

Guernsey Memorial Library	Section #	
Manual Name Library Policy Manual	Date Issued: 11/13/08	Subsection
Section Credit Card Policy	Date Revised: 1/11/2013	Page 1 of 1
<p style="text-align: center;">Credit Cards</p> <p>It is recognized that specific employees may need use of a Library credit card to assist with their job responsibilities. Job titles that will be authorized to use the credit card will be reviewed periodically by the Board of Trustees and properly recorded in the meeting minutes.</p> <p>Credit cards may only be used for legitimate business purposes. All purchases must be approved by the Board of Trustees prior to being made. Cash advances are not authorized under any circumstances.</p> <p>Users must take proper care of the credit card and take all reasonable precautions against damage, loss, theft, or fraud. Any problematic incidents must be reported immediately to the Board of Trustees and to the appropriate financial institution.</p> <p>Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature, or violate the intent of this or any other Library policy will result in discipline to include, but not limited to, repayment of the charges.</p> <p>The Board of Trustees shall establish appropriate conditions and limits, including credit limits, for use of the card.</p> <p>Detailed documentation must be submitted for all charges for which the credit card is used. This documentation shall include itemized receipts for commodities, services, travel, meals, and/or other authorized expenses that have been incurred in connection with library-related business. Lack of proper and acceptable documentation may be cause to require reimbursement from the employee responsible for the charge.</p> <p>Meal documentation shall include an itemized receipt, a note outlining why the meal was necessary, a list of items discussed during the meeting, and the names and business affiliations of all persons included in the meal party.</p> <p>Credit card statements will be reviewed by the Finance Committee monthly. Any discrepancies or deviations from this policy shall be brought to the attention of the Board of Trustees at the next regularly scheduled Board meeting.</p> <p>The credit card must remain in a secure location within the library at all times, unless specifically authorized by the Board of Trustees.</p>		
Revision Approved by Board: 2/14/2013		