

## **7. c. Credit Card Policy**

### **Purpose**

The River Valley District Library maintains credit cards for library-related purposes only.

The purpose of the credit cards is to facilitate purchases for the library with vendors that do not invoice or where it is not possible or practical to establish a store account. The credit cards will provide a convenience to authorized users by minimizing the need to place authorized purchases on personal credit cards, while maintaining accountability for the library.

### **Responsibility**

The Library Director will be responsible for issuance of cards, account monitoring, retrieval of cards and compliance of credit card policy. Authorized users shall be responsible for the credit card's use, and shall not allow the card to be used by anyone else or for any unauthorized purchases.

Only staff members designated by the Library Director are permitted to charge or receive cards.

The Director shall review the credit card bill each month and accompanying paperwork. Any discrepancies shall be reported to the Board of Trustees.

No tax or taxes shall be paid on any purchase. If in rare instances a purchase must be made with tax, substantial rationale must be submitted and the Director must give prior approval.

If the card is lost or stolen, the card issuer must be notified immediately. This loss must also be reported to the River Valley District Library Board of Trustees.

### **Usage**

The Library Director is responsible for all cards and must authorize each use. All receipts for purchases made with the card must be dated, itemized, signed, and turned in to the Director at the first available opportunity following the use of the card.

The credit cards may be used to purchase goods for the Library such as:

- Programming supplies or fees
- Operating supplies or fees
- Workshop supplies
- Collection materials

Adopted 9/19/16, Revised 2/20/17, Revised 10/16/17