

Credit Card Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | www.baldwinlib.org

The purpose of the credit card policy of the Baldwin Public Library is to facilitate purchases for the Library.

1. The Director will be responsible for the issuance, account monitoring, retrieval and compliance with the credit card policy.
2. The Director or a Library employee designated by the Director may use the credit card, only for goods or services for the official business of the Library. Documentation detailing the goods and services to be purchased must be submitted before payment can be approved.
3. The Director is responsible for the protection of the credit card and will immediately notify the financial institution issuing the card if the card is lost or stolen.
4. The Library will use disciplinary measures consistent with current law for unauthorized use.
5. The balance due on the credit card account will be paid within the balance period indicated on the monthly statement. The Baldwin Public Library accepts full responsibility for the debt incurred on the credit card.
6. Only credit cards that have no annual or monthly fees will be used. All credit card rewards accumulated are property of the Library.
7. The Director must immediately surrender the credit card upon leaving the employ of the Library.
8. The credit card shall be used only when no other payment methods are available.

GUIDELINES

CARD USE- A credit card will only be issued to the Library Director. It will be honored for Library business by any vendor or merchant who accepts the card. The card has an authorized maximum spending limit of \$25,000. 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. Violations of the Library Credit Card Policies and Guidelines may result in revocation of use privileges and termination of employment and/or legal action. Anyone who has inappropriately used the credit card will be required to reimburse the Library for all costs associated with such improper use.

TAX EXEMPTION – The Director or authorized staff member must notify the vendor or merchant that the credit card transaction should be tax exempt if it is for goods or services.

ITEMS THAT CAN BE PURCHASED WITH THE CREDIT CARD- The credit card may be used for any of the following expenses:

1. Travel expenses
2. Conference registration fees
3. Library Materials, Equipment, Supplies, Contracted Services, and Operating Expenses.

The credit card may not be used for personal or non-Library use.

CREDIT CARD SECURITY

1. The credit card must be kept in a secure location.
2. **Credit Card Account Number-** The Bookkeeper will keep a permanent record of the card, the credit limit established, the date issued and the date returned.
3. **Use by someone other than the cardholder-**The only person entitled to use the credit card is the Director whose name appears on the face of the card or someone authorized by the Director.
4. **Lost or Stolen Cards-** If the credit card is lost or stolen, the bookkeeper is to be immediately notified. The Director will notify the issuing agency.

INTERNAL CONTROL GUIDELINES

BOOKKEEPER'S RESPONSIBILITIES

1. Upon receipt of the credit card statement, the bookkeeper is responsible for reviewing the statement for accuracy. This will include reconciling original receipts to the statement transactions.
2. The Bookkeeper will prepare the statement for payment on the next available bill listing. All charge slips must be given to the bookkeeper and attached to the credit card bill when it arrives. The bookkeeper will verify that the expenditure and the bill are accurate. The receipt should contain information certifying the appropriate use of the card.
3. The Bookkeeper will be responsible for alerting the Director about any and all annual fees and/or finance charges.
4. The Bookkeeper must retain the approved credit card statements and accompanying receipts on file for seven years.

LIBRARY DIRECTOR'S RESPONSIBILITIES

The Director is responsible for ensuring activity and account information is noted on the accounts payable voucher. The Library Director will sign the statement for approval of payment. The approval will attest to the appropriateness of the expenditures.

1. Will use the credit card in compliance with the Library's Financial Policy and Purchasing Guidelines.
2. Ensure that the credit card guidelines defined by the Baldwin Public Library's Credit Card Policies and Guidelines are met.
3. Report lost or stolen cards to the issuing agency.