Library credit card, an employee must complete and sign the form stating that he/she understands and will comply with the Marcellus Free Library credit card policy.

The issuing company and the Marcellus Free Library Treasurer must be notified immediately if the credit card is stolen or lost.



## ACKNOWLEDGEMENT OF LIBRARY CREDIT CARD POLICY

I hereby acknowledge that I have received a copy of the Library Credit Card policy for the Marcellus Free Library and the protocols for its use. I have read the policy and protocols and clarified with the Marcellus Free Library Board of Trustees any questions regarding its provisions.

I will relinquish the card upon separation from employment at the Marcellus Free Library and will account for all expenditures prior to departure.

I agree to comply with the requirements listed and understand that appropriate disciplinary action will be taken if I am found in violation of the policy. I further understand that the Marcellus Free Library will require restitution if the Marcellus Free Library credit card or charge accounts are used improperly.

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

President, Board of Trustees

\_\_\_\_\_

Date \_\_\_\_\_

Signature: \_\_\_\_\_