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Use of Credit Cards

The Library Director will advise the Library Board of those staff members authorized to use library's credit card. The Library Director will maintain a list of authorized individuals.

The library's credit cards will only be used for appropriate library business, and all uses will be appropriately documented. The library credit card will not be used for personal expenditures.

The library's credit cards will be enrolled in any available rewards program. Rewards earned will be redeemed for gift cards for program prizes.

Monthly reports of credit card billings will be provided to the Library Board.

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