Credit/Debit Card Use Policy

Approved by the Hinckley Public Library Board of Trustees

December 10, 2012

Revised May 11, 2015

The purpose of the credit/debit card policy of the Hinckley Public Library is to facilitate purchases for the library. Although the preferred method of payment to vendors is through invoice billing, there are times when credit/debit card charges are the only available or practical method.

1. The Director will be responsible for the issuance, account monitoring, and generally for overseeing compliance with the credit/debit card policy. Annually, the Library Board of Trustees will review the library personnel who will be granted credit/debit card privileges.

2. The Director and other staff members designated by the Library Board of Trustees may use the credit/debit cards only for goods or services for the official business of the library.

3. Each authorized employee must submit documentation detailing the goods and services purchased with the credit/debit card before payment can be approved. In the event of a lost or stolen card, the employee responsible for that card must report the incident to the Director immediately.

4. The Director is responsible for the protection of the credit cards and will immediately notify the financial institution issuing the cards if the cards are lost or stolen.

5. The library will use disciplinary measures consistent with current law for unauthorized use.

6. Any benefits derived from the use of the credit/debit card will be the property of the library.

7. The Director and other authorized employees must immediately surrender the credit card upon leaving the employ of the library.

8. Credit/debit card charges will be debited against appropriated library funds, and the Treasurer of the Library Board of Trustees will review the charges for accuracy while signing monthly bills.

9. CARD USE-Debit/credit cards will be issued to the Library Director and the employees responsible for collection development by the Library Board of Trustees. The card issued to the Director has an authorized maximum spending limit of $1,000 and a cash withdrawal limit of $300. All other cards have an authorized maximum spending limit of $1,000 with no cash withdrawal.

Purchases made via the cards must comply with the library’s Spending Policy and Purchasing Guidelines. These cards in no way change such policies. They merely provide a method for making certain payments.

Violations of the library's Spending Policy and Guidelines may result in revocation of use privileges and termination of employment. Anyone who has inappropriately used the credit/debit cards will be required to reimburse the library for all costs associated with such improper use.

CREDIT/DEBIT CARD GUIDELINES

A. TRANSACTION PROCEDURE-All credit/debit card transactions can be performed in person, over the phone, or through the mail. When the credit/debit cards are used, please follow the Guidelines below:

1. Retain all receipts and credit card slips.

2. Follow the library Guidelines for Director approval and payment of the charges in advance of using the cards.

B. TAX EXEMPTION-You must notify the vendor or merchant that your card transaction should be tax exempt if it is for goods or services purchased in the State of Illinois. The library’s tax exemption letter should be presented to the vendor if there is a request for documentation for tax and audit purposes.

C. ITEMS THAT CAN BE PURCHASED WITH THE CREDIT/DEBIT CARDS-The credit/debit cards may be used for any of the following expenses:

1. Travel expenses

2. Conference registration fees.

3. Library materials, equipment, supplies, contracted services and operating expenses.

**The credit/debit cards may not be used for personal or non-library use.**

E. CREDIT CARD SECURITY

1. The credit/debit cards must be kept in a secure location.

2. Credit/debit Card Bank Account Number-The bookkeeper will keep a permanent record of the cards, the credit limit established, the date issued and the date returned.

3. Use by someone other than the cardholder- Only the Library Director and authorized users as appointed

by the Hinckley Public Library Board of Trustees are authorized to use the credit/debit cards.

4. Lost or Stolen Cards-If the credit/debit cards are lost or stolen, the Director is to be immediately notified. The Director will notify the issuing agency.

INTERNAL CONTROL GUIDELINES

A. BOOKKEEPER’S RESPONSIBILITIES

1. Upon receipt of the credit/debit card bank statement, the bookkeeper is responsible for reviewing the statement for accuracy. This will include reconciling all original receipts to the statement transactions.

2. The bookkeeper will be responsible for coordinating the waiving and/or reversing of any and all annual fees and/or finance charges.

3. The bookkeeper must retain the debit card bank statements on file for seven years.

B. LIBRARY DIRECTOR’S RESPONSIBILITIES

1. All sales slips/register receipts must be retained. The Director is responsible for ensuring that all activity and account information is noted on the receipts for accuracy in budget entry and for submitting these receipts to the bookkeeper.

2. The credit/debit cards will only be used in compliance with the library’s Spending Policy and Purchasing Guidelines. The Director must approve purchases in advance of the expenditure being made or order placed.

3. If the credit/debit card transaction has been made over the phone or by mail, a confirming copy of the requisition identifying the date and purpose of the transaction must be submitted to the Director for approval and signature.

4. Ensure that the credit card guidelines defined by the Hinckley Public Library District's Credit/Debit Card Policy and Guidelines are met.

5. Report lost or stolen cards to the bookkeeper and the card issuing agency immediately.