



Credit Card Policy

~Board Approved Dec 8, 2003

The purpose of the credit card policy of the Manchester District Library is to facilitate the Director's purchases for the Library, while maintaining accountability. The policy provides a system of internal controls to ensure that the District Library complies with all applicable laws.

1. The Manchester District Library Board Treasurer will be responsible for the issuance, accounting, monitoring, and retrieval, and generally for overseeing compliance with the credit card policy.
2. The credit card may be used only by the Director for the purchase of goods or services for the official business of the Manchester District Library. The Director must submit documentation detailing the goods or services purchased, cost, date of purchase, and the official business before payment can be approved. The credit card bill must be available for review before authorizing payment. Usage is limited to purchases and does not allow cash advances.
3. The Director is responsible for the protection of the credit card and shall immediately notify the financial institution issuing the card if the card is lost or stolen.
4. The Director must immediately surrender the card upon leaving the employ of the Manchester District Library.
5. The Manchester District Library Board will use disciplinary measures consistent with the current law for unauthorized use.
6. The balance due on the credit card account shall be paid within 60 days of the statement date. Manchester District Library Board accepts full responsibility for the debt incurred on the credit card. The total authorized credit limit for the credit card issued to the Library shall not exceed \$1500.
7. Any benefits derived from the use of the credit card shall be the property of the Manchester District Library.