

# LYONS PUBLIC LIBRARY- CREDIT CARD & CREDIT ACCOUNT POLICY

## Library Credit Card

The Lyons Public Library does not have a corporate major credit card for use by staff. Only the Board of Trustees has the authority to establish the need for a corporate major credit card.

## Credit Accounts

At the discretion of the Library Director, the Library may maintain credit accounts at local businesses (hardware, electrical supply, technology stores) or other vendors (Amazon, Staples, Quill) as well as specialized library vendors such Baker & Taylor, Demco, Brodart, etc. Only staff members authorized by the Library Director may charge goods and services for official Library business to these accounts. No personal use of these credit accounts is permitted.

All purchases must be authorized by the Library Director within the limits set by the library's budget and bidding/procurement policy. For all purchases made on these accounts, the staff member making the purchase shall submit documentation in the form of a receipt or purchase order, except for Baker and Taylor or Gale, to the Library Director within 72 hours of making the purchase.

All employees authorized to use these credit accounts must sign an acknowledgement form recognizing their responsibility to comply with the Library policy regarding credit accounts.

The Library Director and/or Bookkeeper will maintain a list of all business accounts and the staff members who are authorized to use them.

## Acknowledgement Form

I acknowledge that I have received and read the Credit Card & Credit Account Policy and that I understand my responsibilities as an

\_\_\_ authorized credit account user \_\_\_\_\_

(list accounts)

and agree to comply with all the terms of the policy.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Adopted-8/16/2016

Board of Trustees, Lyons Public Library