

ADAMS COUNTY PUBLIC LIBRARY

SECTION 3.710 – LIBRARY CREDIT CARDS (adopted 10/13/04 & revised 11/17/04)

The Adams County Public Library permits the use of a major credit card or vendor specific credit cards primarily to facilitate library purchases when vendors will not accept customary purchase orders or permit purchases without a vendor credit card. Any other use of credit cards must be approved in advance by the executive director or fiscal officer.

Major credit cards may be granted to the executive director and fiscal officer. These cards shall exclude any cash advance feature. The executive director and fiscal officer shall cooperatively determine appropriate credit limits. Vendor specific credit cards may be granted to library staff when deemed appropriate by the executive director or fiscal officer.

Anticipated use of a credit card requires advance approval from the fiscal officer by a purchase order number stating the amount to be expended. Vendor receipts or order confirmations, identified by purchase order number, shall be forwarded to the fiscal officer as soon as possible for reconciliation with the monthly statement received from the vendor or credit card company.

Credit cards issued by the library must be used only for authorized library purposes. Personal use is strictly prohibited. The cards must be safeguarded to prevent loss, theft of public funds or unauthorized use. Credit cards are the property of the library and must be returned to the fiscal officer upon termination of employment with the library.

The library does not pay sales tax on purchases; therefore, it is the responsibility of the employee to contact the fiscal officer for a tax-exempt certificate to file with the vendor.

Use of a library credit card is granted to staff members by name. Permission to use these cards may not be transferred to any other person. The executive director and/or fiscal officer will review credit card purchases to ensure proper use of the cards.

Before being issued a major credit card or vendor specific credit card, an employee must complete and sign an acknowledgement form stating that he/she understands and will comply with library policy regarding use of the card.

The holder of the credit card will be personally responsible for all charges that are in violation of this policy. Although the card holder will not be responsible for any unauthorized charges resulting from a lost or stolen card or card number, the card holder is expected to promptly report a lost or stolen card to the fiscal officer or the executive director.

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SECTION 3.710 – LIBRARY CREDIT CARDS ... cont'd

**ADAMS COUNTY PUBLIC LIBRARY
Employee Acknowledgement of Credit Card Policy**

I hereby acknowledge that I have received a copy of the library policy regarding Credit Cards. I have read the policy and clarified with the Fiscal Officer or executive director all questions regarding the use of the card listed below. I agree to comply with all the requirements contained therein. I understand that disciplinary action will be taken if I am found in violation of the policy and that the library will require restitution if this card is used improperly.

Company name _____

Account number _____ **Expiration** _____

Employee signature _____ **Date** _____

Director signature _____ **Date** _____