

Appendix	Public Policy and Procedure Manual Approving Authority: Morris Area Public Library District Board of Trustees
	Credit Card Policy Staff Acknowledgement Reviewed and Revised: 01/12/2026

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:	Date:

Credit Card Number:

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Credit Limit Issued:	Staff Initials Card Received:		
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