Growing with Our Community

LEVITTOWN PUBLIC LIBRARY

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http://www.levittownpl.org Trina Reed, Director

LEVITTOWN PUBLIC LIBRARY
CREDIT CARD USE POLICY

Scope of this Policy

The Levittown Public Library ("Library") Credit Card policy relates to the use of any and all purchasing cards, and other credit cards issued by the Library to its employees.

Library Credit Cards are to be used in conjunction with Library purchasing policies.

It is recognized that the Library Director and Assistant Library Director will be issued a Library Credit Card to assist with their job responsibilities and conference expenses. This policy will be affirmed annually at the Library Board of Trustees reorganizational meeting.

Acceptable Uses, Limits and Procedures

Library Credit Cards shall be used solely for official Library business. Therefore, Library Credit Cards shall not be used for personal or private business purchases.

Library Credit Cards shall be issued only to the Library Director and Assistant Library Director. The credit line for each specific employee is not to exceed $5,000.00. Authorized use of Library Credit Cards shall be limited to the person whose name appears on the face of the Library Credit Card, or who is specifically authorized in writing by the Library Director and/or the Assistant Library Director. The Chase Business Capital Library Credit Cards shall not be loaned to other individuals.

Overnight conference expenses shall only be charged after the Library Board of Trustees has approved attendance at the conference.

A separate Library Credit Card shall be issued solely for use of authorized Library Amazon purchases. The credit line for Amazon purchases is not to exceed $25,000.00.

Each employee receiving a Library Credit Card shall be bound by the limits, policies, and procedures of the Library. The use of the Library Credit Card is also subject to the terms of the issuing bank.

Intentional misuse or fraudulent abuse of any Library Credit Card may result in disciplinary action, up to and including dismissal and/or criminal sanctions. In addition, the authorized holder of the Library Credit Card shall promptly reimburse the Library for any unacceptable purchases. If

reimbursement is not made, the Library is authorized to withhold payroll to satisfy the amount owed.

Auditing and Documentation

Individual Library Credit Card holders are responsible for maintaining adequate documentation supporting all Library Credit Card purchases. The Library shall retain such documentation, such as:

- Copy of this policy, signed by each Library Credit Card holder
- Copies of order forms, when available
- Packing slips (for goods received)
- Original cashier receipts or vendor invoices
- User logs, when available.

The Library Board of Trustees shall periodically audit the records of authorized purchasing card users to ensure that Library Credit Cards are used only by authorized users for official Library business.

Security

Library Director and/or the Assistant Library Director shall be responsible for safeguarding Library Credit Cards at all times. In that regard, Library Credit Cards will remain in a locked area that requires the user to sign a log when the credit card is used. The Library Director and/or the Assistant Library Director shall also be responsible for immediately and properly reporting lost or stolen Library Credit Cards.

All Library Credit Cards shall be returned immediately upon request or upon termination of employment (including retirement).

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Name of Employee

_____
Signature of Employee

_____
Date

Adopted by the Library's Board of Trustees on October 7, 2009.
Revised December 7, 2022; December 6, 2023.