

## Credit Cards

The purpose of the credit card policy of the Sayville Library is to facilitate purchases of goods and services for the Library with vendors who do not invoice or accept purchase orders.

1. The Board of Trustees approves the issuance of a library credit card, with a limit of \$5,000.
2. The Library Director is responsible for the issuance, accounting, monitoring, and retrieval of the credit card and for overseeing compliance with the credit card policy. The Director will establish a system of internal controls to monitor the use of the credit card.
3. The credit card may be used only for the purchase of goods or services for the official business of the library.
4. The credit card will be issued to the Library Director and one Business Office staff member whose responsibility it is to order equipment and supplies for the library. The person in whose name the card is issued will be responsible for the card's protection and custody and shall immediately notify the Library Board if the card is lost or stolen. The Director may carry the card on his/her person. Other employees shall store the card at the library until needed.
5. Approved Sayville Library staff may purchase goods and services within the purchasing policy guidelines and card limits with Director's approval.
6. An employee authorized by the Director to use the credit card must submit documentation detailing the goods or services purchased, cost, date of the purchase and the purpose of the purchase.
7. Any benefits derived from the use of the credit card will be the property of the Library.
8. Credit card invoices may be paid at the end of the month as a PRE-paid item to avoid finance charges.

9. The balance due on the credit card account will be paid within the balance period indicated on the monthly statement. The Sayville Library accepts full responsibility for the debt incurred on the credit card.
10. The card will be surrendered immediately upon termination.
11. The Library will use disciplinary measures consistent with current law for unauthorized use.

The following are some examples of acceptable uses for the Sayville Library Corporate Credit Card:

- Ordering of "patron request" materials (often via the Internet)
- Travel expenses where authorized (see *Sayville Library Meetings, Conferences, Travel Policy* for details)
- payment for goods/services in full or part supply where invoice or purchase order not accepted
- memberships/subscriptions
- minor items of equipment
- conference fees
- purchases of library materials at conferences

Adopted May 8, 2007  
Amended July 9, 2018