Amityville Public Library

Credit Card Policy

Purpose

The Amityville Public Library maintains a credit card for library related purposes only.

The purpose of the credit card is to facilitate purchases for the business office and the order department. It will be used for vendors that do not invoice or accept purchase orders or where it is not possible or practical to establish a store account. The credit card will provide a convenience to authorized users by minimizing the need to place authorized purchases on personal credit cards, while maintaining strict accountability for the library. The credit card will not be used to pay for services received by the library.

Responsibility

The Library Director and/or the Senior Stenographer will be responsible for the issuance of cards, account monitoring, retrieval and compliance with the credit card policy. Authorized users of the credit card are the Library Director, Senior Stenographer and Library order clerk. New (other) users may be added at the Library Director's recommendation to the Board of Trustees and will be listed in the minutes as approved. Thereafter, approval will be renewed annually at the Board of Trustee Organizational Meeting.

Authorized users shall be responsible for the credit card's use and shall not allow the card to be used by anyone else or for any unauthorized purchases. Authorized users will surrender the credit card upon leaving the employ of the Amityville Public Library or as requested to do so by the Amityville Public Library Board of Trustees or Library Director. A copy of this policy will be signed by each authorized user and placed in their personnel file.

Usage

The credit card may only be used to purchase goods for the official business of the Amityville Public Library. Purchases must adhere to established library procurement policies and procedures as well as any applicable local, state or other laws or regulations. Prior approval from the Library Director (or designee) and a purchase order are generally required prior to any purchase. Documentation and original receipts detailing the goods and services purchased must be submitted in a timely manner (3 business days) to the business office by the authorized user.

Cash advances, cash withdrawals, fines and private expenses are not authorized credit card uses. The Amityville Public Library retains the right to take any and all measures consistent with current law for unauthorized use of the credit card.

Delivery of goods must be to the Amityville Public Library. Delivery of goods to any other location will be considered unauthorized use of the credit card.

Monetary Limits

A limit of $500 is set for purchases made outside of the library premises (such as BJ's or other store).

A limit of $2,000 is set for purchases made by telephone or on-line, while on library premises. Purchases of greater amount must be paid by library check.

Protection/Loss

Each authorized user 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. Written documentation to the business office should follow the report as soon as possible detailing the date and circumstances of the theft or loss.

The Library Treasurer shall review each monthly credit card bill and accompanying paperwork. Any discrepancies or irregularities shall be reported to the Director and the Board of Trustees.

Other

Any benefits derived from the use of the credit card shall be the property of the Amityville Public Library.

The credit card shall be obtained from a bank which has been designated an official depositor bank for library funds.

Adopted July 27, 2006, amended June 17, 2010; amended July 1, 2011