POLICY 111
CREDIT CARD USE POLICY

The Hewlett-Woodmere Public Library maintains credit cards for library related purposes only. Credit cards facilitate purchases from vendors that do not invoice or accept purchase orders as well as to provide the convenience of the card to authorized users, while maintaining strict accountability.

The Library Director will be responsible for the issuance, account monitoring, retrieval and compliance with the credit card policy. Authorized users of credit cards are the Library Director and any employee specifically authorized by the Library Director or Board of Trustees to purchase a particular product or services. Other users may be added at the Library Director’s recommendation to the Board of Trustees. Authorized users shall be responsible for credit card’s use and shall not allow the cards to be used by anyone else or for any unauthorized purchases. Authorized users will surrender credit cards upon leaving the employ of the Hewlett-Woodmere Public Library or as requested to do so by the Hewlett-Woodmere Public Library Board of Trustees or Library Director.

Credit cards may only be used to purchase goods or services for the official business of the Hewlett-Woodmere Public Library. Purchases must adhere to established purchasing policies. Documentation and original receipts detailing the goods and services purchased must be submitted with three (3) business days of purchase to the Library’s Account Clerk/Business Office by the authorized user.

Credit Card use shall be subject to a maximum spending limit of $5,000. Purchases made via the credit card must comply with the Library’s financial policy and purchasing guidelines. This card in no way changes such policies; it merely provides a method for making certain payments.

It is expected that the Library Director and other authorized users will store their cards securely until use.

Each authorized user is responsible for the protection of credit cards and shall immediately notify the financial institution issuing the card if the card is lost or stolen. Written documentation shall be submitted to the Business Office, Board and Library Director immediately following the loss of a credit card detailing the date and circumstances of the theft or loss. Cash advances, cash withdrawals, fines and private expenses are not authorized credit card uses. The Hewlett-Woodmere Public Library retains the right to take any and all measures consistent with law for unauthorized use of a credit card.

Any benefits derived from the use of a credit card shall be the property of the Hewlett-Woodmere Public Library.

Credit card bills will be included in the monthly warrant for approval by the Board of Trustees.

Adopted, Board of Trustees (BOT), November 10, 2014