

## **CREDIT CARD POLICY**

### **Credit Card Policy Resolution:**

The Library Board of Trustees hereby establishes a Credit Card policy for the Pinckney Community Public Library in accordance with Public Act 266 of 1995 (MCL 129.241-243).

THEREFORE BE IT RESOLVED, that the following policy shall govern the use of the library's credit card/s:

- a. The Library Director is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with the library's credit card policy.
- b. Library credit cards may be used only by the Library Director or designated senior library staff for the purchase of goods or services for the official business of the library.
- c. The Library Director or designated senior library staff who use a library credit card must submit documentation to the Library Director detailing the goods or services purchased, cost, date of the purchase, and the official business.
- d. The Library Director or designated senior library staff who is issued the credit card is responsible for its protection and custody. If a 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.
- e. The Library Director or designated senior library staff issued a credit card must immediately return the card upon termination of his or her employment or service with the library.
- f. The Library Director shall maintain a list of all credit cards owned by the library, along with the name of the officer and employee who has been issued the credit card, the credit limit established, the date issued, 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 signed voucher shall be immediately investigated. Transactions that do not appear to comply with this policy shall be reported to the Library Board of Trustees.
- g. The Library Director shall approve all credit card invoices before payment. Paid invoices are to be reviewed by the Library Board of Trustees at their regular Board Meetings.
- h. Payments should be made in a timely manner to avoid interest on purchases.
- i. The Library Board of Trustees may impose disciplinary measures consistent with the law for the unauthorized use of a credit card.

Effective Date

This policy shall become effective on **August 1, 2003** the day following adoption by the Pinckney Community Public Library Board of Directors (See Minutes of Library Board Meeting for July 31, 2003).