

**Policy: Credit Card**

**Approved: 2/21/02**

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Library credit cards shall only be used for official library related purchases of goods and services. Where possible, instead of utilizing credit cards, library purchases should be initiated with purchase orders that list the library's tax-exempt certification.

The cards are corporate cards and will not affect the cardholder's personal credit. The card issuer will not have access to personal cardholder information such as personal credit report, home address or social security number.

A Business Visa card is issued to the Library's Department Heads. A cardholder may not authorize any charge in excess of the \$500 transaction limit without written approval of the Executive Director. Violation of this policy will result in revocation of charge privileges for a minimum of six months. Repeat offenses will result in permanent revocation and other disciplinary action if necessary.

Library credit cards are not to be used for cash advances. Intentional personal and/or unauthorized use of cards; failure to adhere to credit card policies and procedures; or failure to provide documentation and/or information about purchases can subject the card holder to disciplinary action up to and including termination of employment.

Receipts of credit card transactions are to be submitted to the Library's Administrative Assistant for Finance and Personnel within 3 business days of the purchase. Monthly records are maintained by the Administrative Assistant for Finance and Personnel and reviewed by the Library Board Treasurer.

### **Credit Card Usage Procedure**

In order to monitor purchasing activity and reconcile the monthly statements, cardholders must submit receipts to the Administrative Assistant for Finance and Personnel. Personal charges to the Library credit cards are not allowed under any circumstances.

All purchases anticipated to be over \$500 must be approved by the Executive Director and a requisition written prior to the purchase.

Monthly records are maintained by the Administrative Assistant for Finance and Personnel and reviewed by the Library Board Treasurer. The Administrative Assistant for Finance and Personnel is responsible for:

- Issuing cards;
- Ensuring that monthly analysis of each card member's usage and limits is performed and documented;
- Promptly canceling cards as appropriate;

- Training card members in proper card usage, security, and procurement guidelines;
- Communicating with the charge card vendor on such matters as who is to receive monthly billings, additional statements, and management reports.

### **Card Issuance, Cancellation and Changes**

Department Heads are issued library credit cards. Upon request by the Bristol Public Library or termination of employment, cardholders must personally return the card(s) to the Administrative Assistant for Finance and Personnel. Upon issue, the card holder must sign a document acknowledging that they have read this policy and will adhere to the rules and responsibilities listed in the policy.

### **Restrictions**

The following types of purchases may not be made using the library credit cards, regardless of the dollar amount:

- Purchases that can be made using a purchase order
- Cash Advances
- Personal items or services (exceptions – travel expenses while engaged in official library business)
- Prescription drugs or controlled substances
- Any goods or services restricted by the Executive Director

### **Defective Purchases**

If items purchased are defective, the cardholder must return the items to the vendor for replacement or credit. The cardholder must only accept a credit to the original credit card account charged. If the vendor refuses to replace the item or issue credit, and / or if the quantity received is less than the invoice amount, the Administrative Assistant for Finance and Personnel is to be notified. The Administrative Assistant for Finance and Personnel communicates the dispute to the card issuer and reports actions taken to the Executive Director.

### **Disputed Expenses**

The Administrative Assistant for Finance and Personnel is responsible for reviewing each expenditure and all receipts received from each cardholder. Questions regarding a specific purchase will be discussed and resolved with the cardholder. Disputes unresolved with the cardholder are to be taken to the Executive Director. If the Executive Director is not satisfied that the purchase was appropriate, the cardholder must provide a credit voucher proving the item(s) were returned for credit or a personal check made payable to the Bristol Public Library for the full amount of the purchase.

### **How Can A Credit Card Be Revoked?**

The cardholder may have a card revoked if the cardholder:

- Is terminated or changes employment status
- Violates policy by:
  - ◆ Intentional personal and/or unauthorized use of the card
  - ◆ Taking cash advances
  - ◆ Failure to provide required receipts and/or documentation of purchase
  - ◆ Failure to provide, when requested, information about specific purchases
  - ◆ Failure to adhere to credit card usage policies and procedures

Policy violation will also subject the cardholder to disciplinary action up to and including termination of employment.

### **Stolen or Lost Cards**

The cardholder must notify the Administrative Assistant for Finance and Personnel as quickly as possible after noting that a card is missing. The Administrative Assistant for Finance and Personnel will notify the appropriate card issuer immediately.

### **Credit Card Policy Acknowledgement**

I, \_\_\_\_\_, have read the policy regarding credit card usage and responsibilities and will strictly adhere to the policy as written. I understand that any deviation from the policy will result in disciplinary action up to and including termination.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_