

## **CREDIT CARD USE**

### **Purpose**

The purpose of the Credit Card Use Policy (“Policy”) of the Shelby Area District Library (“Library”) is to facilitate the Library’s purchase of goods, materials, and services, while maintaining accountability. The Policy provides a system of internal controls to ensure that the Library complies with all applicable laws, including Michigan Public Act 266 of 1995 (Credit Card Transactions).

### **Credit Card Regulations**

- The authorized credit limit of each credit card shall not exceed \$5,000.00 The Shelby Area District Library Board (“Library Board”) shall determine the maximum authorized limit on any credit card issued to the Library. All credit cards shall be issued in the name of the Library.
- The Library Board may include in its budget and pay the balance due on any credit card, including the annual fee and interest.
- The Library Director, Assistant Library Director, and Fiscal Officer are issued credit cards and have the authority to use them for library purchases.
- No single credit card purchase shall exceed \$1,500 unless specifically approved by the Library Board.

### **Responsibility of Library Director or Designee**

- The Library Director will be responsible for the accounting and monitoring of the Library credit cards and for general oversight of compliance with this Policy.
- Credit cards shall be used only for library supplies, materials, services, and staff continuing education/conferences. Further, the Library Director, Assistant Library Director, and Fiscal Officer may not use the credit card for a purchase that that person does not have authority to make.
- The Library Director, Assistant Library Director, and Fiscal Officer are responsible for the protection of their library credit card and shall notify the Library Director if a card is lost or stolen. The Library Director shall then immediately notify the Library Board and financial institution issuing the card of the card’s loss or theft.
- The Library Director, Assistant Library Director, and Fiscal Officer must immediately surrender the credit card upon leaving the employ of the Library.

### **Unauthorized Use**

The Library will use disciplinary measures consistent with current law for unauthorized use of the credit card.

## **Payment**

- The balance including interest due on the credit card shall be paid within 30 days of the initial statement date.
- The Library Director, Assistant Library Director, and Fiscal Officer, within one (1) week after a purchase, shall submit a copy of the vendor's credit card slip detailing the goods or services purchased, the cost of the goods or services, the date of purchase, and the official business for which it was purchased to the Library invoice file. If no credit card slip was obtained that described the transaction, the Library Director shall submit a signed voucher that shows the name of the vendor or entity from which goods or services were purchased, the date and the amount of the transaction, and the official business that required the transaction. Vouchers shall also include a statement why a credit card slip was not obtained. All credit card receipts or vouchers will be retained for attachment to the monthly credit card statement, prior to approval for payment.
- The Library Director and Fiscal Officer must review the credit card statements.
- The Library Director shall review each credit card statement as soon as possible to ensure that transactions comply with this Policy. Any transactions that appear on the statements that are not documented with a credit card slip or a signed voucher shall be immediately investigated. Transactions that do not appear to comply with this Policy shall be reported to the Library Board.
- The Library shall not approve a payment to the entity issuing the credit card until all transactions have been verified, including the approval of all transaction invoices if issued.

## **Benefits.**

Any benefits derived from the use of the credit card shall be the property of the Shelby Area District Library.

***APPROVED BY THE SHELBY AREA DISTRICT LIBRARY BOARD OF TRUSTEES AT THE MARCH 26, 2024 MEETING.***