

CREDIT CARD TRANSACTIONS POLICY:

It is the policy of the Romeo District Library to permit the use of credit cards for library business in full accordance of the following provisions:

1. The Library Director is responsible for the issuance, accounting, monitoring, and retrieval and generally for overseeing compliance with the credit card policy.
2. The credit card may be used only by the Director and Systems Manager for the purchase of goods or services for the official business of the Romeo District Library.
3. The employee using the credit card must submit documentation detailing the goods or services purchased, cost, date of the purchase, and the official business.
4. Individual transactions must be approved and authorized by the Director. All documentation of approved credit card transactions must be submitted prior to receipt of the credit card statement and matched to the statement invoice.
5. The Director is responsible for the protection of the credit card and shall immediately notify the financial institution issuing the card if the card is lost or stolen.
6. The Director and Systems Manager must immediately surrender the credit card upon termination.
7. Any misuse or unauthorized use of the library issued credit card or failure to comply with credit card policy will be immediately reported to the Library Director and/or Treasurer of the Library Board.
8. The Romeo District Library will use disciplinary measures consistent with current law for unauthorized use.
9. The balance due on all credit card transactions will be paid within the current billing cycles so that no interest accrues on the credit card.
10. The total authorized credit limit for the credit card issued to the Romeo District Library shall not exceed \$1,200.00 for Director and \$800.00 for Systems Manager.
11. Any benefits derived from the use of the credit cards shall be the property of the Romeo District Library.

PROCEDURES FOR ORDERING GOODS OR SERVICES WITH A CREDIT CARD:

1. The employee will fill out a Purchase Request Form, complete with vendor information, item descriptions and quantities, for each item or service.
2. The employee will submit the Purchase Request form to the Library Director for approval.
3. The Director or Systems Manager will place the order for the goods or services and attach all documentation detailing the goods or services purchased, cost, date of the purchase, and the official business to the credit card statement when it arrives.
4. The Director will approve the monthly credit card invoice prior to making payment.
5. The credit card bill will be included in the list of bills generated each month and available for review by the Romeo District Library Board of Trustees at their regular meetings.
6. The credit card will be kept by the Director and Systems Manager and may be used to purchase goods and services for the Romeo District Library, or to pay for meals and lodging while traveling on Library business. In these circumstances, the employee must retain documentation detailing the goods or services purchased, cost, date of the purchase, and the official business. These documents must be submitted to the Business Office or Administrative Office to attach to the credit card bill when it arrives.