

# Credit Card and Store Charge Account Policy

Adopted December 2014

Reviewed December 2019

## Scope

The library provides for the restricted use of a library credit card or the use of store charge accounts pursuant to the town of Henrietta's and the library's procurement policies to purchase goods and services directly from vendors when those items are needed but it is not expedient, practical, or desirable to use other types of payment.

## Credit Card and Store Card Account Policies

- The director will research and establish credit card accounts and store charge accounts as necessary. Consideration will be given to companies that can meet the general purchasing needs of the library and the billing and payment requirements of the library.
- The board will establish appropriate credit limits for each credit card, recognizing that individual cards may vary with the types of goods or services they are intended for.
- The director will determine how many cards and accounts are needed as well as which employees will be allowed to use them.
- Employees who are issued a credit card must sign an acknowledgement form recognizing their responsibility to comply with this policy.
- The director is responsible for the use of credit cards and store charge accounts and to ensure that charges are authorized library expenditures and that adequate monies are available within the approved budget.
- All purchases must be for library use and benefit only. Credit cards and store charge accounts may not be used to purchase personal items, alcoholic beverages, or tobacco products.
- All purchases made with credit cards or store charge accounts must be supported by itemized receipts or invoices which clearly show what goods and services were purchased.