



## Corporate Credit Card Policy

The Library maintains a single corporate credit card account as an ongoing option for staff to use for emergency purchases and purchases for which other forms of payment are impossible, impractical, or likely to result in unreasonable delays between the purchase of a good or service and its receipt. With prior approval from the Board of Trustees, bank credit cards will be established in the name of the Geneva Public Library and the specific name of an individual with a maximum credit limit for each set by the Library.

Store cards and credit accounts will be available for specific purchases, such as office/custodial supplies. All credit cards will be held by the Finance Clerk until needed by specified staff members, and then returned to the Finance Clerk for safekeeping.

Staff will make every effort to use purchase orders or other payment methods in lieu of the corporate credit card. Bank credit cards will be used primarily for travel expenses to conferences and pre-payment of materials when required by a vendor.

- Credit and store cards are not to be used for personal expenses by staff under any circumstance.
- The use of cards does not replace requisitions and purchase orders or other purchasing procedures

All purchases made with the Library corporate credit card must have the Director's prior written approval, and be fully documented. Execution of purchases will be the responsibility of the Director or Finance Clerk. All credit card receipts and invoices must be submitted to and reconciled by the Director, or his or her designee, monthly.

Proper documentation is to include:

- A completed Payment Request Form signed by the staff member requesting the purchase and the Director;
- Original paid receipt indicating the amount paid, the vendor, and the itemized description of the purchases;
- In the case of books, subscriptions or similar orders, a copy of the order form or document and packing slip or other receiving document;
- A print-out of the items ordered online.

Examples of documentation NOT allowed:

- Non-itemized cash register receipts;
- Handwritten requests for reimbursement without receipts or other verification.

A lost or stolen credit card must be reported to the Director immediately.

The Library's bank credit card is viewable on the Community Bank website.

Approved by the Board of Trustees: April 30, 2008

Amended by the Board of Trustees: 9/28/2011, 1/30/2013, 11/19/2014, 2/25/2015, 9/30/2015, 9/28/2016, 10/04/2017, 9/26/2018