

## STAFF CREDIT CARD USE POLICY

The Woodward Memorial Library will have bank issued credit cards for use by the Library Director and designated staff members.

- Use of Library credit cards will be in compliance with the Library's purchasing policy.
- Credit card transactions may be executed in person, by telephone, or on the Internet.
- Any benefits or reward programs associated with the charge card will be used to the sole benefit of the Library,
- Issuance of library credit cards to the Library Director and any member(s) of the staff will be subject to approval by the Library Board of Trustees,
- Designated card holders will have individual account numbers and individual purchasing limits will be established by the Library Director,
- Violations of Library credit care policies and guidelines may result in revocation of use privileges and appropriate disciplinary action,
- If a card is lost or stolen, the Library Director should be notified immediately.

### Use

Library credit cards will be used for:

- Library materials, equipment, supplies, and operating expenses purchased from vendors who do not accept a purchase order or payment,
- Emergency purchases,
- Travel and expenses for professional development including registration, lodging, and travel expenses.

When using the credit card to execute a purchase the holder must:

- Communicate to the merchant that payment is being made with a Library credit card and that it is a tax-exempt purchase (appropriate tax-exempt documentation can be provided upon request),
- Retain all receipts and credit card slips,
- After purchase, give the appropriate sales slips to the individual in charge of accounts payable.

Approved -- WML Board of Trustees, 7/16

Reviewed 10/22