

Pine Plains Free Library

IV. F. Credit Card Policy

The purpose of the credit card policy of the Pine Plains Free Library is to facilitate the Director's purchases for the Library, while maintaining accountability. The policy provides a system of internal controls to ensure compliance with all applicable laws.

A credit card will be established in the name of the Pine Plains Free Library and the specific name of the Director with a maximum credit limit of \$3000 to be used by her/him. It is not to exceed this limit or be used for personal expenses.

The credit card may be used only by the Director for the purchase of goods or services for the official business of the library within the approved budget and any program approved by the Board.

The Director must submit proper documentation which consists of the following:

- Original itemized paid receipt indicating the amount paid, the vendor, and the itemized description of the purchase.
- In the case of books, subscriptions or similar types of orders, a copy of the order form or document, and packing slip, or other receiving document must be attached.
- A hardcopy print-out of the items ordered on-line.

Examples of documentation not allowed are as follows:

- Non-itemized cash register receipts.
- Handwritten requests for payment without receipts or other verification.

The credit card bill must be available for review to the Pine Plains Free Library Board Usage is limited to purchases and does not allow cash advances.

The Director is responsible for the protection of the credit card and shall immediately notify the financial institution issuing the card if the card is lost or stolen.

The Director must immediately surrender the card upon leaving the employ of the Pine Plains Free Library.

The Pine Plains Free Library Board will use disciplinary measures consistent with the current law for unauthorized use.

The balance due on the credit card account shall be paid within the balance period indicated on the monthly statement. The Pine Plains Free Library Board accepts full responsibility for the debt incurred on the credit card. The total authorized credit limit for the credit card issued to the Library shall not exceed \$3000.

Any benefits derived from the use of the credit card shall be the property of the Pine Plains Free Library.

Adopted: April 20, 2015