

## **CREDIT CARDS**

The Library shall possess one American Express credit card for Library use. The Director of the Library shall maintain physical possession of the American Express credit card. Employees may utilize the Library's American Express card for Library expenses only with permission of the Library Director.

Library employees may be issued, upon the Library Director's approval, vendor/store-specific credit cards. Any such credit card issued to an employee, other than those issued to the Library Director, must be physically maintained by the Business Office. Employees wishing to use a credit card must request the card from the Business Office and return the card immediately after use. The Business Manager shall maintain an up-to-date list of all Library issued credit cards. Each employee authorized to use a Library credit card must agree in writing to accept financial responsibility for any usage deemed inappropriate or non-Library related by the Director.

Library credit cards must be used prudently and only for official Library business. Itemized receipts must be obtained for all credit card purchases and immediately submitted to the Business Office.

Library credit card purchases exceeding \$1,000 shall require prior approval from the Library Director.

Originally Adopted: January 23, 2006