

CREDIT CARD POLICY

Issuance and Usage

The Library Director shall be responsible for the Library's credit card issuance, accounting, monitoring, and retrieval and generally for overseeing compliance with this policy.

The Library Director may authorize additional credit cards, and increase or decrease the credit limits of any existing credit cards, consistent with this policy and upon notification to the Treasurer of the Board. Each credit card shall be issued to one designated Library employee as custodian, or to the custody of the Library Director if the card is intended for general Library use. The Library Director shall keep a log of all existing Library credit cards, which shall be available for public inspection.

1. Each Library employee who is responsible for a Library credit card shall submit the monthly credit card billing to the Office Manager with documentation for each transaction, including the receipt detailing the goods and services purchased, the cost, the date of purchase, line item budget authorizing the expenditure, and the Library employee's signature.
2. Credit cards issued by the Library shall be used only by an employee of the Library for the purchase of goods and services for the official business of the Library. Library credit cards shall not be used to obtain cash advances, purchase personal items, nor to make payments on invoices or statements owed by the Library. Purchases exceeding \$250 must receive prior approval from the Library Director.
3. An employee who has custody of a Library credit card is responsible for its proper use in compliance with this policy. Such employee shall immediately notify the Library Director if the credit card is lost or stolen; and shall return the credit card to the Library Director upon termination of employment with the Library, or if requested to do so at any time by the Library Director.
4. Any Library employee using a Library credit card in violation of this policy shall be subject to disciplinary action, including loss of use privileges, suspension or termination as may be appropriate in each case.
5. The total combined authorized credit limit of all Library credit cards shall not exceed \$5,000.

Internal Control and Oversight

Review of all Pekin Public Library issued credit card transactions shall be the responsibility of the Library Director and Office Manager to ensure that all credit card transactions are for goods and services authorized under an operating budget adopted and authorized by the Pekin Public Library Board of Trustees. Any misuse or unauthorized use of library issued credit cards or failure to comply with credit card policy will be immediately reported to the Library Director and the Treasurer of the Board.

The Library shall pay all credit card billings within not more than thirty (30) days of the initial statement date, unless written documentation has been received and transmitted to the credit card company detailing the formal rejection and protest of a credit card transaction.

The Library Director shall make an annual review of all credit card transactions made during the year.

Approved: Jan. 2005