

Credit Card Policy

Policy Statement

The purpose of the credit card policy of the Van Buren District Library is to facilitate purchases for the library.

Regulations

1. The library director will be responsible for the issuance, policy compliance oversight, account monitoring, and retrieval of library credit cards.
2. The library director or other staff designated by the library director will maintain current and timely records of all credit cards issued on behalf of the Van Buren District Library, including the staff members the cards were issued to and the dates of issue.
3. Only the staff members listed below will receive Library issued credit cards. The listed credit limits will apply:
 - A. Library director: \$10,000 credit limit
 - B. Administrative assistant: \$5,000 credit limit
 - C. District public relations manager: \$500 credit limit
 - D. District children's and adult event managers: \$500 credit limit
 - E. District branch managers: \$500 credit limit
4. The library director or other staff designated by the library director may use a Library credit card only for goods or services for the official business of the Library. Original receipts or facsimiles of original receipts detailing the goods and services purchased must be submitted to the library director immediately after the purchase is made. The original receipts or facsimiles of original receipts and additional purchase documentation must include:
 - A. The goods or services purchased.
 - B. The cost of the goods or services.
 - C. The date of the purchase.
 - D. The official business for which the goods or the services were purchased.
 - E. Any other information required by the library director.
5. Per existing financial institution policy, Library issued credit cards are linked to the personal credit histories of the individuals to which they are issued, and not to the credit history of the Van Buren District Library. Any staff member who objects to this policy of the issuing financial institution may decline acceptance of a Library credit card.
6. The library director is responsible for the protection of all Library credit cards and will immediately notify the financial institution issuing the cards if the cards are lost or stolen. Employees must contact the library director immediately if the card they

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were issued is lost or stolen so the financial institution that issued the card can be notified.

7. The Library will use disciplinary measures consistent with current law for unauthorized use.
8. Any benefits derived from the use of Library credit cards will be the property of the Library.
9. The balance due on Library credit card accounts will be paid within the balance period indicated on the monthly statement. The Van Buren District Library accepts full responsibility for the debt incurred on library credit cards.
10. Only credit cards that have no annual or monthly fees will be used.
11. The Library is a tax-exempt institution; the Library will not pay sales tax on purchases.
12. Any staff members issued Library credit cards must immediately return the credit cards to the library director and cease any use thereof upon the library director's request.
13. The library director and other authorized users must immediately surrender all library credit cards and cease any use thereof upon leaving the employ of the library.
14. This policy supersedes all previous Van Buren District Library credit card policies.

Approved: November 27, 2018
Van Buren District Library Board of Trustees