

# INDIAN RIVER AREA LIBRARY

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## Credit Card Policy

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### 1. STATEMENT of PURPOSE

The purpose of *Indian River Area Library's* Credit Card Policy is to facilitate purchases for the *Indian River Area Library*.

### 2. DELEGATION of AUTHORITY for CREDIT CARD USE

- A. The Director will be responsible for the issuance, account monitoring, and retrieval and generally for overseeing compliance with the Credit Card Policy.
- B. The Director or a Library employee designated by the Director may use the credit card, only for goods and services for the official business of the Library. Documentation detailing the goods and services purchased must be submitted before payment can be approved by the Library Board of Trustees.
- C. The Director is responsible for the protection of the credit card and will immediately notify the financial institution issuing the card if the card is lost or stolen.
- D. The Library will use disciplinary measures consistent with current law for unauthorized use.
- E. Any benefits derived from the use of the credit card will be the property of the Library.
- F. The balance due on the credit card account will be paid within the balance period indicated on the monthly statement. The *Indian River Area Library* accepts full responsibility for the debt incurred on the credit card.
- G. Only credit cards that have no annual or monthly fees will be used. All credit card awards accumulated are property of the Library.
- H. The Director must immediately surrender the credit card upon leaving the employ of the Library.

### 3. GUIDELINES

- A. Card Use: A credit card will only be issued to the Library Director. It will be honored for Library business by any vendor or merchant who accepts the card. The card has an authorized maximum spending limit of \$5,000. Purchases made via the credit card must comply with the Library's Financial Policy and Purchasing Guidelines. This card in no way changes such policies. It merely provides a method for making certain payments. Violations of the Library Credit Card Policies and Guidelines may result in revocation of use privileges and termination of employment. Anyone who has inappropriately used the credit card will be required to reimburse the library for all costs associated with such improper use. Inappropriate use of the credit card shall result in disciplinary action, up to and including termination and/or legal action.

- B. Tax Exemption: The Director or authorized staff member must notify the vendor or merchant that the credit card transaction should be tax exempt if it is for goods and services.
- C. Items that can be purchased with the credit card: The credit card may be used for any of the following expenses:
  - a. Travel Expenses
  - b. Conference Registration Fees
  - c. Library Materials, Equipment, Supplies, Contracted Services, and Operating Expenses
  - d. Internet Services
  - e. Utilities
- D. The credit card may not be used for personal or non-Library use.

#### 4. CREDIT CARD SECURITY

- A. The credit card must be kept in a secure location.
- B. Credit Card Account Number: The Township Clerk will keep a permanent record of the card, the credit limit established, the date issued and the date returned.
- C. Use by someone other than the cardholder: The only person entitled to use the credit card is the Director whose name appears on the face of the card or someone authorized by the Director.
- D. Lost or Stolen Cards: If the credit card is lost or stolen, the Township Clerk is to be immediately notified. The Director will notify the issuing agency.

#### 5. INTERNAL CONTROL GUIDELINES

##### *OVERSIGHT RESPONSIBILITIES*

- 1. Upon receipt of the credit card statement, the Director is responsible for reviewing the statement for accuracy. This will include reconciling original receipts to the statement transactions.
- 2. The Township Clerk will prepare the statement for payment on the next available bill listing. All charge slips must be given to the Township Clerk and attached to the credit card bill when it arrives. The Board Treasurer will verify that the expenditure and the bill are accurate. The receipt should contain information certifying the appropriate use of the card.
- 3. The Township Clerk will be responsible for alerting the Director about any and all annual fees and/or finance charges.
- 4. The Director must retain the approved credit card statements and accompanying receipts on file for three years.

#### 6. LIBRARY DIRECTOR'S RESPONSIBILITIES

The Director is responsible for ensuring activity and account information is noted on the accounts payable report. The Director will ensure that the credit card guidelines defined by the *Indian River Area Library's* Credit Card Policy and Guidelines are met. The Director will report lost or stolen cards to the issuing agency.