



## Corporate Credit Card Policy

This policy facilitates Library purchases and establishes guidelines for the distribution and use of credit cards issued by the Library for staff use.

### Issuance

Credit card accounts will be established in the name of the Nippersink Public Library District; cards will be issued in the name of specific employees.

A credit card will be issued to the Library Director, whose account will be the umbrella account for all other accounts. The Library Director may authorize the issuance of credit cards to each department manager.

### Usage

Credit cards issued by the Library shall be used only by employees of the Library for the purchase of goods and services for official business of the Library. Library credit cards shall not be used to obtain cash advances or purchase personal items. Credit cards may be used for registration and travel expenses related to conferences and/or workshops; prepayment for materials when required by a vendor; online utility or other bill payments; purchases of Library materials, supplies, and equipment; as well as purchases as often as possible to minimize employee reimbursements.

### Responsibility

An employee who has been issued a Library credit card is responsible for its proper use in compliance with this policy and is required to sign the Employee Agreement Form. Each cardholder is responsible for signing their credit card and keeping it in a safe place where they will not unknowingly use it for personal transactions. Each cardholder is responsible for all usage of the credit card issued in their name. The cardholder must keep records of each transaction, including receipts and packing slips, which are given to the Library Director. The cardholder is responsible for making sure that vendors do not charge sales tax.

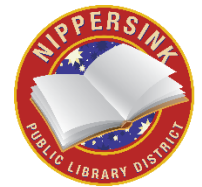
An employee shall immediately notify the Library Director and the credit card's card member services if the credit card is lost or stolen. An employee shall return the credit card to the Library Director upon termination of employment with the Library, or if requested to do so at any time by the Library Director.

### Oversight and Audit

Library credit cards shall be safeguarded to prevent loss or theft of public funds or unauthorized use with monthly statements reviewed and approved by the Library Director and Library Bookkeeper. The Library Director ensures that adequate procedures are in place to guarantee prompt payment of all credit card invoices, including but not limited to checking the credit card account online, and payment of the monthly balance will be made in such a fashion that no finance charges are incurred.

In the event of activity that does not comply with this policy, or in the case of unauthorized use of the credit card, appropriate disciplinary action, up to or including termination, may be taken. In addition, the employee will be required to reimburse the Library for any improper credit card purchases within seven (7) business days of when the purchase was made.

Credit cards are the property of the Library and must be returned to the Library Director upon termination of employment with the Library. The Library Director will immediately close such credit card accounts.



## Corporate Credit Card Employee Agreement Form

Use of the corporate credit card issued to you is subject to the following terms and conditions. You must comply with this policy as part of the terms and conditions of your employment. The Nippersink Public Library District will notify you if these terms and conditions or its policy and procedures considering the use of the credit card change.

1. Because I am being entrusted with a corporate credit card and I will be making financial commitments on behalf of the Nippersink Public Library District, I will strive to obtain the best value for the Library by using preferred vendors, comparing prices, and making sure purchases are tax-exempt.
2. I understand that use of the Library credit card not authorized as set forth herein can be considered misappropriation of Nippersink Public Library District funds and can result in:
  - a. Immediate and irrevocable forfeiture of the card
  - b. Disciplinary action, up to and including termination of employment
  - c. Criminal prosecution, in appropriate circumstances
3. I will maintain the card with appropriate security whenever and wherever I use the card. If the card is lost or stolen, I will immediately notify the credit card issuer's card member services and the Library Director. If I fail to abide by this lost or stolen card procedure, I will be considered liable for any and all charges made against the card.
4. I acknowledge that the Library credit card will only be used for purchases for official Library business and understand that activity on the credit card is reviewed by Library administration and the Board of Trustees. I also understand that activity on the card may be subject to Freedom of Information Act (FOIA) inquiries.
5. I understand that since the credit card is Nippersink Public Library District property, I am required to comply with internal control procedures designed to protect Library assets. This includes timely submission of original receipts to the Library Director. I will get an itemized receipt whenever possible, and when an itemized receipt is not available, I will note exactly what was purchased.
6. I will shop on work time and plan shopping trips ahead of time whenever possible. At the beginning of each month I will turn in mileage reimbursement requests including shopping trips, when applicable.
7. I understand that the card must be surrendered to the Library Director immediately upon request or upon voluntary or involuntary termination of employment. I may be requested to surrender the card for reasons not personal to me (e.g. termination of the card program, change in delegation of authority, discretionary decision of the Library Director). Upon notification of employment termination, my credit card purchases must cease immediately, and all credit card purchases made by me must be accounted for prior to my last day of employment at the library.

I, \_\_\_\_\_, have received a copy of Nippersink Public Library District's Corporate Credit Card Policy and accompanying Employee Agreement form. I have read this policy, agree to comply with the above terms and conditions, and understand that appropriate disciplinary action will be taken if I am found in violation of the policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director Signature