

CREDIT CARDS

Policy Adopted: 11.11.2020

Review Date: 2023

At the discretion of the library director, the library may apply for institutional credit cards.

The purpose of the credit cards is to provide the library with a cost-effective, convenient and streamlined method of purchasing items and services and paying for travel and conference expenses. Purchases over \$1,000 must have prior approval from the library director.

At the Annual Meeting the Board of Trustees authorizes the financial institutions that may be utilized for institutional credit cards.

The library director will approve procedures assigning responsibility and accountability for institutional credit card use. Library director shall determine employee's eligibility for an institutional credit card. Employee is held responsible for the security of the card, and its use is limited to the employee and no other individual.

All library purchasing procedures apply to credit card purchases.