



Credit Card Policy

The Geneva Public Library (“the Library”) maintains a single corporate credit card account as an option for employees 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 (“the Board”), bank credit cards will be established in the name of the Library with a maximum credit limit for each card set by the Library.

Store cards and credit accounts will be available for purchases at specific stores, such as Staples and Wal-Mart. All credit cards will be held by the Finance Clerk until needed by approved employees, and then returned to the Finance Clerk for safekeeping.

The use of cards does not replace requisitions and purchase orders or other purchasing procedures. Employees will make every effort to use purchase orders or other payment methods in lieu of the corporate credit card.

The corporate credit card will be used primarily for travel expenses to conferences and prepayment of materials when required by a vendor.

Credit and store cards are not to be used for personal expenses by employees under any circumstance.

All purchases made with the Library corporate credit card must have the Director’s prior written approval and be fully documented. All credit card receipts and invoices must be submitted to the Director and reconciled by the Finance Clerk on a monthly basis.

Proper documentation is to include:

- A completed Payment Request Form signed by the Director and the employee requesting the purchase;
- 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;

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 maintains online access to the credit card account for purposes including, but not limited to, viewing statements, making payments, and updating contact information.

Adopted 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, 4/28/2021, 4/27/2022

Reviewed by the Policy Review Committee: 4/14/2022