

WIGGIN MEMORIAL LIBRARY
Credit Card Policy

6/2017

Overview:

This policy establishes guidelines for the distribution and use of credit cards approved by the Board of Trustees for staff use. The use of credit cards for purchasing in some instances streamlines procurement, provides a clear record of purchases, and reduces reimbursements to staff.

Authority:

The Wiggin Memorial Library Board of Trustees will make all decisions regarding credit card issuance and controls. The library director will manage staff use of library credit cards and enforce controls on use.

Policies:

- A. The Board of Trustees will authorize library employees for credit card use. The Board of Trustees, the chairperson of the board, or the treasurer of the board can cancel or suspend an employee's library credit card or may instruct the library director to do so.
- B. Each library credit card should only be used by the Wiggin Memorial Library employee named on the card who is responsible for the appropriate use. The employee is responsible for the security of the credit card and for the confidentiality of the credit card number, expiration date, security codes, etc.
- C. The library director, as the primary budget authority on the library staff, may utilize another employee's library credit card for an online purchase if circumstances require it and with the authorization of the treasurer or chairman of the Board of Trustees.
- D. Library credit cards are to be used for budgeted, Wiggin Memorial Library purchases only. Cash advances of any kind are prohibited. Travelers' checks and money order purchases are also prohibited. Common types of purchases to be made with the library credit card include:
 - a. Collection materials and processing supplies
 - b. Program supplies & refreshments
 - c. Digital media (ebooks, etc.) for library-owned devices
 - d. Conference/workshop registration and related travel expenses
 - e. Office equipment and supplies
 - f. Hardware and software
- E. Library credit cards are not to be used for personal purchases or expenses of any kind. Use of the credit card for personal purchases or expenses with the intention of reimbursing Wiggin Memorial Library is prohibited. Any misuse of a Wiggin Memorial Library credit card by an employee may result in loss of credit card use and/or disciplinary action against the employee, up to and including termination of employment. In addition, the employee will be required to reimburse the library for any improper credit card purchases.

Procedures, Oversight, and Audit:


WIGGIN MEMORIAL LIBRARY


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- A. Library credit cards will be established in the name of the Wiggin Memorial Library and issued with specific employees' names.
- B. Prior to initial receipt of a library credit card, each employee must agree to and sign the Credit Card Policy Employee Acknowledgement document.
- C. Library credit cards are the property of the library and must be returned to the library director upon termination of employment with the library. The library director is required to immediately close such credit card accounts.
- D. Payment of the monthly balance will be made by the Treasurer of the Board of Trustees and/or the library director in accordance with deadlines to avoid finance charges.
- E. Each time a library credit card is used, the customer copy of the receipt or order payment is to be submitted to the library director for prompt payment processing. All submitted receipts should clearly show the items purchased and include a notation of the budget category for each item. The credit card holder will submit this documentation in a timely manner, before the related transaction appears on the billing statement from the bank.
- F. When a library credit card is used for a budgeted but uncommon purchase, additional documentation must be submitted with the receipt to confirm appropriate use and to assist with auditing. Additional documentation will include specifics about how the item(s) purchased will be used and how the purchase fits into the budget category.
- G. It is the responsibility of the card holder to notify the bank immediately if the credit card is lost, stolen, or fraudulently used. The library director and the chairman or treasurer of the Board of Trustees should also be notified.
- H. It is the responsibility of the card holder to notify the library director as soon as possible in the event that a personal purchase is made accidentally using the library credit card (see Policy section E for potential disciplinary action related to personal purchases made using the library credit card).

Signatures of the Board of Trustees indicates adoption of this policy.

 _____, Trustee Date: 7/11/17

 _____, Trustee Date: 7/11/17

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