

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 one general Library credit card in the Assistant Director's name, with a limit not to exceed \$15,000; and one Library credit card in the Director's name with a limit not to exceed \$5,000.
2. Credit cards shall not be used to circumnavigate all applicable, including NYS, procurement rules and regulations.
3. The Business Manager, under the direction of 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.
4. The credit card may be used only for the purchase of goods or services for the official business of the Library.
5. Individuals who are authorized to use the card will be responsible for the card's protection and custody. Administration is to be immediately notified if the card is lost or stolen. The Library Board will be notified if a 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.
6. Approved Sayville Library staff may purchase goods and services within the purchasing policy guidelines and card limits with Director's approval.
7. 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.
8. Any benefits derived from the use of the credit card will be the property of the Library.
9. Credit card invoices may be paid at the end of the month as a PRE-paid item to avoid finance charges.

10. 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.
11. The card will be surrendered immediately upon termination.
12. The Library will use disciplinary measures consistent with current law for unauthorized use.

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