

Alexander Findley Community Library
Credit Card Policy

Policy:

1. Credit cards will be established in the name of the Alexander Findley Community Library and specific individuals for use pursuant to the AFCL's Procurement Policy to facilitate the daily operations of the library. All purchases must be for AFCL use and benefit only. The credit card may not be used for the purchase of personal items, alcoholic beverages or tobacco products. All monthly statements and correspondence will be sent to the AFCL.
2. Credit cards will be issued to the Library Director, Treasurer, and appointed Trustee with a credit limit of \$1,000.
3. Prior to initial receipt of any credit card, each individual must agree to and sign Credit Card Responsibility and Use Procedures.
4. Credit cards are the responsibility of the Library Director, Treasurer, and appointed Trustee. Any loss or other issues must be immediately reported to the Treasurer.
5. Credit cards will be used primarily for travel expenses to conferences and/or workshops and pre-payment of materials when required by a vendor.
 - a. The credit card may not be used for personal expenses.
 - b. The credit card does not replace requisitions and purchase orders.
6. The AFCL Director and Treasurer will have online access to all credit cards for oversight.

Procedures for credit card use:

All purchases and expenditures of AFCL funds must be within approved budget guidelines. AFCL requires documentation in the form of email confirmation, invoice, receipt of goods or services, and subsequent payment from an invoice as appropriate.

Anticipated purchases made with VISA cards are purchases from vendors for library materials, programming supplies, cleaning supplies, and conference registration and accommodations.

Any and all use of the VISA card requires the following:

1. Authorization of large or more costly purchases as stated in the AFCL Procurement Policy.
2. All charges require itemized receipts/invoice with the purchase order number and Director's name to be promptly submitted to the Treasurer. If the card is used for on-line purchases, the transaction confirmation page from the site is to be printed and submitted.

7/24/23 (reviewed)