

CREDIT CARD USE POLICY

□ PURPOSE

The Bloomingdale Public Library maintains one revolving credit card account for the following reasons:

- To enable staff to purchase materials from Internet vendors, and vendors who will not send items until they receive payment.
- To pay for conference expenses, such as lodging, airline tickets, and conference registration for conference attendees.
- To use when a refundable deposit for rental items is required.
- For Library programs which require either a credit card or prepayment.
- For timely purchases that must be completed before the next board meeting.

The Library maintains one account with no more than two cards. One card is in the name of the Library Director and the other card is in the name of the Library Accountant. All purchases must solely be for library related goods or services; absolutely no personal purchases will be allowed. While not in use, both cards are kept in a locked, secure location in the Business Office. All purchases must first be approved by the Library Director. Each time the card is used, the following must be kept on file; a receipt which lists the amount of the credit card purchase, the date of the purchase, the purpose of the purchase and the signature or online authorization receipt of the person using the card. Credit Card purchases are not to exceed \$2,000 per transaction.

□ UNAUTHORIZED AND/OR INAPPROPRIATE USE OF CREDIT CARDS

Includes, but is not limited to:

- Items for personal use.
- Items for non-library purposes.
- Cash or cash advances.