



Barberton Public Library Credit/Purchasing Card Policy

This policy applies to all payment cards, checks or other payment instruments associated with a credit account issued by a financial institution or a retailer, and payment cards related to the receipt of grant funds. All such cards and instruments are referred to herein as "credit cards".

This policy does not apply to procurement cards (P-cards), or to gas cards or other payment cards that are capable of use only for the purchase of certain limited types of goods.

The Library will not obtain or maintain any debit cards. Credit or purchase cards may not be used for cash transactions such as advances and or ATM activity.

Credit cards will be established in the name of the Barberton Public Library with a maximum credit limit not to exceed \$18,000.

The Fiscal Officer will work with the appropriate financial institutions that issue credit cards to determine the best type of credit card accounts for the Library, and to determine which store credit card accounts the Library will utilize.

1. The Fiscal Officer is responsible for working with the issuing financial institution to determine the dates when credit cards expire and the re-issuance of replacement cards.
2. The Fiscal Officer is responsible for determining, when necessary, the need to cancel a credit card account and any adjustment to credit limits on the credit cards.
3. The Fiscal Officer is responsible for notifying the issuing financial institution of a lost or stolen card. Library personnel using a credit card must notify the Fiscal Officer when they become aware that a card is lost or stolen.

Credit cards will be kept in the office of the Fiscal Officer and may be signed out to authorized Library personnel from time to time as necessary. The credit card should be promptly returned to the office of the Fiscal Officer once the purchases for which it was checked out have been made.

Credit cards may be signed out only to the following Library personnel:

1. Director with a credit limit up to \$5,000
2. Fiscal Officer with a credit limit up to \$3,000
3. Deputy Fiscal Officer with a credit limit up to \$500
4. Children's Services Manager with a credit limit up to \$500
5. Facilities Services Manager with a credit limit up to \$2,000
6. Reference Services Manager with a credit limit up to \$500
7. Technical Services Manager with a credit limit up to \$5,000
8. Librarians with a credit limit up to \$500

A credit card may not be used by anyone other than the individual to whom it is signed out.

Prior to initial receipt of a credit card, each individual must agree to and sign the Credit Card Responsibility and Use Procedures.

The Board authorizes the use of Library credit cards for use in connection with Board approved or Library-related activities, and for only those types of expenses that are for the benefit of the Library that serve a valid and proper public purpose shall be paid for by credit card. Credit cards will be used primarily for travel expenses to conferences and/or workshops and pre-payment of materials when required by a vendor. In any event, credit cards may be used only for expenditures that are within the applicable budget and departmental guidelines.

For each purchase made using a credit card, an itemized receipt indicating the date purchased, amount paid, the vendor name and address, and the goods or services purchased must be submitted to the Fiscal Officer the next working day following the purchase.

Use of a credit card for personal expenditures, for expenditures in excess of the applicable credit limit, or otherwise in violation of this policy constitutes a misuse of the credit card. Any Library personnel engaging in misuse of a credit card will be responsible to reimburse the Library for any unauthorized expenditures and may be subject to disciplinary action up to and including termination of employment.

If a credit card is lost or stolen, or if any Library personnel becomes aware of unauthorized or fraudulent use of any of the Library's credit card accounts, the same must be reported immediately to the Fiscal Officer.

All monthly credit card statements and other correspondence associated with the credit card accounts will be sent to the Barberton Public Library. Payment of the monthly statements must be made in a timely fashion so that finance charges and late payment fees are not incurred.

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 and employee separates service.

On an annual basis, the Fiscal Officer will submit a report to the Library Board of Trustees regarding all credit card rewards received by the Library.

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, Resolution #25-2009. Revised: April 18, 2019.

Credit Card Responsibility and Use Procedures

A credit card account has been established to meet the needs of your department for incidental purchases. Upon receipt of proper documentation and itemized receipt, credit card expenditures will be paid through the Fiscal Officer's office.

A credit card does not replace requisitions and purchase orders.

Conditions of Use. Expenses may be incurred with the credit card only if all the following conditions are met:

1. A requisition form is to be completed before a purchase is made with all necessary information including:
 - a. Date of anticipated transaction
 - b. Location of purchase (vendor will be the bank) with actual purchase location notes, i.e. Huntington/Amazon
 - c. Line-item account to be used
 - d. Item/Service being purchased with justification listed
 - e. Total amount of purchase, including shipping (not to include sales tax)
 - f. A tax-exempt form can be obtained from the Fiscal Officer
2. You will be notified by the Fiscal Officer, Deputy Fiscal Officer or Director of the requisition approval.
3. Expenditures must be within the guidelines of the particular activity of your department and budget. The expenditure can only be made after the approval of the required requisition and a signed purchase order from the Fiscal Officer. The credit card is not to be used for any personal expenses.
4. Expenditures to be paid must be less than your credit limit of \$_____. There are no exceptions.
5. Proper documentation to support the expenditure must be sent to the Fiscal Officer the day after receipt.
 - a. Proper documentation is to include:
 - Itemized paid receipt indicating the date, amount paid, the vendor's name and address, and an itemized description of the purchase.
 - In the case of books, subscriptions or similar types of orders, a copy of the order form or document, and the packing slip or other receiving document.
 - A hardcopy print-out for any items ordered online.
 - b. Examples of documentation not allowed:
 - Non-itemized cash register receipts.
 - Handwritten requests for reimbursement without receipts or other verification.

6. The Library is exempt from sales tax, and all reasonable efforts should be made to ensure that sales tax is not charged by vendors in connection with purchases made via credit card. A tax exemption certificate is available in the Fiscal Officer's office. In some cases, if you merely mention to the vendor that the purchase is tax exempt, no sales tax will be charged. Taxes incurred will be paid by the credit card user.
7. Cards must be surrendered to the Library upon request by the Director or Fiscal Officer.
8. Cards must be promptly returned to the Director or Fiscal Officer at the time an employee separates service.

Safekeeping: You are responsible for the safekeeping of the credit card. You shall not permit anyone else to use the credit card or disclose to anyone (other than the vendor/merchant in connection with a purchase) the card account number, CVV, or other pertinent account information. You shall promptly return the credit card to the office of the Fiscal Officer once the purchases for which it was checked out have been made.

Unauthorized Use: If you become aware of any unauthorized or fraudulent use of the credit card, or if the credit card is lost or stolen, you must immediately report same to the Fiscal Officer.

No Right to Credit Card: The credit card is issued to you on a temporary basis and remains the sole property of the financial institution from which it was issued. The right to use the credit card may be revoked at any time without notice by the issuing financial institution or by the Library's Fiscal Officer or Director.

Personal Responsibility: You are personally responsible for any unauthorized credit card expenditures and expenditures made in violation of applicable Library policy.

Policy: In addition to the terms set out herein, use of the credit card is subject to the Library's Credit Card Policy.

I have read and fully understand and accept my personal responsibilities and liabilities regarding the credit card issued to me, including the terms set out in the Library's Credit Card Policy. I further acknowledge that any misuse of the credit card will result in reimbursement and disciplinary action up to and including termination of employment.

Cardholder Signature: _____ Date: _____

Witness Signature: _____ Date: _____