

Credit Card

The purpose of the credit card policy of the Bacon Memorial District Library is to facilitate purchases for the Library.

1. The Director will be responsible for the issuance, account monitoring, and retrieval and generally for overseeing compliance with the credit card policy.
2. The Director or a Library employee(s) designated by the Director may use the credit card, only for goods or services for the official business of the Library. Documentation detailing the goods and services purchased, cost of purchase, date of purchase and purpose of purchase must be submitted before payment can be approved. Card may not be used for cash advances.
3. Upon receipt of the credit card statement, the Library Director is responsible for reviewing the statement for accuracy. This will include reconciling original receipts to the statement transactions. The Director is responsible for ensuring activity and account information is noted on the credit card statement for each line of entry. The Library director will sign the statement for approval of payment. The approval will attest to the appropriateness of the expenditures.
4. The Director is responsible for the protection of the credit card and will immediately notify the financial institution issuing the card if the card is lost or stolen.
5. The Library will use disciplinary measures consistent with current law for unauthorized use.
6. Any benefits derived from the use of the credit card will be the property of the Library.
7. The balance due on the credit card account will be paid within the balance period indicated on the monthly statement. Bacon Memorial District Library accepts full responsibility for the debt incurred on the credit card.
8. The Director or a Library employee(s) designated by the Director must immediately surrender the credit card upon leaving the employ of the Library.