

CREDIT CARD POLICY
The Charlotte Public Library
Town of Charlotte

PURPOSE. Credit cards provide a convenient method of obtaining goods and services for the Library. The purpose of this policy is to establish criteria for the proper use of credit cards by the Library Director and the Youth Services Librarian when conducting library business.

CARD HOLDERS AND LIMITS. The Charlotte Selectboard has authorized the issuance of a credit card in the name of the Library Director and the Youth Services Librarian for use in conducting the business of the Charlotte Library. The use of the cards is subject to the following limitations:

- No single credit card purchase by either the Library Director or the Youth Services Librarian shall exceed \$250.00 without the prior written consent of the treasurer of the Library Board of Trustees, and
- The monthly limit on credit card transactions by the Library Director shall be \$750.00 and the monthly limit by the Youth Services Librarian shall be \$750.00 individually, not to exceed a monthly total of \$1500.00.

INSTRUCTIONS FOR EMPLOYEE RESPONSIBILITY, WITH WRITTEN

ACKNOWLEDGEMENT BY EMPLOYEES. At the start of each fiscal year or at the date of appointment to the position of Library Director or Youth Services Librarian, the treasurer of the Library Board of Trustees shall meet with the Library Director and the Youth Services Librarian to review the responsibilities of authorized users. The review shall cover each of the following:

- Authorized use. Credit cards issued under this policy may only be used by the named cardholders to conduct library business. Credit cards may not be used for personal purchases, cash advances, or purchases that exceed the cardholder's authorized purchase limit. A cardholder who makes unauthorized purchases or advances will be liable for the amount of such purchases or advances, plus any administrative fees charged by the bank in connection with the misuse. Employees will be subject to disciplinary action for misuse of a library credit card, up to and including termination.
- Spending and transaction limits (both per transaction and on a monthly basis) as defined above.
- Recordkeeping requirements, including monthly review and approval process:
 - The Library Director will, in a timely manner, review and approve all orders to pay the combined statement amounts, and do so in time to avoid all interest charges.
 - Each month, each credit card holder will submit to the treasurer of the Library Board of Trustees full documentation of the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which it was purchased. For over-the-counter purchases, documentation will include the invoice and customer copy of the charge receipt. For internet purchases, documentation will include a copy of the receipt and order confirmation page. For telephone purchases, documentation

will include a copy of the receipt from the vendor. The treasurer shall review and confirm all such documentation before signing the card payment order, which will then be sent to the Charlotte town clerk/treasurer for payment.

The Library Director and the Youth Services Librarian will annually acknowledge in writing their understanding of these responsibilities.

CREDIT CARD USE SECURITY. Authorized credit card users are responsible for the card's protection and custody and shall immediately notify the Selectboard, treasurer of the Library Board of Trustees and the credit card company or bank if the credit card is lost or stolen.

SEPARATION. Prior to separation or leave of absence from the Town, the cardholder will surrender the credit card to the Selectboard.

The foregoing policy is hereby adopted by the Charlotte Library Board of Trustees this ____ day of _____ and is effective as of this date until amended or repealed.

Chairperson

