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Use of Credit Cards

This policy facilitates library purchases and establishes guidelines for the use of credit cards issued by the library. The policy provides internal controls to ensure that employees comply with all applicable laws. Credit cards may be issued to select staff for the purchase of goods or services for the official business of the library as determined by the Library Director. The Library Director will advise the Library Board of those staff members authorized to use library issued credit cards.

Each credit card bears the cardholder's name but is the property of the library and will be issued under the name of the library. The cardholder is responsible for the activity on the card. Library credit cards shall have spending limits determined by the Library Director.

A list of staff members with credit cards and their credit limit will be maintained. The cardholder is responsible for ensuring that:

- Charges are authorized within their approved budget
- Sufficient funds are available within that budget, and that sufficient credit is available.

Use of the credit card should be limited to purchases from companies, stores, and vendors that do not invoice or accept purchase orders; orders placed over the Internet; and other purposes approved by the Library Director. A reasonable tip or gratuity is allowed when applicable/appropriate services are provided (i.e., library-related dining out, Uber, etc.), but shall be limited to no more than a 20% tip.

The library's credit cards will be enrolled in any available rewards program. Rewards earned will be redeemed for gift cards for program prizes. For all credit card purchases made, the cardholder must submit documentation in the form of receipts detailing the goods or services purchased, the cost of those goods or services, and the date of purchase, and the credit card that was used. An order confirmation is not a receipt unless it gives all the information described above. A credit card expense statement (found on the staff Intranet) must be filled out and all applicable receipts attached to this form. If the employee does not have the receipt, they must pay for the purchase themselves with a personal check. All documentation of approved credit card transactions must be forwarded to the Business Office for submission to the Library Director on a monthly basis.

Each staff member issued a library credit card is responsible for its protection and custody and shall immediately notify the issuing bank, then the Library Director, if the credit card is lost, stolen, or used by unauthorized persons. Written

documentation (an incident report) should follow as soon as possible detailing the date and circumstances of the theft or loss. All credit cards shall be returned to the Library Director upon request or termination of employment. The library may suspend or cancel cardholder privileges at any time for any reason. No personal expenditures are allowed by staff members with the library credit cards, even if the intent is to repay the library at a future time. A library credit card may not be used for cash withdrawal or cash advance. Any misuse of a library credit card shall result in no less than the credit card in question being revoked. Any disciplinary measures for misuse of library credit will be at the discretion of the Library Director. The Business Office Manager is responsible for balancing the receipts with the monthly statement and reporting any discrepancies to the Library Director. Monthly reports of credit card billings will be provided to the Library Board.

Before being issued a library credit card, employees must complete and sign the Acknowledgement Form stating that they understand and will comply with the library's credit card policy.

Credit Accounts

At the discretion of the Library Director, the library may maintain credit accounts at local businesses or other vendors (for example: Ace Hardware, Costco, Amazon.com). Only staff members authorized by the Library Director may charge goods and services for official library business to these accounts. No personal use of these credit accounts is permitted. All purchases must be preauthorized by the Library Director.

Approved 12/27/2006

Revised 09/27/2023

11/25/2024

Villa Park Public Library
Credit Card Policy Employee Acknowledgement

I hereby acknowledge that I have received a copy of the Villa Park Public Library's Credit Card Policy and the protocols for its use. I have read the policy and protocols and clarified any questions regarding its provisions with Administration. I agree to comply with all the requirements contained therein and understand that appropriate disciplinary action will be taken if I am found in violation of the policy, and that the library will require restitution if the credit card is used improperly.

Employee Name

Employee Signature

Date

Credit card given to employee on _____

Approved 11/09/2024
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