

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 807

Subject: Credit Card

1. The Director of the Crawford County Library will be responsible for the credit card, for accounting and monitoring of the credit card usage, and for overseeing compliance with all aspects of the credit card policy set forth by the issuing body.
2. The credit card shall be only used for the routine purchase of goods or services for the official business of the Crawford County Library. Routine purchases include:
 - a. Supplies, utility bills, existing agreements
 - b. Library materials
 - c. Purchases in response to emergencies
 - d. Purchases under \$500.00
3. Employees using the credit card shall submit documentation detailing the goods or services purchased, the cost of the goods or services, and the official business for which they were purchased.
4. Employees with a Crawford County Library credit card are responsible for its protection and custody and shall immediately notify the Director if the credit card is lost or stolen.
5. Employees must return any library credit cards upon the termination of their employment or service with the Crawford County Library.
6. Credit card bills will be presented to the Library Board of Trustees at their monthly meeting for approval.
7. The balance on the credit card, including interest due, shall be paid for within not more than 60 days of the initial statement date.
8. Disciplinary procedures will take place for any unauthorized use of a credit card.

ADOPTED: December 11, 2002
REVIEWED: April 10, 2003, June 14, 2012
AMENDED: June 14, 2012