

|                     |  |
|---------------------|--|
| <b>Section 8</b>    | <b>Finances</b><br>Approving Authority:<br>Morris Area Public Library District Board of Trustees |
| <b>Subsection E</b> | <b>Credit Card Use Policy</b><br>Effective Date: 01/12/2026<br>Reviewed and Revised:             |

This policy provides guidelines for the distribution, use, and oversight of Library-issued credit cards to ensure responsible use, accurate documentation, and accountability of Library funds.

Credit card accounts will be established in the name of the Morris Area Public Library; individual cards will be issued in the name of a specific staff member, with credit limits assigned based on position and approved budgetary authority.

The Library Director will be the Authorizing Officer on the account and responsible for the issuance, account monitoring, and overseeing compliance with the Credit Card Use Policy. The Business Manager is expressly precluded from being issued a credit card as this position is responsible for independent review and auditing of credit card accounts.

Library credit cards must be used for proper Library purposes. Any personal use of Library credit cards is strictly prohibited and may result in disciplinary action up to and including termination. In addition, the staff member will be required to reimburse the Library for any improper credit card purchases.

Any benefits derived from the use of the credit card will be the property of the Library.

A list of staff members with credit cards and their credit limits will be maintained and reviewed by the Board of Trustees annually. Any time additional staff members are issued a credit card, the Library Director will inform the Board of Trustees at the next regular Board Meeting.

### **Credit Card Oversight and Audit**

All staff members issued a credit card must sign an acknowledgement form recognizing their responsibility to comply with the Library policy regarding credit cards. The cardholder is responsible for all use of the credit card issued in their name.

Library credit cards shall be safeguarded to prevent loss or theft of public funds or unauthorized use. The Business Manager will have online access and monitor the account weekly for accuracy. Monthly statements shall be reviewed and approved by the cardholders, Business Manager, and Library Director.

In the event of a lost or stolen credit card, the staff member shall immediately notify the issuing bank, then the Library Director. Written documentation (an incident report) detailing the date and circumstances of the theft or loss shall be completed within 5 business days and a copy placed in the credit card account file as well as the staff member file. The Library Director shall notify the Board of Trustees of the loss or theft at the next regular Board meeting.

Credit cards are the property of the Library and must be returned upon termination of employment with the Library. The Library Director, or their designee, is required to immediately close such credit card accounts.

Payment of the monthly balance will be made by the Business Manager in such a way that no finance charges are incurred. The Library Director and Business Manager are responsible for ensuring that adequate procedures are in place to guarantee prompt payment of all credit card invoices.

The monthly statements will be provided to the Board of Trustees along with receipts in the monthly financial statements. The Business Manager is responsible for ensuring activity and account information is noted on the credit card statement for each line of entry.

### **Documentation and Receipts**

Cardholders must obtain and submit itemized receipts for all credit card transactions, along with a charge line and detailed description of the business purpose. Receipts must be submitted within 5 business days of purchase.

The Business Manager must retain the credit card bank statements and accompanying receipts on file as required by records retention.

---

### **Credit Card Policy Staff Acknowledgement**

I hereby acknowledge that I have received a copy of the Morris Area Public Library Credit Card Use Policy. I have read the policy and protocols and clarified with the Administration any questions regarding its provisions. I agree to comply with all the requirements contained therein and understand appropriate disciplinary action will be taken if I am found in violation of the policy and that the library will require restitution if the credit card is used improperly.

Staff Signature:

Date:

Business Manager Signature: