

## **Dunbarton Public Library Credit Card Policy**

The Dunbarton Public Library Board of Trustees will make all decisions regarding the issuance of a credit card to the Library Director and the establishment of any and all controls governing use. Any credit card issued will show both the name of the library and the name of the Library Director.

### **Use of credit card:**

1. The credit card is to be used for library purchases only. Cash advances through bank tellers or automated teller machines, as well as the purchase of alcohol or tobacco products, are prohibited.
2. The credit card will not be used for personal purchases of any kind. Use of the credit card for personal expenses or expenses with the intention of reimbursing the library is prohibited.
3. Each credit card is embossed with the Library Director's name and Dunbarton Public Library. Cards shall not be loaned to any other person. The library director will be responsible for the security of the card, and shall maintain all precautions necessary to ensure confidentiality of the credit card number, expiration date and security PIN.
4. The total amount of a single purchase will not exceed \$750.00 without the prior approval of the Library Board of Trustees. The credit card limit will be \$2000.
5. When using the credit card, the Library Director should:
  - a. Ensure the goods or services to be purchased are budgeted and allowable.
  - b. Determine if the intended purchase is within the cardholder's credit card limit.
  - c. Inform the merchant that the purchase is tax exempt.
  - d. Manage any returns or exchanges and ensure proper credit is received for returned merchandise.

### **Documentation, Reconciliation and Payment Procedures:**

The Library Director must adhere to the following procedures. Failure to keep adequate receipts or frequent abuse of these provisions will result in the cancellation of the credit card and possible disciplinary action.

1. Any time a purchase is made, the Library Director must obtain a receipt. Duplicate copies of receipts should be destroyed. All receipts should be attached to the corresponding credit card statement with the listing for that purchase.
2. If the Library Director does not have a receipt or documentation to attach to the corresponding credit card statement, a reconciliation statement that includes the

description of the item, date of purchase, merchant's name, and an explanation for the missing receipt must be submitted.

3. The monthly credit card statement will be reconciled by the Library Director, with all receipts attached to a copy of the statement that is kept at the library. The original statement, with notes for each purchase as to what line item in the library's budget the expense should come from, will be sent to the library's bookkeeper for payment. It is the responsibility of the Library Director to submit the statement to the bookkeeper in a timely manner so that late charges do not accrue.

### **Lost or Stolen Credit Cards:**

It is the responsibility of the Library Director to immediately notify the issuing bank and the Chair of the Library Board regarding a lost or stolen credit card. Failure to promptly notify the issuing bank of the theft or loss of a credit card could make the library responsible for any fraudulent use of the card, and result in loss of credit card privileges for the card holder.

### **Termination of employment:**

Upon termination of employment, the Library Director must relinquish their credit card. The Chair of the library board will notify the credit card issuer and the card will be immediately deactivated. Any use of the credit card after separation from the library will be subject to legal action.

*Adopted April 1, 2019  
Dunbarton Public Library Board of Trustees*