

Earlham Public Library

POLICY: Credit Card Policy

Adopted: March 8, 2016

Last Revision: October 2021

Next Review: October 2024

Board President Signature _____

Credit Card Policy

The Earlham Public Library Board of Trustees authorizes the library director to be the sole user of the credit card issued to the library by the city. Use of the library credit card provides a means of purchasing items that cannot be obtained through usual vendors, are needed immediately or must be purchased online. It eliminates the need for frequent reimbursement to the library director who would otherwise have to pay with personal funds.

- The credit card is not to be used for personal purchases of any kind.
- Misuse of the credit card by the library director may result in loss of credit card use and/or disciplinary action against the employee, up to and including termination of employment.
- The director will retain all sales slips/register receipts. These receipts must be submitted to the city clerk to reconcile against the monthly credit card statement.
- It is the responsibility of the director to notify the credit card company immediately if the credit card is lost, stolen or fraudulently used. The president of the Board of Trustees and the city clerk will also be notified.
- When the library director leaves the position, the credit card must be returned to the library board.