**Policy:**

1. Credit cards will be established in the name of the [Insert name] Library and specific individuals for use pursuant to the [Insert name] Library’s Procurement Policy to facilitate the daily operations of the Library. All purchases must be for [Insert name] Library use and benefit only. The credit card may not be used for the purchase of personal items, alcoholic beverages or tobacco products. All monthly statements and correspondence will be sent to the [Insert name] Library.
2. Credit cards will be issued to :
   1. Library Director with a credit limit of $3,000
   2. Children’s Coordinator with a credit limit of $1,500
3. Prior to initial receipt of any credit card, each individual must agree to and sign Credit Card Responsibility and Use Procedures.
4. Credit cards will be locked in the Director’s Office when not in use.

1. Credit cards will be used primarily for travel expenses to conferences and/or workshops and pre-payment of materials when required by a vendor.
   1. The credit card may not be used for personal expenses.
   2. The credit card does not replace requisitions and purchase orders.
2. The Vice President of Finance will have online access to all credit cards for oversight.

**Procedures for credit card use:**

All purchases and expenditures of [Insert name] Library funds must be within approved budget guidelines. [Insert name] Library requires documentation in the form of email confirmation, invoice, receipt of goods or services, and subsequent payment from an invoice as appropriate.

Anticipated purchases made with VISA cards are programming supplies, cleaning supplies, conference registration and accommodations, purchases from Amazon.com for library materials and program supplies

Any and all use of the VISA card requires the following:

1. Authorization by means of Purchase Order or Conference Request Approval

2. The card holder must sign out the card from the Library Director.

3. All charges require itemized receipts/invoice with the purchase order number and employee’s name to be promptly submitted to the Library Director. If the card is used for on-line purchases, the transaction confirmation page from the site is to be printed and submitted.