800-09 — Credit Card

Statement of Purpose

A credit card allows an organization to purchase goods and services directly from vendors when those items are needed, but it is not expedient, practical, or desirable to have either a check or cash available when payment is required. Furthermore, many online vendors require credit cards for billing purposes.

Establishing a Credit Card

The Library Director will select a company to obtain the necessary credit cards and establish a line of credit with that company. Consideration will be given to a company who can meet the general purchasing needs of the Library and the billing and payment requirements of the Library.

The Director will determine the number of cards needed; one organizational card or multiple cards and which employees will receive them. All employees issued a credit card must sign an acknowledgment form recognizing their responsibility to comply with the Library's policy regarding credit cards.

The Library Board will establish appropriate credit limits for each card, recognizing that individual cards may vary with the types of goods and services which are anticipated to be acquired.

Usage of the Credit Card

The use of this card is restricted for the Library to acquire goods and services which are appropriate for the conduct of the Library's business.

The Director is responsible for the use of the cards. The Director is responsible to make sure that any charges are authorized Library expenditures and that adequate monies are available with the Library's approved budget.

All institutional credit cards will be held by the Library's Business Department in the safe until needed by specified staff members, and then returned to the Business Manager for safekeeping. Hardcopy documentation for each purchase and/or charge must be delivered to the Business Office when the credit card is returned.

No personal expenditure is allowed by employees with the credit cards, even if the intent is to re-pay the Library at a future point.

The credit card does not replace requisitions and purchase orders.

Credit card bills submitted to the District for payment must include supporting documentation, such as receipts and invoices, which clearly show what goods and services were purchased using the credit card.

Tax Exemption

Amounts paid for sales tax will not be reimbursed. Be aware that a tax exemption certificate is available; in some cases, an employee can merely mention to the vendor that the purchase is tax exempt, and no sales tax will be charged. This exemption is based upon the fact that the Library is an exempt unit of government.

Adopted: August 12, 2014
Reviewed:
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