Poplar Creek Public Library District
Credit Card Policy

This policy facilitates Poplar Creek Public Library District (PCPLD) purchases and establishes guidelines for the distribution and use of credit cards issued by PCPLD for staff use.

Credit card accounts will be established in the name of the Poplar Creek Public Library District; cards will be issued with specific employee's names. A credit card will be issued to the Executive Director, whose account will be the umbrella account for all other accounts. The Executive Director may have cards issued for PCPLD departments in individual Department Manager's names, and to other staff as appropriate based upon need.

Retail store-issued cards, such as Walmart, for example, are required to be used at the issuer's store in order to ensure tax-exempt purchases. They will be kept in the PCPLD Business office and given to staff only when needed for specific purchases. All staff must clear their purchases with their respective supervisor.

Credit card purchases are for legitimate business purposes and in accordance with the PCPLD's Purchasing Policy.

Credit cards may be used for registration and travel expenses related to conferences and/or workshops. Travel related expenses must be in accordance with PCPLD Resolution 16-06 *Reimbursement of travel, meal and lodging expenses*. Credit cards may also be used for prepayment of materials when required by a vendor, online purchases of library materials and equipment, and other purchases where practical.

The cardholder is responsible for ensuring that: charges are authorized within his/her approved budget, sufficient funds are available within that budget and that sufficient credit is available. Use of the credit card should be limited to purchases from companies, stores and vendors that do not invoice or accept purchase orders; orders placed over the Internet, and other purposes approved by the Executive Director.

PCPLD credit cards must be used for proper Library purposes. Any personal use of PCPLD credit cards is strictly prohibited and may result in disciplinary action up to or including termination. In addition, the employee will be required to reimburse the PCPLD for any improper credit card purchases.

For all credit card purchases made, the cardholder must submit documentation in the form of receipts detailing the goods or services purchased, the cost of those goods or services, the date of purchase, and the line item budget account number authorizing the expenditure.

All documentation of approved credit card transactions must be forwarded to the Business Manager within one week of purchase for matching to the consolidated statement invoice.

Credit Card Oversight and Audit

Each staff member issued a PCPLD credit card is responsible for its protection and custody and shall immediately notify the issuing bank, then the Business Manager in the event it is lost, stolen, or used by unauthorized persons. Written documentation of the event should follow the report as soon as possible detailing the date and circumstances of the theft or loss.

A list of credit card holders and their respective credit limits shall be maintained by the Business Manager.
Prior to initial receipt of a credit card, each individual must agree to and sign the "Credit Card Policy Employee Acknowledgement" document.

Department Managers are responsible for all use of their department's credit card by members of their department.

PCPLD credit cards shall be safeguarded to prevent loss or theft of public funds or unauthorized use, with monthly statements reviewed and approved by the Business Manager and the Executive Director.

Credit cards are the property of PCPLD and must be returned to the Business office upon termination of employment with PCPLD. The Business Manager is required to immediately close such credit card accounts.

Payment of the monthly balance must be made by the Business office in such a fashion that no finance charges are incurred. Because failure to pay a credit card invoice may directly affect one or more staff members' personal credit ratings, the Business Manager is responsible for ensuring that adequate procedures are in place to guarantee prompt payment of all credit card invoices, including but not limited to regular checking of credit card accounts online.

Credit Card Policy Employee Acknowledgement

I hereby acknowledge that I have received a copy of Poplar Creek Public Library's Credit Card Policy. I have read this policy and clarified with my supervisor any questions regarding its provisions. **I understand that as the cardholder I am personally responsible for all charges incurred on the credit card in the event that, through error or otherwise, such charge is not paid by PCPLD.** I agree to comply with all the requirements contained therein and understand that appropriate disciplinary action will be taken if I am found in violation of the policy and that PCPLD will require restitution if the credit card is used improperly.

Signature _____ Date _____

Printed Name _____ Department _____

Approved by the Poplar Creek Public Library District Board of Trustees: February 16, 2017, 3/21/2019; 5/21/2020, 4/21/2022, 2/15/2024