

Credit Card Policy

Policy Statement

This policy facilitates Thornton and East Hazel Crest Public Library purchases and establishes guidelines for the distribution and use of credit cards issued by Thornton and East Hazel Crest Public Library for staff use.

Regulations

1. Credit cards may be issued to the Library Board President and Treasurer, for the purchase of goods and services of the official business of the library, but it is the property of the library.
2. The card holders are responsible for the activity on the credit card, except instances of identity theft or hacking. [Treasurer will be the account manager]
3. Cardholders are responsible for ensuring that
 - A. Charges are authorized with his/her approved budget
 - B. Sufficient funds are available within that budget
 - C. Sufficient credit is available
4. For all credit card purchases made, cardholder must submit documentation in the form of receipts detailing goods and/or services purchased, cost of those goods and/or services, date of purchases, and the line item budget account number authorizing the expenditure.
5. All documentation of approved credit card transactions must be placed on file within 72 hours of purchase.
6. Each Cardholder is responsible for the credit card's protection and custody and shall immediately notify the issuing bank and account manager, if card is lost, stolen or used by unauthorized person(s). Written documentation of the event should follow the report as soon as possible detailing the date and circumstances of the loss, theft, or unauthorized use. A police report should be filed if appropriate.
7. All credit cards shall be returned immediately upon request to the account manager. The Library Board may suspend or revoke cardholder privileges at any time for any reason.

8. No personal expenditures are allowed by credit card holders even if the intent is to pay the library at a future time. Library credit cards may not be used for cash withdrawal or cash advance.
9. Library credit card shall not be used with card holders or staff member's personal accounts.
10. Credit card misuse shall result in no less than credit card privileges being revoked. Any disciplinary measures for misuse of library credit cards will be at the discretion of the Library board. Staff members making purchases without authorization will be subject to disciplinary action up to and including termination.

Credit Accounts

1. At the discretion of the Library Board, the library may maintain credit accounts at local businesses or other vendors (i.e. Ace Hardware, Sam's Club, Amazon.com). Only staff members authorized by the Library Board may charge goods and services for official library business to these accounts.

Adopted December 13, 2016, Amended July, 18, 2017, Amended August 15, 2017