



# SAUGERTIES PUBLIC LIBRARY

## Credit Card Policy

1. Credit cards will be established in the name of the Saugerties 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.
2. Credit cards will be issued to:
  - a. Library Director with a credit limit of \$5,000.
  - b. Assistant Director with a credit limit of \$2,500.
3. Prior to initial receipt of any credit card, each individual must agree to and sign the *Agreement for Use of Credit Card*.
4. The Director and Assistant Director must submit proper documentation (see *Credit Card Procedures* on page 2) to the Treasurer for all charges in a timely fashion, so that finance charges are not incurred due to late payment.
5. Credit cards will be used primarily for travel expenses to conferences and/or workshops, and pre-payment of materials when required by a vendor.
  - a. **The credit card may not be used for personal expenses.**
  - b. **The credit card does not replace vouchers.**

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Approved by the Saugerties Public Library board on December 9, 2014

Review History:

Review Cycle: 3 years

Recreation for the Mind:



discover, connect, grow.

## SAUGERTIES PUBLIC LIBRARY

### **Credit Card Procedures**

A credit card account has been established to meet the needs of the Saugerties Public Library for travel, incidental purchases, and pre-payment of materials when required by a vendor. Upon receipt of original itemized documentation, credit card expenditures will be paid by check, via the established voucher system, through the Director's Office.

### **This card does not replace vouchers.**

Expenses may be incurred with the credit card only if all of the following conditions are met:

1. Expenditures must be within the guidelines of the particular activity of the approved budget. This card is not to be used for any personal expenses.
2. Purchases may not exceed each cards credit limit. There are no exceptions.
3. Proper documentation to support the expenditure must be submitted to the Director's Office for approval by the Treasurer prior to the receipt of the monthly statement.
  - a. Proper documentation is to include:
    - Original itemized paid receipt indicating the amount paid, the vendor, and the itemized description of the purchase.
    - In case of books, subscriptions or similar types of orders, a copy of the order form document, and packing slip, or other receiving document must be attached when requesting payment.
    - A hardcopy printout of the items ordered on-line.
  - b. Examples of documentation not allowed:
    - Non-itemized cash register receipts.
    - Handwritten requests without receipts of other verification.

Recreation for the Mind:



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### Agreement for Use of Credit Card

This card is issued to you on a temporary basis, and remains the sole property of the Saugerties Public Library. The right to use this card may be revoked at any time without warning by the issuing bank authority or by the Saugerties Public Library.

By accepting this card it is understood that you are personally responsible for any unauthorized or inappropriate use to the credit card.

I have read and fully understand and accept my personal responsibilities and liabilities involving the use of the credit card issued to me. I further understand that any inappropriate use of the card may result in disciplinary action and possible garnishment of my wages.

Card Issued: \_\_\_\_\_ Number: \_\_\_\_\_

Position: \_\_\_\_\_

Card Holder Printed Name: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Witness; \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_