Credit Card Policy

Purpose:

The Lindenhurst Memorial Library maintains credit card accounts for Library related purchases only. The purpose of the credit card is to facilitate purchases through the business office. It will be used for vendors that do not invoice or accept purchase orders, or where it is not possible or practical to establish a store account. The credit card will not be used to pay for services received by the Library.

Responsibility:

The Library Director, Assistant Director, and/or the Head of the Business Office will be responsible for the issuance of cards, account monitoring, retrieval and compliance with the credit card policy. Authorized users of the credit cards are the Library Director, Assistant Director, and the Business Manager. Additional users may be added subject to the Library Director’s recommendation to the Board of Trustees and will be listed in the minutes as approved. Thereafter, approval will be authorized annually at the Board of Trustees Organizational Meeting in July.

Authorized users will be responsible for the credit card use and will not allow the card to be utilized by anyone else or for any unauthorized purchases. Authorized users will surrender their credit card upon leaving the employ of the Lindenhurst Memorial Library or as requested to do so by the Board of Trustees or Library Director. A copy of this policy will be signed by each authorized user and placed in his/her personnel file.

Usage:

Documentation and original receipts detailing the goods and materials purchased must be submitted to the business office within three business days in order for payment to be approved. Purchases must adhere to established Library policies and procedures as well as any local, state or other laws or regulations. Prior approval from the Library Director or his/her designee and a purchase order are generally required prior to any purchase. Cash advances, cash withdrawals, fines and private expenses are not authorized credit card uses. Failure to adhere to this policy may result in disciplinary action or termination.

Monetary Limits:

Each credit card has a total limit of $8,000.

Other:

Any benefits, goods or services derived from the use of the credit card shall be the property of the Lindenhurst Memorial Library. The credit card shall be obtained from a bank which has been designated as an official depositor bank for library funds.

Adopted: March 11, 2017

Name: ___________________________ Date: ___________________
Signature: ________________________