

### **Credit/Store Card Policy**

1. Bank credit cards will be established in the name of the Poughkeepsie Public Library District and the specific name of an individual with a maximum credit limit for each set by the Library District. All monthly bank statements and correspondence will be sent to the Library District.
2. Bank credit cards will be issued to:
  - a. Library Director
  - b. Assistant Director
  - c. Business Manager
  - d. Secretary to the Library Director
  - e. Head of IT

Store cards and credit accounts will be available for specific purchases, such as office/custodial supplies and gas.

3. Prior to initial receipt of any credit card, each individual must agree to and sign *Credit Card Responsibility and Use Procedures* and updated annually.
4. Payment of the monthly statement must be made in a timely fashion so that finance charges are not incurred. Timely payment requires staff incurring the charges properly complete transactional paperwork related to the Library District's accounting functions.
5. All store cards will be held by the Business Manager until needed by specified staff members, and then returned to the Business Manager for safekeeping. Hardcopy documentation for each purchase and/or charge must be delivered to the Business Office when the store card is returned.
6. Bank credit cards will be used primarily for travel expenses to conferences and/or workshops and pre-payment of materials when required by a vendor.
  - a. The bank credit card may not be used for personal expenses.
  - b. The bank credit card does not replace requisitions and purchase orders or other purchasing procedures.
7. Annually, the Library Director will warrant compliance with this policy to the Board of Trustees who may, from time-to-time, audit credit card statements to assure such compliance.

### **Credit Card Procedures**

Credit card and store credit accounts have been established to meet the needs of the Library District for travel and incidental purchases. Upon receipt of original itemized documentation, credit account expenditures will be paid by check through the Business Office.

This Card does not replace requisitions and purchase orders or other purchasing procedures.

Expenses may be incurred with the credit card only if all of the following conditions are met:

1. Expenditures must be within the guidelines of the particular activity of the approved budget. The expenditure may only be made after the approval of the required requisition and purchase orders. This card is not to be used for personal expenses.
2. Purchases may not exceed your credit limit. There are no exceptions.
3. Proper documentation to support the expenditure must be sent to the Business Office prior to the receipt of the monthly statement.
  - A. Proper documentation is to include:
    - i. Original itemized paid receipt indicating the amount paid, the vendor, and the itemized description of the purchase.
    - ii. In the case of books, subscriptions or similar types of orders, a copy of the order form or document, and packing slip, or other receiving document must be attached when requesting payment.
    - iii. A hardcopy print-out of the items ordered on-line.
  - B. Examples of documentation not allowed:
    - i. Non-itemized cash register receipts.
    - ii. Handwritten requests for reimbursement without receipts or other verification.
4. Tax Exemption: Amounts paid for sales tax will not be reimbursed; be aware that a tax exemption certificate is available in the Business Office; if, in some cases, you merely mention to the vendor that the purchase is tax exempt, no sales tax will be charged. This exemption is based upon the fact that the Library District is an exempt unit of local government.

Cards will be kept by the Business Manager for safe-keeping. Staff will be asked to sign-out the card when needed. The card should be returned as soon as possible with appropriate documentation of any purchases.

**Annual Agreement for Use of Bank Credit Card**

This card is issued to you on a temporary basis, and remains the sole property of the bank from which it was issued. The right to use this card may be revoked at any time without warning by the issuing bank authority or by the Poughkeepsie Public Library District.

By accepting this card it is understood that you are personally responsible for any unauthorized or inappropriate use of the purchasing card.

-----

I have read and fully understand and accept my personal responsibilities and liabilities involving the use of the bank credit card issued to me. I further understand that any inappropriate use of the card may result in disciplinary action and possible garnishment of my wages.

Card Issued:\_\_\_\_\_ Number:\_\_\_\_\_

Card Holder Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Signature of Witness:\_\_\_\_\_ Date:\_\_\_\_\_