



Lyons Public Library

Credit Card Policy

The Lyons Public Library maintains a single credit card account as an ongoing option for employees to use for emergency purchases, programming supplies, and purchases for which other forms of payment are impossible, impractical, or likely to result in unreasonable delays between the purchase of a good or service and its receipt.

Credit cards will be established in the name of the Lyons Public Library and the specific name of an individual with a maximum credit limit for each set by the Library. All monthly statements and correspondence will be sent to the Library.

Credit cards will be issued to the Library Director with a credit limit of \$4,000.

The Director must submit proper documentation to the Account Clerk for all charges in a timely fashion, so that finance charges are not incurred due to late payment.

Credit cards will be used primarily for programming expenses and pre-payment of materials when required by vendors. The credit card may not be used for personal expenses.

Adopted: December 20, 2022