

**RESOLUTION FOR LIBRARY CREDIT CARD**

**WHEREAS**, the Board of Trustees of the \_\_\_\_\_ Public Library is the fiscal body of said library; and

**WHEREAS**, the board has determined that it would be beneficial to the library to have a credit card available for use; and

**WHEREAS**, the Indiana State Board of Accounts' Accounting and Uniform Compliance Guidelines Manual for Libraries provides the criteria required for library credit card use;

**NOW THEREFORE BE IT RESOLVED**, that the library director shall apply for and obtain a credit card in the library's name; and

**BE IT FURTHER RESOLVED**, that such credit card is only authorized for use with regard to the following types of purchases:

- 1.
- 2.
- 3. ; and

**BE IT FURTHER RESOLVED**, that the library's credit card is to be used in accordance with (a) the provisions of this resolution; (b) the requirements listed in the Indiana State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries; and (c) the Library's Credit Card Policy, the terms of which are incorporated herein.

**DULY ADOPTED** by the Board of Trustees of the \_\_\_\_\_ Public Library at its regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at which meeting a quorum was present.

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ATTEST:

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Secretary

# **Credit Card Policy**

## **\_\_\_\_\_ Public Library**

The purpose of the credit card policy is to facilitate purchases for the library in those limited circumstances where using a credit card is the only practicable means for making a purchase.

The director will procure a credit card for the library from the financial institution offering the most favorable terms for the library. The director may obtain a card that has an annual fee if the totality of the terms applicable to that particular credit card make it the best choice for the library. The line of credit extended to the library by means of the credit card shall not exceed \_\_\_\_\_ Thousand dollars (\$\_,000.00).

The library director is the designated custodian of the credit card. The director must ensure that the card is used in conformance with the library's Resolution for Library Credit Card, the Indiana State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries, and this policy.

The director must maintain a log which will include the names of individuals requesting usage of the card, their position, type of purchase to be made, estimated amount to be charged, fund and account numbers to be charged, date the card is issued and returned, and, after the purchase, the actual amount that individual charged to the card. Both library employees and officers must sign for the card when they are taking it from the office and shall return the card as soon as possible after use, but no later than the first day the employee returns to work. When not checked out to an authorized employee or officer for an authorized purchase, the credit card shall remain in a locked drawer or safe in the library's business office.

The director, or a library employee designated by the director, may use the credit card for the following types of purchases:

- 1.
- 2.
- 3.

Use of the library's credit card for personal purchases is expressly prohibited.

The library is generally exempt from sales tax on purchases. The card user must notify the vendor or merchant that the credit card transaction should be tax exempt. The card user should provide the library's Sales Tax Exemption Certificate at the time of purchase, to avoid paying sales tax. Meals and lodging are not exempt from sales tax.

The balance due on the credit card will be paid in full each month by or before the payment due date. Payments should not be made on the basis of a statement or a credit card slip only. Procedures for payments should be no different than for any other claim. Supporting documentation such as paid bills and itemized receipts must be provided by the card user. Any interest or penalty incurred due to late filing or furnishing of documentation by an officer or an employee will be the responsibility of that officer or employee.

Any benefits derived from the use of the credit card are the property of the library.

If the card is lost or stolen, the card issuer must be notified immediately. This loss must also be reported to the library's board of trustees.

Employees requesting use of the credit card will be required to read a copy of this policy and sign indicating they understand and agree to abide by the terms of the policy. Any employee who violates the library's Credit Card Policy is subject to disciplinary action.

**Agreement for Use of the \_\_\_\_\_ Public Library's Bank Credit Card**

The \_\_\_\_\_ Public Library's credit card is being issued to you on a temporary basis to make authorized library purchases. By accepting the library's credit card, you agree that you are personally responsible for any unauthorized or inappropriate use of the card and that any unauthorized or inappropriate use of the card may result in disciplinary action. By signing below, you agree that you have read and understand the library's Credit Card Policy and agree to abide by the terms thereof.

Card issued: \_\_\_\_\_

Card Number: \_\_\_\_\_

\_\_\_\_\_  
Employee/Card User Signature

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Printed Name of Employee/Card User

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**Agreement for Use of the \_\_\_\_\_ Public Library's Bank Credit Card**

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Card issued: \_\_\_\_\_

Card Number: \_\_\_\_\_

\_\_\_\_\_  
Employee/Card User Signature

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Printed Name of Employee/Card User

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date