

ELWOOD PUBLIC LIBRARY

1929 JERICHO TURNPIKE | ELWOOD, NY 11731 | www.elwoodlibrary.org | 631.499.3722

CREDIT CARD POLICY

The Library shall possess two Mastercard credit cards linked to one account; one in the Director's name and one in the Business Manager's name. In addition, the Library shall also possess vendor/store specific cards.

The Library Director shall maintain physical possession of the Mastercard credit card.

The Director and the Business Manager are responsible for the use, issuance, and account monitoring of the Library credit cards.

The credit cards will be used prudently, for only goods and services related to official Library business and the maximum credit limit not to exceed \$2,000.

Any benefits derived from the use of the credit card are the property of the Library.

Library credit card purchases exceeding \$1,000 require the Library Director's prior written approval.

Documentation, including itemized receipts detailing the goods and services purchased, must be immediately submitted to the Business Office.

The full balance due on the Mastercard and other vendor/store specific card accounts are paid within the balance period indicated on the monthly statement.

The Director and the Business Manager must immediately surrender all credit cards upon separation from the Library.

Library employees may be issued, with the Library Director's approval, credit cards for pre-approved use. Any such card, other than those issued to the Library Director, must be physically maintained by the Business Office.

Employees must request credit cards from the Business Office and return the card immediately after use.

The Business Manager shall maintain an up-to-date list of all credit cards.

Each employee authorized to use a Library credit card must agree to accept full financial responsibility for any use deemed by the Library Director to be inappropriate and/or non-Library related.

Approved 10/20/14