

Joseph T. Simpson Public Library
Credit Card Policy
Adopted June 11, 2013
Revised September 10, 2019

Policy

Credit cards are issued at the discretion of the Joseph T. Simpson Public Library Board of Trustees and Executive Director. The cardholder agrees to comply with all applicable library policies and procedures and this Cardholder agreement.

Compliance with Policy, Violations, and Consequences

Employee violations to this agreement or to any policy regarding the purchase of goods or services will be investigated and may result in either one or more of the following actions: written warning, revocation of credit card privileges, cancellation of delegation of purchasing authority, disciplinary action, and termination and/or criminal prosecution. Human error and extraordinary circumstances may be taken into consideration when investigating any violation to this agreement.

The Executive Director will have the authority to investigate and to determine whether a policy violation has occurred, and will take action as deemed appropriate, and as permitted by applicable law and/or library policy. Such action will be reported to the Executive Committee of the Board of Trustees.

Credit Card violations include but are not limited to:

- Purchase of items for personal use
- Use of the credit card for cash advances
- Exceeding credit line limit
- Failure to turn in packing slips, receipts or other back up documentation to the library bookkeeper within 7 days of the purchase for the purpose of establishing accounting reconciliation procedures.

Ownership and Cancellation of the Credit Card

The credit card remains the property of the credit card company. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. The Cardholder is accountable for the activity on the card. The credit card company, Executive Director, and/or Board of Trustees may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the credit card upon request to the library or any authorized agent of the credit card company.

Receipts

It is the Cardholder's responsibility to obtain transaction receipts from the merchant each time the credit card is used. Individual transaction receipts are to be provided to the bookkeeper within seven days from the purchase date. The bookkeeper will be responsible for review of monthly statements. The executive director will review the statement and relevant receipts and approve the voucher for payment. The treasurer or assistant treasurer will also review the statement and relevant receipts prior to signing the check.

The bookkeeper must keep statement data and proof of reconciliation, including receipts and packing slips, on file for a period consistent with the record retention requirements of the law.

Disputed Items

It is the bookkeeper's responsibility to follow-up on any erroneous charges, returns, or adjustments to ensure proper credit is given on subsequent statements.

Protecting the Credit Card

The credit card is valuable property, which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

Validation and Safekeeping

The cardholder shall sign the credit card immediately upon receipt. The credit card should always be treated with the same care as personal credit cards, bankcards, cash, and checks. The cardholder shall keep card(s) in an accessible, but secure location. When using the credit card for Internet purchases, cardholders should ensure that the site utilizes industry recognized encryption transmission tools.

When the expiration date is passed and/or after the cardholder has received a new credit card, the old credit card must be shredded. Make sure the credit card is returned to the cardholder after each charge and verify that the returned credit card has the cardholder's name on it.

Lost or Stolen Credit Cards

If the credit card is lost or stolen, contact the credit card company's 24-hour toll-free number immediately and notify the executive director immediately.

Employee Acknowledgement of Library Credit Card Policy

General

The credit card may be used only by library employees who have authority to buy goods and services on behalf of the library.

Each credit card bears the Cardholder's name but is actually issued to the library, which is responsible for making prompt payment to the credit card company. However, Cardholders are responsible for ensuring proper use of the card.

Cardholders

Cardholders must use the card responsibly and in accordance with this policy.

Cardholder responsibilities include:

- Purchasing items for library business only.
- Never lending or sharing the credit card or account number.
- Purchasing only goods and services that are in accordance with library policies.
- Returning the credit card to the executive director or treasurer and privilege of its use upon leaving library or the position which entitled use of the card, or upon ending employment with the library, or upon request.
- Forwarding purchasing documents, such as sales receipts, to the bookkeeper, within seven days of purchase.

I acknowledge that I have received a copy of the Joseph T. Simpson Public Library Credit Card Policy and agree to abide by this policy.

Credit Cardholder Printed Name _____

Credit Cardholder Signature _____

Date _____

Witnessed by _____
Executive Director or Treasurer