

BOARD POLICIES

CREDIT CARD

Category: Operational

Approved: August 26, 1998

Revised: May 29, 2002, October 28, 2015, February 27, 2019

The Library provides credit cards to individuals in certain job positions to facilitate purchases for the Library while maintaining accountability. The policy provides a system of internal controls to ensure the Library and staff comply with all applicable laws. The Library reviews all credit card purchases to ensure their proper use.

In accordance with ORC Section 3375.392, the Director, Fiscal Officer, and employees designated by the Director or Fiscal Officer may use library credit cards for library related purchases when:

- A vendor billing relationship has not or cannot be established.
- The vendor has issued its own credit card for purchases at its retail locations.
- Time constraints make it necessary to use the credit card rather than delaying payment for the standard check printing process, and petty cash is not a viable option.
- If there is a need to secure business travel arrangements, such as hotel or airline reservations.

The Director works with the appropriate financial institutions to determine the best type of credit card accounts for the library. The Deputy Fiscal Officer is responsible for working with the issuing financial institution to determine the dates the credit cards expire, the re-issuance of replacement cards, and, as necessary, the need to cancel a credit card. On an annual basis, the Deputy Fiscal Officer will submit a report to the Library Board of Trustees regarding all credit rewards received by the library.

Credit card limits are determined by the Director and Fiscal Officer and are not to exceed \$12,000. The Library will not obtain Debit Cards.

Credit cards will be issued in the name of Rocky River Public Library. Although credit cards may also include the name of an individual staff member, they are institutional cards and must be used only for proper library purchases. All credit cards will be kept in the Fiscal Office and may be signed out to authorized personnel as necessary. Once the purchase has been made the credit cards will be promptly returned to the Fiscal Office. Only the individual that signs out the credit card may make purchases with the card.

For each purchase made using a credit card, an itemized receipt indicating the amount paid, the vendor, and the goods/services purchased must be submitted to the Deputy Fiscal Officer promptly following the purchase.

Personal use of Library credit cards is strictly prohibited. **Any staff member who uses a Library credit card for a personal expense or does not provide proper documentation to the Fiscal Officer will be responsible**

for reimbursing the Library for any unauthorized expenditures and may be subject to disciplinary action up to and including termination of employment.

Library credit cards have no cash access feature, and staff issued cards must take every reasonable precaution to safeguard them to prevent loss, theft, or unauthorized use. Staff members using Library credit cards must immediately report any loss or suspected theft to the Director and Deputy Fiscal Officer.

Use of the credit card does not replace requisitions and purchase orders. An approved requisition and purchase order must be on file prior to credit card use.

Because the Library does not pay sales tax on purchases, it is the staff member's responsibility to obtain a tax-exempt certificate prior to all credit card purchases.

Acknowledgement: _____