

BARTHOLOMEW COUNTY PUBLIC LIBRARY

POLICY FOR STAFF USE OF CREDIT CARDS

- A. All purchases made on the credit cards must be for the use of the library and must be allowed under State Board of Accounts policy.
 - 1. If there is a conflict between the adopted library policy and State Board of Accounts policy, the State Board of Accounts policy will supersede BCPL policy.
- B. In accordance with the State Board of Accounts, recordkeeping and custody of credit cards will be the responsibility of the Business Office.
 - 1. Cards will be kept in the Business Office unless or until needed for use and will be returned to the Business Office for safekeeping when not in use.
- C. There must be an existing appropriation in the Library Budget for any purchases or charges made with the Library credit card.
- D. As approved by the Board of Trustees, the Library Director will determine who shall be authorized users of Library credit cards, in compliance with card issuer's requirements.
- E. Designated personnel will be required to sign an acknowledgement of compliance with this policy.
- F. Pre-approval process policy
 - 1. Purchase order or check will continue to be the preferred methods of payment.
 - 2. Request for usage must be approved by Library Director, Assistant Director, Business Manager or Assistant Business Manager.
- G. Covered Usage
 - 1. Materials - Office/Operating Supplies; Furniture/Equipment; Software/Licensing; Books/Non-print materials; Internet purchases from secure sites only.
 - 2. Expenses – Transportation, ie Airfare, Car rental; Lodging at Government or Conference rate-Meals/Gratuities; Parking Fees; Conference/Workshop Fees.
 - 3. Services - Library owned vehicles and related expenses including Gas, Maintenance, Emergency Repairs, Buildings – Maintenance and Repairs.
- H. Library credit card cannot be used to pay for the following:
 - 1. Personal items or services including, but not limited to: Alcohol, Mini-bar, Entertainment.
 - 2. Cash advances - Bank Checks, Travelers Checks, Electronic Cash Transfer.
 - 3. Expenses for personally owned vehicles.
 - 4. Non-appropriated expenditures

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I. Policy Violations:

1. Any inappropriate usage of the credit card may result in one or more of the following actions:
 - a. Loss of authorization for future use
 - b. Reimbursement (voluntary/involuntary) to the library of any unauthorized charges
 - c. Dismissal
 - d. Any civil or criminal charges as applicable

J. Interest or penalties incurred due to late submission of report and receipts will be the responsibility of the employee failing to submit the necessary documentation on time.

K. If card is lost or stolen while in a staff member's possession, it is the staff member's responsibility to notify the Business Office and the credit card company immediately.

L. Credit card procedure:

1. Tax exempt forms should be obtained from the Business Office before committing to any expenditure.
2. After approval, card can be logged out of the Business Office for said usage. A credit card use log will be maintained. When logging card out, purpose and estimated charges must be listed.

M. Submission of receipts and supporting documentation:

1. Pursuant to the State Board of Accounts Manual, the card shall be returned to the Business Office after the purpose for usage has been accomplished; if off-site, first day employee returns to work, if on-site, immediately after usage.
2. An itemized report of expenditures shall be submitted with the return of the card on the approved form.
3. All receipts from vendors and supporting documentation for purchases must be attached to report.
4. If card is lost or stolen while in a staff member's possession, it is the Staff member's responsibility to notify the Business Office and the credit card company immediately.