

## **Barrington Public Library Credit Card Use Policy**

The Board of Trustees and the Library Director shall abide by the following policy concerning the use of a limited credit card.

- The credit card shall have a \$1,000.00 maximum spending limit.
- Payment of these expenses shall be from the Misc. checking account which is funded by the intake of fees and book sale income.
- The statement from the credit card, along with all attached receipts, will be checked for any discrepancies by the Trustee Treasurer.
- The Director will then pay this bill, by check, from the account named above.
- If an expense is covered by one of the library's Town sponsored line items, a request for payment from that line will be submitted to the Town and the funds will be returned to the library checking account in that manner. A copy of the receipt for the expense will be attached to such a request to verify the amount of reimbursement.
- A copy of each statement and cancelled checks shall be kept on file and presented to the auditor during the annual Town audit.
- Only the Library Director shall use the credit card; no other employees shall have access to, or use of the credit card.
- Expenses that may be put on the credit card are as follows:
  1. Online purchases of supplies, books, A/V materials, and other items needed for library use that cannot be ordered in another manner, and, items that can be purchased for a substantial discount if purchased online.
  2. Online items, such as virus software updates, which require a delay for check processing. These items should be purchased via credit card to get immediate access to the product thus avoiding risk to the library systems.
- Expenses that may not be put on the credit card include the following:
  1. In-store purchases at local stores where a check can be used as payment. The card may be used for local postage fees associated with inter-library loan packages so as not to waste checks on purchases under \$10.00.
  2. Online purchases from vendors who offer billing on a 30-day net program.

The Treasurer of the Board of Trustees shall monitor all purchases, and any discrepancies shall be reported to the Board of Trustees immediately for inspection.