



Barberton Public Library Credit/Purchasing Card Policy

A requisition form is to be completed **before** a purchase is made with all necessary information including:

1. Date of anticipated transaction
2. Location of purchase (vendor will be the bank)
3. Account to be used
4. Item/Service being purchased with some justification
5. Total amount of purchase (not to include sales tax)
6. If you need a tax exempt form, please ask Fiscal Officer for a copy

You will be notified by Fiscal Officer, Deputy Fiscal Officer or Director of the requisition approval.

Once you have used your credit/purchasing card, you **must** provide a receipt to the Fiscal Officer in all instances and a copy to the Technical Services department for any library collection materials purchased.

If your planned purchase does not require a requisition due to the purchase already being anticipated with your budgeted purchase order, you must still notify Fiscal Officer and Technical Services departments **before** purchase is made and provide a receipt and copy as mentioned above.

Barberton Public Library credit/purchase cards may not be used for cash transactions such as advances and or ATM activity.

Credit/purchase cards are the property of the Library and may only be used for business purchases as pre-approved. Any misuse of a Barberton Public Library credit/purchasing card will result in revocation of the card. Unapproved purchases may also result in restitution being made to the Library, disciplinary action up to termination of employment, and criminal sanctions. Cards must be surrendered to the Library upon request by the Director or Fiscal Officer. Cards must be promptly returned to the Director or Fiscal officer at the time an employee separates service.

All library policies have been designed to maximize available resources and ensure accessibility. They are always subject to review and revision by the Board of Trustees as necessary.

Adopted by the Board of Trustees, July 23, 2009.