

6/2016

## PENTWATER TOWNSHIP LIBRARY

### CREDIT CARD POLICY

The purpose of this policy is to govern the use of the Pentwater Township Library (Library) credit card.

1. The Library Director is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the Library's credit card policy.
2. Library credit cards may be used only by an officer or employee of the Library for the purchase of goods or services for the official business of the Library.
3. Library officers and employees who use a Library credit card shall, as soon as possible, submit a copy of the vendor's credit card slip to the Library Director. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of the vendor or entity from which goods or services were purchased, the date and the amount of the transaction, and the official business that required the transaction. All credit card slips shall include this information as well. Vouchers shall also include a statement why a credit card slip was not obtained.
4. An officer or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the Library Director shall be notified. The entity issuing the lost or stolen credit card shall be immediately notified to cancel the card.
5. An officer or employee issued a credit card shall return the credit card to the Library Director upon termination of his or her employment or service with the Library. An officer or employee issued a credit card on a temporary basis for a specific transaction shall return the credit card as soon as the transaction is completed.
6. The Library Director shall maintain a list of all credit cards owned by the Library, along with the name of the officer or employee who has been issued the credit card, the credit limit established, the date issue, and the date returned. Each employee shall initial the list beside his or her name to indicate agreement that the credit card has been issued, and that the employee has received and read a copy of this policy. The Library Director shall review each credit card statement as soon as possible to ensure that transactions comply with this policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the Library Board.
7. The Library Board shall not approve a payment to the entity issuing the credit card, until all transactions have been verified, including the approval of all transaction invoices if issued.
8. The balance, including interest due on an extension of credit under the credit card arrangement, shall be paid for within not more than 60 days of the initial statement

date. In order to avoid past due charges and interest, the statement may be paid prior to approval by the Library Board provided all provisions of this policy have been complied with and the Library Director has approved the payment.

9. Officers and employees who use a Library credit card in a manner contrary to this policy shall be subject to the following disciplinary actions, as deemed appropriate by the Library Board:
  - a. Verbal counseling
  - b. Written reprimand
  - c. Suspension
  - d. Termination
  - e. Reimbursement to the Library for unauthorized expenditures.
10. The maximum credit limit on a Library credit card shall be \$3000.

Adopted March 14, 2006