

LOUTIT DISTRICT LIBRARY CREDIT CARD ISSUANCE AND USE POLICY

Purpose

This Credit Card Issuance and Use Policy establishes rules and procedures for the issuance and use of credit cards by the Loutit District Library and its employees. The Loutit District Library Board may authorize the issuance and use of a credit card in accordance with Public Act 266 of 1995, being MCL 129.24 1 et seq. and this Policy.

Guidelines

The issuance and use of a Library credit card shall comply with the following:

1. The Library Director or designee shall be responsible for obtaining, issuing, accounting for, monitoring, and retrieving Library credit cards and for overseeing compliance with this Credit Card Issuance and Use Policy.
2. Loutit District Library credit cards may be used only by an employee of Loutit District Library who has been issued a credit card from the Director or designee.
3. Loutit District Library credit cards may be used only to make purchases for Library business.
4. Loutit District Library employees who use a Library credit card shall immediately submit a copy of the vendor's credit card sales receipt to the Business Manager. If the employee who makes a credit card purchase does not receive a sales receipt from the vendor, the employee shall submit a signed voucher to the Business Manager that shows the name of the vendor or entity from which goods were purchased, the date and the amount of the transaction, and a description of the type and quantity of goods purchased.
5. An employee who is issued a Loutit District Library credit card is responsible for its protection and custody. If the physical Library credit card or the Library credit card's information is lost or stolen, the employee shall notify the Director or designee immediately. The Director or designee shall immediately notify the entity issuing the lost or stolen credit card to cancel the card.
6. An employee issued a Loutit District Library credit card shall return the credit card to the Director or designee upon termination of his or her employment with the Library. The Director or designee shall notify the financial institution issuing the credit card to cancel that credit card.
7. The Business Manager shall review each credit card statement as soon as possible to ensure that the transactions shown on the statement comply with this policy. The

Business Manager shall investigate immediately any transaction that appears on the statement that is not documented with a credit card sales receipt or a signed employee voucher.

8. The Director shall not approve payment of a credit card statement until all transactions on the statement have been verified.
9. The Business Manager shall pay the balance due shown on the credit card statement by the indicated due date.
10. Employees who use a Library credit card in a manner contrary to this policy shall be subject to the disciplinary action consistent with the law, and as deemed appropriate by the Library Director in accordance with the Library's Personnel Policy.
11. The Board specifically directs the Director that the total combined credit limit of all Library credit cards shall not exceed 3% of the total expenditure budget of the Library for the current fiscal year.

Originally adopted: August 10, 1999

Amended: January 12, 2010

March 7, 2017