

Credit Card Policy

The Library Director shall be responsible for the Library's credit card issuance, accounting, monitoring, and for overseeing compliance with this policy. Credit cards will be established in the name of Gilford Public Library and the specific name of an individual with a maximum credit limit for each set by the Library Director.

The Library Director may authorize additional credit cards, and increase or decrease the credit limits of any existing credit cards, consistent with this policy and upon notification to the Treasurer of the Board. Each credit card shall be issued to one designated Library employee as custodian.

1. Each Library employee who is issued a Library credit card shall submit receipts for each transaction detailing the goods and services purchased, the cost, and the date of purchase.
2. Credit cards issued by the Library shall be used only for official business of the Library. Library credit cards shall not be used to obtain cash advances, purchase personal items, nor make payments on invoices or statements owed by the Library. Purchases exceeding \$250 must receive prior approval from the Library Director.
3. An employee who has custody of a Library credit card is responsible for its proper use in compliance with this policy. Such employee shall immediately notify the Library Director if the credit card is lost or stolen; and shall return the credit card to the Library Director upon separation, or if requested to do so at any time by the Library Director.
4. Any Library employee using a credit card in violation of this policy shall be subject to disciplinary action, including loss of use privileges, suspension or termination as may be appropriate in each case.
5. The total combined authorized credit limit of all Library credit cards shall not exceed \$10,000.

Review of all Gilford Public Library issued credit card transactions shall be the responsibility of the Library Director and the Library Treasurer. Any misuse or unauthorized use of Library issued credit cards or failure to comply with credit card policy will be immediately reported to the Library Director and the Treasurer of the Board.

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